

CLEAR CREEK COMMUNITY SERVICES DISTRICT
WATER DEPARTMENT MAINTENANCE MANAGER
JOB DUTIES AND RESPONSIBILITIES

1. Is responsible for the maintenance of water service from the source to private users. This includes the spring enclosure, pumps, tanks, lines, community owned shut – off valves and their enclosures.
 - A. Examine water boxes monthly.
 - B. Maintain pumps and water apparatus in good working order.
 - B. Exercise all line valves once a year & paint lids.
 - C. Maintain proper air pressure in water tank to assure constant pressure in system. (Highest is 62 psi, lowest is 42 psi)
 - D. Keep log at the Fire House showing dates all maintenance is performed.
2. Perform operational duties of water department through coordination of CCCSD General Manger and Board of Directors.
 - A. Discontinue water service to property owners as instructed by the General Manager and/or the Board of Directors.
 - B. Open or close service for residents as requested by General Manager.
 - C. Notify General Manager of the designated relief person during Water Managers absences.
3. Maintain current map of all properties, water lines and shut off valves in CCCSD.
4. Monitor community on a regular basis to ensure compliance with CCCSD Rates, Rules and Regulations. Coordinate enforcement with CCCSD Manager and/or Board of Directors.
5. Attend all regular meetings of CCCSD Board of Directors and report on all significant information concerning the Water Department. (Copy of your report to be given to the General Manager)
6. Be responsible for the security of all water Department equipment.
 - A. Maintain an inventory list of all water department equipment.
 - B. Complete an (or upon request by the Board) inventory of equipment, compare it to the inventory. All shortages are to be reported at the next scheduled board meeting.
 - C. Ensure the security of the tools under lock and key (give a spare key to the GM).
 - D. Record in Water Department Log the dates inventories are taken.
 - E. Log water samples; the date, location and results in order to comply with State and local Regulations. Notify General Manager immediately of a bad water text result.
 - F. Maintain a Maintenance Log on the generator.

7. Responsible for snow equipment installation.
 - A. Water Department is responsible for the poles on Rainbow Drive and Spring Creek Drive.
 - B. Coordinate with Fire Chief to assist with snow removal around hydrants.
 - C. If need be, contact Lassen County Road Maintenance or the inmate crew to help remove snow around hydrants.
8. Monitor water pumps during fires to maintain adequate water pressure and water supply.
9. Coordinate purchases of equipment with the Board of Directors and General Manager.
10. Obtain bids and price lists when planning to purchase equipment.
11. Authorize non-emergency expenditures up to \$500.00; contact the General Manager for cost exceeding \$500.00 up to \$1,000.00.

In the absence of the Water Maintenance Manager (WMM) and in the event services are required, the District, at the discretion of the Board of Directors, shall pay the Relief Person a per diem rate equivalent to that of the current WMM. WMM will not receive wages during the time the relief person is needed.

X John D. Hackett
Employee Name (Please print)

X 
Employee Signature

3-18-2019
Date Signed