# Chester Public Utility District

Manual of Policies

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| **POLICY TITLE:** | Equipment and Facilities Technician — Intermittent |
| **POLICY NUMBER:** | 2330 |
| **SERIES:** | 2000 Personnel |
| **BARGAINING UNIT:** | Unrepresented — not currently included in the Local 39 Miscellaneous Unit |
| **POSITION TYPE:** | Intermittent / On-Call, At-Will |
| **FLSA STATUS:** | Non-Exempt |
| **ADOPTED:** | September 22, 2026 |
| **EFFECTIVE DATE:** | Upon adoption — September 22, 2026 |
| **LAST REVIEWED:** | Initial Adoption |
| **NEXT REVIEW DUE:** | As Required |
| **REVIEWED BY:** | General Manager |
| **APPROVED BY:** | Board of Directors |

## 1. PURPOSE

This policy establishes the classification, duties, qualifications, compensation range, and safety requirements for the position of Equipment and Facilities Technician — Intermittent. The position gives the District skilled construction, building repair, and heavy equipment capability on an intermittent, as-needed basis, including response to unplanned conditions on short notice. The position is intermittent: work is assigned as the need arises rather than on a regular schedule, and the classification is not established to staff a continuing program of work.

## 2. DEFINITION

Under general direction of the General Manager, and on an intermittent, as-needed basis, performs skilled construction, building maintenance, and repair work and operates heavy and light equipment in support of the District's facilities, grounds, and water and wastewater infrastructure; performs excavation, trenching, backfill, compaction, and surface restoration in support of water and sewer repairs; responds on short notice to unplanned conditions; and performs related work as required.

## 3. DISTINGUISHING CHARACTERISTICS

This is a single-position, intermittent, unrepresented classification at the skilled, journey level. Work is assigned as the need arises, on an as-needed basis and on short notice, and is not scheduled on a regular basis. It is distinguished from the Maintenance Worker / Meter Reader, Part-Time classification, which is the entry and basic working level classification performing routine maintenance, janitorial duties, and meter reading. It is distinguished from the District's Operator classifications, which require State Water Resources Control Board certification and perform water and wastewater system operations. It is distinguished from any

classification the District may later establish to perform a water meter replacement program, which is programmatic work staffed on a planned basis and is outside the scope of this classification.

The incumbent is expected to work independently, without on-site supervision, and to exercise judgment in the sequencing, methods, and safety of construction and equipment work.

This classification is unrepresented and is not currently included in the Local 39 Miscellaneous Unit. The wages, benefits, differentials, and other terms of the Memorandum of Understanding between the District and Stationary Engineers, Local 39, do not apply to it.

The position gives the District skilled in-house capacity for construction, building repair, and equipment work that arises intermittently. It does not replace, absorb, or displace work assigned to any bargaining unit classification, and it is not a substitute for the District's certificated operations staffing.

## 4. REPORTS TO

Receives general direction from the General Manager, or from the Utility Operations Manager as designated.

### *Classifications Supervised*

This is not a supervisory class.

## 5. EXAMPLES OF IMPORTANT AND ESSENTIAL JOB DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

### *As-Needed Assignment and Call-Out*

- Reports for assigned work on request, and responds to call-out on short notice, at any hour and in any weather, for main breaks, leaks, sanitary sewer overflows, storm damage, blocked access, equipment failures, and other unplanned conditions.
- Assesses the physical scope of the work or condition on arrival, reports what is found to the General Manager, and proceeds on the work assigned.
- Immediately notifies the General Manager of any leak, overflow, spill, unauthorized discharge, injury, damage to third-party property, or contact with a subsurface utility observed or caused in the course of the work.
- Provides site access, emergency snow and debris clearing, and road and pad grading necessary to reach and maintain District facilities.
- Secures the work site on completion or suspension of work.

### *Equipment Operation*

- Operates heavy and light equipment, including backhoe, excavator, skid steer, dump truck, compactor, trencher, and related attachments, in excavation, grading, hauling, and snow removal work.
- Performs and documents a pre-use inspection of each item of equipment at the start of each period of use; performs operator-level servicing; reports mechanical defects, fluid leaks, and warning indications to the General Manager.
- Transports and secures equipment and materials between District facilities and work sites.

***Excavation and Infrastructure Repair Support***

- Performs excavation, trenching, shoring, dewatering, backfill, and compaction in support of water main, service lateral, valve, hydrant, sewer main, service connection, and manhole repairs.
- Restores surfaces following repair work, including gravel placement, asphalt patching, grading, and reseeding.
- Loads, hauls, and lawfully disposes of spoils, spoil water, pipe, and construction debris.
- Establishes and maintains traffic control and work zone protection at District work sites.
- Performs physical and equipment work at locations and to objectives designated by certificated District staff, in support of repairs those staff direct.

***Building and Structural Maintenance and Repair***

- Performs skilled maintenance and repair of District structures, including following storm, water, fire, freeze, vandalism, or equipment damage — carpentry, framing, roofing repair, doors and hardware, glazing, drywall, painting, and weatherproofing.
- Performs temporary stabilization, weather closure, and securing of damaged structures pending permanent repair.
- Performs concrete, fencing, and site repair necessary to restore safe access, maintain District facilities, or secure District property.

***General***

- Maintains records of each assignment and call-out, including date and time, time on site, work performed, equipment used, materials consumed, and location; prepares simple written reports.
- Maintains equipment, tools, and work areas in clean and safe condition.
- Maintains the confidentiality of ratepayer information at all times.
- Performs other duties as assigned.

## 6. DESIRABLE QUALIFICATIONS

***Knowledge of***

- Methods, materials, tools, and equipment used in construction, excavation, building maintenance, and repair work.
- Operation and operator-level maintenance of heavy and light construction equipment.
- Safe work practices, including trenching and excavation safety, shoring and sloping methods, work zone traffic control, and the safe operation of powered equipment.
- Basic plumbing and piping methods and materials as applied to water and sewer service lines and appurtenances.
- Requirements for notification of a regional notification center before excavation, and for marking and waiting periods.
- Basic principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.

***Ability to***

- Work independently, without close or on-site supervision, and exercise sound judgment in methods, sequencing, and safety.
- Operate heavy equipment skillfully and safely in confined, congested, and uneven conditions.
- Perform skilled construction and building repair work to a finished standard.

- Perform heavy manual labor and maintain stamina during sustained physical activity.
- Read and work from plans, sketches, and written and oral instructions.
- Recognize and locate conditions which require maintenance and repair.
- Respond to emergency call-outs on short notice and work effectively at night and in adverse weather.
- Maintain accurate records of work performed.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Efficiently use a computer and software to prepare data spreadsheets, perform word processing, and use email communication.

## 7. MINIMUM QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to completion of the twelfth (12th) grade (High School Diploma or GED). Additional qualifying experience may be substituted for the education requirement on a year-for-year basis.
- At least four (4) years of increasingly responsible experience in construction, building maintenance, or public works maintenance work.
- At least two (2) years of that experience in the operation of heavy equipment.
- A valid Class “C” California Driver’s license and a driving record acceptable to the District’s insurance provider, at time of appointment and continuously thereafter. A valid Class A or Class B California commercial driver’s license, with any applicable endorsement, is desirable.
- Documented operator training or certification for any item of equipment for which Cal/OSHA requires it, at time of appointment or within a period established by the District.
- A current Contractors State License Board contractor’s license is desirable but not required.

## 8. TOOLS AND EQUIPMENT USED

May include District trucks and vehicles; backhoe, excavator, skid steer, dump truck, compactor, and trencher; pneumatic tools, chain saws, jackhammers, compaction equipment, and snow removal equipment; shoring and trench protection equipment; hand and power tools of the construction and building trades; shovels; pipe tools; traffic control devices; personal protective equipment; telephone; computer and standard office equipment; or other tools as required by the assignment.

## 9. PHYSICAL DEMANDS

Frequently stand and walk; walk for long distances and on sloped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; must be able to maintain stamina during sustained physical activity; finger dexterity and arm-hand steadiness to use a variety of hand and power tools and to operate equipment controls; sustained sitting and repetitive control movement during equipment operation; must be able to reach and lift arms above the shoulder; ability to lift, carry, push, and pull materials and objects weighing up to seventy-five (75) pounds unassisted, and materials and objects weighing more than seventy-five (75) pounds with assistance or mechanical aid; ability to bend, stoop, kneel, crawl, crouch, and climb; corrected hearing and vision to normal range; verbal communication; ability to wear safety and protective clothing such as hard hats, safety glasses or goggles, hearing protection, respirators, gloves, high-visibility apparel, boots, and chemical resistant clothing.

## 10. ENVIRONMENTAL ELEMENTS

While performing the duties of this job, the employee often works in outside weather conditions, including at night and in winter conditions. The employee regularly works near moving mechanical devices and in and around open excavations. The employee occasionally works in high or precarious places and is regularly exposed to adverse environmental and work conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, snow, fumes, temperature and noise extremes, machinery hazards, electric currents, traffic hazards, pathogenic substances or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

## 11. PROBATIONARY PERIOD

The successful applicant shall serve a one (1) year probationary period. Completion of the probationary period does not alter the at-will nature of the position.

## 12. WAGES, HOURS, AND BENEFITS

### *Salary Range*

Compensation is set by the salary range adopted by the Board of Directors for this classification on the District's publicly available pay schedule:

Step A $33.50 · Step B $34.50 · Step C $35.50 · Step D $36.50 · Step E $37.50 per hour

Every rate is a multiple of $0.50 and each step increment is a uniform $1.00, consistent with the structure of the District's salary schedule. Step advancement is at the discretion of the General Manager following one (1) year of satisfactory service at the preceding step.

### *Hours*

This is an intermittent position with no regular schedule and no guaranteed minimum hours. Total compensated hours shall not reach one thousand (1,000) hours in any fiscal year (July 1 through June 30). Total compensated hours include all hours worked, overtime, paid holidays, and paid sick leave used, and are counted across all District appointments held by the incumbent, not per position. Sick leave that has accrued but has not been used is not counted. Paid sick leave and retroactive payroll adjustments are frequently posted after the period in which the hours were earned or worked, and they count toward the limit for the period in which the hours were earned or worked. The General Manager shall monitor cumulative compensated hours monthly. When cumulative compensated hours reach nine hundred (900) in a fiscal year, the General Manager shall schedule the balance of the fiscal year so that the limit is not reached. If compensated hours nevertheless reach one thousand (1,000) in a fiscal year, the incumbent qualifies for membership in the California Public Employees' Retirement System under Government Code § 20305, and the District shall enroll the incumbent and report contributions as required. The incumbent is compensated on an hourly basis; the alternative one hundred twenty-five (125) day membership test under Government Code § 20305 applies to per diem employment and does not apply to this classification. If the position is filled by a CalPERS retired annuitant, the appointment is additionally subject to the limit of Government Code § 21224, which is lower and controls.

The incumbent is not required to accept any particular assignment or call-out and is not guaranteed any volume of work. The District may perform any work itself or through others. Where the incumbent holds more than one District appointment, hours worked in all appointments are combined for purposes of overtime under the Fair Labor Standards Act, and overtime is computed on the weighted average of the applicable rates.

### *Daily Minimum*

On any day on which the incumbent works, the incumbent is paid a minimum of two (2) hours at the applicable hourly rate, whether or not two hours are actually worked. The minimum is two (2) hours per day, not per assignment or per call, and does not accumulate across multiple assignments or calls on the same day. Where actual hours worked on a day exceed two (2) hours, all hours actually worked are paid. For a

call-out, time is counted from the moment the incumbent departs in response to the call until the incumbent is released.

For purposes of this provision, a day is a calendar day, and work that begins on one calendar day and continues past midnight is treated as occurring entirely on the day it began.

The full paid minimum, including any portion not actually worked, is counted against the annual limit stated above. For purposes of overtime under the Fair Labor Standards Act, only hours actually worked count toward the forty (40) hour weekly threshold.

Example. Three separate calls on the same day totaling ninety (90) minutes of work are paid as two (2) hours. Three separate calls on the same day totaling five (5) hours of work are paid as five (5) hours.

### *No Standby or On-Call Pay*

No standby pay, on-call pay, availability pay, or similar premium is provided for this classification. The incumbent is compensated only for work actually performed, subject to the two (2) hour daily minimum stated above. The incumbent is not required to remain at home, to remain within a specified distance of the District, or to restrict personal activities while not working, and is not required to accept any particular call-out.

### *Benefits*

This position is not eligible for health, dental, or vision benefits, District-paid retirement or deferred compensation contributions, longevity pay, education incentive, clothing allowance, vacation, or holiday benefits. The hourly range reflects the absence of those benefits. The position accrues paid sick leave as required by California Labor Code § 246. No compensation is paid in lieu of any benefit.

## 13. SAFETY AND REGULATORY REQUIREMENTS

Because this position performs excavation and operates heavy equipment on and around the District's water and wastewater infrastructure, the following requirements are a condition of the classification and shall be observed at all times:

- The incumbent shall not perform any function for which a State Water Resources Control Board operator certificate is required, including operation of the District's water treatment or distribution system or of its wastewater collection or treatment facilities. Process control decisions, valve and system operation, chemical dosage determination, regulatory sampling, and regulatory reporting remain the responsibility of certificated District staff.
- Before any excavation, the incumbent shall comply with Government Code § 4216 et seq., including delineating the area to be excavated, contacting the regional notification center to obtain a valid inquiry identification number, and observing the applicable waiting period.
- **Protective systems.** No person shall enter an excavation five (5) feet or more in depth unless protected from cave-in by sloping, benching, shoring, or a shield system, as required by title 8, California Code of Regulations, section 1541.1. An excavation less than five (5) feet in depth also requires a protective system unless a competent person examines the ground and finds no indication of a potential cave-in. The incumbent shall not enter, or permit any person to enter, an unshored or unsloped excavation.
- **Selection and installation of shoring.** The District's shoring shall be selected and installed in accordance with the manufacturer's tabulated data and its stated limitations, or with the appendices to title 8, California Code of Regulations, section 1541.1, or with the written design of a registered professional engineer. The manufacturer's tabulated data for the District's shoring shall be kept with the equipment and available at the work site while the shoring is in use.
- **Competent person.** A competent person designated by the General Manager shall inspect each excavation, the adjacent areas, and the protective system before the start of each shift and as conditions require, and shall remove exposed employees from the hazard area where a cave-in or other hazard is found. The incumbent may serve as the competent person only where the General

Manager has designated the incumbent in writing and the incumbent holds the training that designation requires.

- **Cal/OSHA permit, and the emergency exception.** A Cal/OSHA permit is required for a trench or excavation five (5) feet or more in depth into which a person is required to descend. Title 8, California Code of Regulations, section 341(e)(3) excepts emergency repair work on underground facilities from the permit requirement. That exception applies to the permit only. It does not relieve the incumbent of any protective system, shoring, sloping, benching, or competent person requirement, and those requirements apply in full to emergency work at any depth.
- The incumbent shall not enter any manhole, wet well, vault, or other permit-required confined space without the prior written authorization of the General Manager and satisfaction of all applicable Cal/OSHA requirements, including attendant and rescue provisions.
- The incumbent shall work in accordance with the District's Injury and Illness Prevention Program and shall wear the personal protective equipment required for each assignment.
- The incumbent shall not operate any District vehicle or item of equipment while using or under the influence of alcohol, cannabis, or any controlled substance, or of any medication that impairs safe operation.
- The incumbent shall not use a District vehicle or item of equipment for any purpose other than District work.

## 14. RESPONSIBILITY / AUTHORITY

The General Manager administers this classification, including recruitment, appointment, step placement within the adopted range, assignment of duties, monitoring of the annual compensated hour limit, designation of the competent person, and performance evaluation. The Board of Directors approves the classification, the salary range, and any amendment to either.

## 15. RELATED DOCUMENTS

- Policy 2305 — Maintenance Worker / Meter Reader, Part Time
- Policy 2315 — Administrative Assistant, Part-Time / Temporary
- Policy 2325 — Accounting Technician, Part-Time
- Any classification the District may later establish for a water meter replacement program (referenced only to confirm that programmatic meter installation is outside this classification)
- Policy 3010 — Injury and Illness Prevention Plan
- Policy 3040 — District Vehicle and Mobility Device Use
- Policy 3080 — Surplus District Property
- Policy 2145 — Records and Retention
- District publicly available pay schedule adopted pursuant to 2 CCR § 570.5
- Memorandum of Understanding between the District and Stationary Engineers, Local 39
- Government Code § 20305 (CalPERS membership); Government Code § 21224 (retired annuitant appointments); Government Code § 4216 et seq. (excavation notification); California Labor Code § 246 (paid sick leave); title 8, California Code of Regulations, §§ 341, 1540, 1541, and 1541.1 (excavation, trenching, and protective systems); Fair Labor Standards Act

## 16. EFFECTIVE DATE

This policy is effective upon adoption by the Board of Directors on September 22, 2026.

# Chester Public Utility District
## Adoption of Policy Number 2330

This Policy was adopted by the Board of Directors of the Chester Public Utility District at a duly noticed regular meeting held September 22, 2026.

Board Chair: _____ Date: September 22, 2026
Stephen Graffweg, Board Chair

Attested: _____ Date: September 22, 2026
Kelly Sanders, Board Clerk

## REVISION HISTORY

| Date | Action | Meeting / Reference | Summary of Change |
|---|---|---|---|
| September 22, 2026 | Adopted (original) | Regular Meeting — Agenda Item ___ | |
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*Maintained by the District Clerk; mirrors the CPUD Policy & Governance Registry.*

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