



# USUAL & CUSTOMARY JOB ANALYSIS/DESCRIPTION

<b>JOB TITLE:</b>	<b>District Manager</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>EMPLOYER:</b>	<b>Vallejo Sanitation and Flood Control District</b> <b>450 Ryder Street, Vallejo, California 94590</b>
<b>DATE PREPARED:</b>	<b>1/15/2004</b>
<b>WORK SCHEDULE/HOURS:</b>	<b>8 hours per shift, 5 days per week</b>
<b>EMPLOYEE:</b>	
<b>D/I:</b>	
<b>CLAIM NUMBER:</b>	

Employer's Business: The employer, Vallejo Sanitation and Flood Control District, is a government agency responsible for the collection and treatment of wastewater from the sanitary sewer system and the protection from storm water.

## Job Functions

### Overview:

This is a management position. Under general direction of the Board of Trustees, plans, coordinates and directs, through subordinate department heads, the operations, engineering and construction programs, and the financial affairs of the District; to carry out the policies of the Board and observe and enforce all laws, rules and regulations governing the affairs of the District. The primary responsibilities of this position include both long and short term planning, directing, coordinating and evaluating the general activities of the District. Immediate supervision of these activities is delegated to subordinate department heads who are responsible for the detailed direction and inspection of the work. This person gives policy guidance and interpretation to Department Heads, administers and provides interpretation of the Memorandum of Understanding for the Department Heads.

### Essential Functions:

- The employee acts as the Chief Administrative Officer for the District.
- The employee prepares both short range and long range plans for the District including budgets and capital improvement programs for Board approval.
- The employee prepares and submits to the Board periodic reports on works in progress.
- The employee plans and recommends to the Board improvement and/or corrective measures deemed necessary.
- The employee confers with public agencies and the regulatory bodies and reports to the Board indicated courses of action.
- The employee directs and coordinates the work of District personnel in the financial activities of the District and in the design, maintenance, construction and operation of District facilities and services.
- The employee represents the District in negotiations and conferences with the public, governmental bodies, contractors, trade or professional associations, technical groups, etc. as may occur.
- The employee directs the staff of the District so as to render the utmost service to the citizens compatible with the legal responsibilities established and the economic resources available.

- The employee directs the personnel functions of the District including recommending the appointment of employees to the Board of Trustees. Approves and implements employee promotions and grants step increases. Suspends, demotes or otherwise disciplines employees, and recommends dismissal of employees to the Board of Trustees; receives and accepts on behalf of the Board of Trustees the resignations of employees.
- The employee utilizes a computer keyboard, mouse, and views a monitor to enter/retrieve information including e-mail correspondence, completing reports etc.
- The employee utilizes a writing utensil to complete notes during meetings and paperwork.
- The employee utilizes a telephone handset to make or retrieve phone calls, as needed. This includes utilizing the handset and when making calls pressing 7 to 10 buttons to make a call.
- The employee visits field sites to perform inspections.
- The employee operates a district vehicle or an electric cart to travel to and from plant or field sites, seminars, meetings and conferences. Includes ascending one step, maneuvering a steering wheel, pressing 2 foot pedals in conjunction with using a cushioned seat.

Marginal Functions:

- The employee utilizes a copier to make copies, as needed. This entails opening the copier door in an upward/downward motion (exertion <5 lbs.), placing the paperwork on the copier and pressing a button to activate the copier. Alternatively, the employee places a stack of papers on a document holder and presses a button to activate.
- The employee retrieves and sets paperwork/files in and out of file cabinet drawers.
- The employee utilizes a fax machine, as needed. This includes setting individual papers in the fax machine, pressing 7 to 10 buttons to connect to the desired telephone numbers and pressing a button to activate the fax.

**Minimum Qualifications****EDUCATION & EXPERIENCE**

- Graduation from college with a degree in Civil or Sanitary Engineering
- Minimum of 10 years experience in a position with similar levels of responsibility

**KNOWLEDGE, SKILLS & ABILITIES**

- Broad knowledge of the principles and practices of management
- Extensive knowledge of wastewater treatment processes, sanitary and storm drain collection systems and pump stations
- Considerable knowledge of public administration and municipal organization
- Good knowledge of sources of information related to problems of the District
- Ability to write clear and concise reports, memoranda, directives and letters
- Ability to develop comprehensive plans from general instructions
- Ability to meet the public and discuss problems and complaints tactfully and courteously
- Ability to establish and maintain satisfactory work relationships with department heads
- Ability to plan and supervise the work of others
- Ability to perform other administrative, managerial and related duties as may be prescribed or recommended by the Board of Trustees
- Must be able to walk on uneven surfaces
- Must be able to communicate with irate or difficult people
- Knowledge of correct Business English, including spelling, grammar and punctuation.
- Knowledge of techniques for dealing with the public, in person and over the phone.

**LICENSE(S)**

- Must possess a valid Class C driver's license at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason, it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.
- Licensed Civil Engineer in the State of California

### Physical Demands

For the purpose of determining frequency of activity, this job analyst refers to an eight-hour workday.

<b>STANDING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Less than ½ hour to 1 hour. Seconds to less than 30 minutes at a time. Carpet, tile, and as needed dirt, grass and gravel. Inspecting job sites, making presentations, communicating with coworkers.
<b>WALKING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Less than ½ hour to 1 hour. Seconds to less than 5 minutes at a time. Carpet, tile, and as needed dirt, grass and gravel. To and from construction sites, within buildings, offices.
<b>SITTING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	6 to 6.5 hours. Less than ½ hour to 1 hour at a time. Cushioned vehicle or office chair. Working at a desk station, utilizing a computer, telephone, communicating with coworkers, office tasks, reading, writing.
<b>KNEELING/ CROUCHING/ SQUATTING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Less than 2 times. Seconds at a time. Tile, carpet. Retrieving or setting paperwork/files on and off lower areas including shelves.
<b>CRAWLING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Not a job requirement.
<b>LAYING ON BACK/STOMACH</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	Not a job requirement.
<b>CLIMBING/ BALANCING</b>	<b>Frequency:</b> <b>Duration:</b> <b>Surfaces:</b> <b>Associated Tasks:</b>	0-2 times per month. Seconds at a time. Stair steps. Ascending or descending stair steps to access a 2 <sup>nd</sup> floor.

<b>BENDING</b>		
• <b>Waist:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Alternated with squatting, employee preference.
• <b>Head/Neck:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	2 to 3 hours. Seconds at a time. Reading, writing, and aiding visually during normal body mechanics.
• <b>Wrists:</b>	<b>Dominant Hand:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	2 to 3 hours. Less than 1 hour. Less than ½ hour. 1 to 2 hours. Seconds to less than 5 minutes at a time. Handling paperwork, office supplies, driving in conjunction with maneuvering a steering wheel and during normal body mechanics.

<b>TWISTING/ROTATING</b>		
• <b>Waist:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Less than 5 minutes. Seconds at a time. Possibly while driving. The motion is center to the right back to center or center left back to center less than 10-degrees.
• <b>Head/Neck:</b>	<b>Frequency:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Less than 1 hour. Seconds at a time. Driving a vehicle, aiding visually during normal body mechanics. The motion is from center to the right back to center or center to the left back to center up to 35-degrees.
• <b>Wrists:</b>	<b>Dominant Hand:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Not a job requirement.

<b>UPPER EXTREMITY USE:</b>	<b>Dominant Hand: [indicate LEFT or RIGHT]</b>
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<b>REACHING</b>		
<ul style="list-style-type: none"> <li>• <b>Primary Reach Zone:</b> (elbows bent at waist level, hands in forward extension)</li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	1 hour Less than ½ hour. 0 Less than ½ hour. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard and mouse to enter and retrieve data.
<ul style="list-style-type: none"> <li>• <b>Above Shoulder Level</b></li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Not a job requirement.
<ul style="list-style-type: none"> <li>• <b>Between Waist and Shoulder Level</b></li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	2 to 4 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. Seconds to less ½ hour at a time. Handling office supplies, paperwork, a telephone handset, radio, driving in conjunction with maneuvering a steering wheel.
<ul style="list-style-type: none"> <li>• <b>Below Waist Level</b></li> </ul>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Alternated with squatting.
<b>PUSHING/ PULLING</b>	<b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	Less than 10 times. Less than 10 times. Alternated with dominant hand. Alternated with dominant hand. Seconds at a time. Opening or closing file cabinet drawers. Unilateral or bilateral hand use.

<b>LIFTING/CARRYING</b>		
<ul style="list-style-type: none"> <li>• <b>0 to 10 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Writing utensil, paperwork, office supplies, a telephone handset, radio. 3 to 4 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. 0 to less than 50 feet. Ground to shoulder level. Utilizing a writing utensil, handling paperwork, files, handling office supplies, a radio or a telephone handset.
<ul style="list-style-type: none"> <li>• <b>11 to 25 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	File box. 0 to 1 time per week. 0 0 0 to 1 time per week. Less than 10'. Ground to waist level Retrieving and relocating a file box.
<ul style="list-style-type: none"> <li>• <b>26 to 50 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Not a job requirement.
<ul style="list-style-type: none"> <li>• <b>51 to 75 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Not a job requirement.
<ul style="list-style-type: none"> <li>• <b>75 to 100 lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Not a job requirement.
<ul style="list-style-type: none"> <li>• <b>100+ lbs.</b></li> </ul>	<b>Objects:</b> <b>Frequency</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Distance:</b> <b>Height:</b> <b>Associated Tasks:</b>	Not a job requirement.

<b>HAND DEMANDS</b>		
<ul style="list-style-type: none"> <li>• <b>Simple Grasping</b></li> </ul>	<b>Frequency:</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	3 to 4 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. Seconds to less than 15 minutes at a time. Driving in conjunction with maneuvering a steering wheel, handling office supplies, paperwork, a telephone handset or radio.
<ul style="list-style-type: none"> <li>• <b>Power Grasping</b></li> </ul>	<b>Frequency:</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	0 to 1 time per week. 0 0 0 to 1 time per week. Seconds at a time. Retrieving and relocating a file box.
<ul style="list-style-type: none"> <li>• <b>Fine Manipulation</b></li> </ul>	<b>Frequency:</b> <b>Dominant:</b> <b>Non-Dominant:</b> <b>Bilateral:</b> <b>Duration:</b> <b>Associated Tasks:</b>	1-1.5 hours ½ to 1 hour. 0 ½ hour. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard, pointing device, writing utensil, pressing telephone buttons to make outgoing calls.

<b>SPECIAL ENVIRONMENT</b>	<ul style="list-style-type: none"> <li>• Indoors, office setting; climate controlled</li> <li>• Outdoors, all weather conditions, as needed.</li> </ul>
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<b>MACHINES/TOOLS</b>	<ul style="list-style-type: none"> <li>• District vehicle</li> <li>• Mouse</li> <li>• Writing utensil</li> <li>• Fax machine</li> <li>• Computer keyboard</li> <li>• Copy machine</li> <li>• Monitor</li> </ul>
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**ADDITIONAL REQUIREMENTS:** Depending on the exposure, may be required during an inspection to wear head, eye or hearing protection.

**Note:** The following are not physical requirements of this job: crawling, laying on back/stomach, twisting wrist, twisting waist, reaching above shoulder level, power grasping.



<b>EMPLOYER COMMENTS:</b>	
This Job Analysis accurately represents the duties of a District Manager to the best of my knowledge.	
<b>EMPLOYER CONTACT NAME:</b>	
<b>EMPLOYER SIGNATURE:</b>	<b>DATE:</b>

<b>EMPLOYEE COMMENTS:</b>	
This Job Analysis accurately represents the duties of a District Manager to the best of my knowledge. I understand that I cannot add hours to the physical demands breakdown if the total would then be greater than the number of hours in an average workday.	
<b>EMPLOYEE NAME:</b>	
<b>EMPLOYEE SIGNATURE:</b>	<b>DATE:</b>