

Rubidoux Community Services District

Board of Directors

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Water Resource Management Refuse Collection Street Lights Fire / Emergency Services Weed Abatement

PERSONNEL COMMITTEE MEMORANDUM – ITEM 3A

August 12, 2026

To: Rubidoux Community Services District
 President Leja
 Director Altamirano

Subject: Consider Adjustments to: 1) Fiscal Year 2026|2027 Salary Schedule; 2) Job Descriptions; and 3) Organizational Chart

BACKGROUND:

In alignment with ongoing efforts to streamline operations, enhance accountability, and better support the mission of the Rubidoux Community Services District ("District"), staff has reviewed key classifications within the Operations Department. Based on this review, staff is proposing two classification changes to more accurately reflect current duties, address regulatory needs, and clarify lines of authority within the organization.

The first proposal is to consolidate the Senior Systems Operator I and Senior Systems Operator II classifications into a single classification titled Senior Systems Operator. Both positions are currently vacant; therefore, the proposed consolidation will not impact any current District employees. The position will remain vacant and available for future internal advancement opportunities, allowing employees who meet the required qualifications to progress into the Senior Systems Operator role as they become eligible. The revisions to the job description are minimal and are intended primarily to reflect the consolidation of the two classifications. A redlined version of the revised job description is attached for the Committee's review as Attachment 1.

This change is consistent with the District's previous action to consolidate the Senior Utility Maintenance Worker I and Senior Utility Maintenance Worker II classifications into a single lead classification. Similar to that action, the proposed consolidation is intended to simplify the District's classification structure while maintaining operational efficiency and consistency.

The second proposal is the creation of a Water Systems Operations Supervisor classification. This position is intended to serve as a direct supervisory classification and will also serve as the District's Chief Plant Operator. The position will report directly to the Director of Operations and will be responsible for overseeing the System

Operators and providing direct operational oversight of the District's water treatment operations. Consistent with previous bargaining unit discussions regarding supervisory positions, the District does not intend for this classification to be included in the Laborers' International Union of North America, Local 777 ("Union"). This approach preserves the District's current organizational structure, under which bargaining unit employees do not exercise supervisory authority over other bargaining unit employees, including the authority to issue discipline.

The creation and filling of the Water Systems Operations Supervisor position is not intended to increase the District's overall staffing level. The Operations Department is currently operating with one vacant position, and the District intends to fill that existing staffing need through the recruitment and hiring of the Water Systems Operations Supervisor. Following the hiring of the Supervisor, the newly consolidated Senior Systems Operator classification will remain vacant, providing an opportunity for qualified existing employees to advance into the position through internal promotion as they become eligible. This approach allows the District to establish the appropriate supervisory structure and meet its operational and regulatory needs while maintaining the Department's existing overall staffing level.

The Water Systems Operations Supervisor position will be filled through an open recruitment process. The job description is attached for the Committee's review as Attachment 2.

On July 28, 2026, staff provided the proposed changes to the Union. On August 4, 2026, staff met with Union representatives and District union stewards to discuss the proposed revisions. The proposal will be discussed with all bargaining unit employees on August 11, 2026. Staff anticipates having an update regarding the Union's and bargaining unit employees' feedback available for the Committee at its August 12, 2026 meeting.

At the recommendation of the District's labor counsel, staff will memorialize these classification changes through the attached Draft Side Letter of Agreement with the Union, included as Attachment 3. This will allow the District to implement the proposed classification revisions at this time while recognizing that Article II of the Memorandum of Understanding will be updated during the next round of successor agreement negotiations to reflect the revised list of excluded classifications.

The current and proposed Organizational Charts are provided as Attachments 4 and 5. The updated Fiscal Year 2026|2027 Salary Schedule is included as Attachment 6.

Budget Considerations

Staff believes no adjustment to the current Fiscal Year 2026|2027 adopted budget is necessary as a result of creating and filling the Water Systems Operations Supervisor position. The Operations Department is currently operating with one vacant position, and staff anticipates that the recruitment and hiring process will take one or more months following approval of these changes by the full Board, which is anticipated to occur on August 20, 2026. The salary savings associated with the existing vacancy during this period are expected to offset the additional salary and benefit costs associated with filling the position at the higher salary range. Accordingly, staff does not anticipate a net increase in expenditures for the current fiscal year that would require a budget adjustment.

RECOMMENDATION

Staff recommends the Personnel Committee consider the following actions:

1. Consolidation of the Senior Systems Operator I and Senior Systems Operator II classifications into a single classification titled Senior Systems Operator.
2. Creation of a new job classification titled Water Systems Operations Supervisor.
3. Approval of the updated Organizational Chart.
4. Approval of the revised Fiscal Year 2026|2027 Salary Schedule.
5. Recommend that Items 1 through 4 be agendized for full Board consideration at the regularly scheduled August 20, 2026 Board meeting.

Respectfully,

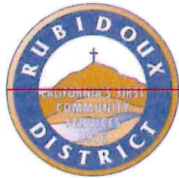
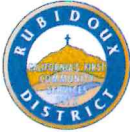


BRIAN R. LADDUSAW, CPA
General Manager

Attachment(s):

1. Redlined Senior Systems Operator Job Description
2. Water Systems Operations Supervisor Job Description
3. Draft Side Letter of Agreement
4. Current Organizational Chart
5. Draft Amended Organizational Chart
6. Draft Amended FY 2026|2027 Salary Schedule

ATTACHMENT 1



RUBIDOUX COMMUNITY SERVICES DISTRICT

SYSTEMS OPERATOR I / II SENIOR SYSTEMS OPERATOR SENIOR SYSTEMS OPERATOR I / II

DEFINITION

Individuals within the Systems Operator series are under supervision, performs a wide variety of manual and semi-skilled tasks involving the installation, construction, maintenance, and repair associated booster pumps, pumping stations, reservoirs, and domestic water wells; performs preventative and predictive maintenance on assigned equipment; removes, disassembles, cleans reinstalls and performs repair of pump/motor assemblies, equipment and components; assists in the diagnosis and performance analysis of water wells and booster stations. Also engaged in the maintenance and repair of sewer collection system and lift stations; operate heavy construction equipment, vactor truck, dump truck and backhoe.

DISTINGUISHING CHARACTERISTICS

Systems Operator I: is the entry level in the Systems Operator series. At this level, incumbents learn and perform a limited range of the less complex or specialized work tasks, under close supervision, with less latitude for independent action.

Systems Operator II: is the experienced, journey-level in the Systems Operator series. At this level, incumbents perform the full range of tasks common to the classification series, general supervision, while exercising discretion and independent judgment within established guidelines. Systems Operator II requires additional experience and certifications over Systems Operator I.

The Senior Systems Operator: is the advanced journey-level classification in the Systems Operator series, responsible for performing the full range of water and wastewater system operations duties while assuming recognized additional responsibilities related to regulatory compliance, reporting requirements, and system oversight. Incumbents work under general direction and exercise considerable discretion and independent judgment within established policies and procedures. This classification serves as the District's lead operator role, providing mentoring, training, and technical guidance to lower-level operators, supporting regulatory compliance activities, and

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assisting with operational coordination. Employees at this level are expected to demonstrate extensive knowledge of the District's operating systems, applicable regulations, and operational practices, maintain advanced certifications, and apply a high degree of technical expertise in day-to-day operations.

The Senior Systems Operator may act in a lead capacity during temporary absences of the Water Systems OperationsField Supervisor, providing operational continuity and guidance while maintaining bargaining unit status and avoiding formal supervisory responsibilities such as hiring, discipline, or performance evaluations.

Senior Systems Operator I: is the advanced, journey-level in the Systems Operator series with recognized additional responsibilities relating to regulatory and reporting requirements. At this level, incumbents perform the full range of tasks common to the classification series, under general direction, while exercising discretion and independent judgment within established guidelines.

Senior Systems Operator II: is the most advanced, journey-level in the Systems Operator series with recognized additional responsibilities relating to regulatory and reporting requirements. At this level, incumbents perform the full range of tasks common to the classification series, under general direction, while exercising discretion and independent judgment within established guidelines. Senior Systems Operator II is most knowledgeable of the District's operating systems and requires additional experience and certifications over Senior Systems Operator I.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Water Systems FieldOperations Supervisor, Director of Operations, Assistant General Manager, and/or General Manager.

Technical and/or functional work direction may occasionally be provided to the Systems Operator I/II by the Senior Systems Operator I/II.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to the following:

1. Operates distribution system to meet goals associated with water supply, water quality, and energy efficiency.
2. Reviews water quality results and calculates blending for Nitrate, DBCP, Perchlorate, and other constituents in the water as needed to comply with state and federal water quality standards.
3. Operates groundwater treatment facilities.
4. Repairs and maintains sewer collection systems, mains, laterals, manholes, lift stations, pressure lines and related structures; loads and unloads trucks; operates and performs preventive maintenance on pumps, valves and related lift station equipment.

5. Flushes and clears collection systems; operates hydrovactor, hand jet and machine rods to clear lines; applies herbicides, foams and other chemicals to deroot, degrease and unstop lines; installs and removes flow meters. Operates service truck to respond to customer complaints; determines source of problem; clears lines or reports work needed; advises customer if problem is not the District's responsibility; pumps flooded areas.
6. Utilizes automated, remote, and local controls for system operation.
7. Drives from site to site completing daily rounds of wells, booster stations, reservoir and water storage locations; monitors safety and security of sites and reports or corrects illegal use of water.
8. Inspects pumps, motors and other equipment; fills salt storage containers and well oilers; calculates pump run times and pumping rates and enters data into computer.
9. Maintains records of chlorine consumption; reads and interprets various chart recorders, gauges, and water meters; makes associated arithmetic calculations and records results.
10. Calibrates and performs preventive maintenance on water quality monitoring equipment and chemical feed systems.
11. Performs preventive maintenance of pumps, motors, regulators, valves and water meters; repair and replace various defective or worn parts and equipment as needed.
12. Inspects, adjusts and performs preventive maintenance on electrical and telemetry equipment at sites; checks connections and measures equipment output.
13. Collects grab samples at remote sites; performs various types of field water testing including chlorine residual; adjusts chemical dosage accordingly.
14. Operates a 10-ton crane to pick up and replace industrial motors; operates other pieces of construction equipment and/or hand and power tools needed for the work.
15. Performs miscellaneous maintenance tasks on periodic basis, such as weed abatement, debris removal, dirt road repair, and painting of motors, pump lines and other equipment.
16. Participates in mandatory standby rotation.
17. Regular attendance at the work site.
18. Other essential functions as defined by duty statement, job analysis and summaries, assigned as such by supervision or required by law/regulation.

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KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operation and maintenance of water and wastewater pumping and distribution systems.
- Mechanical and electrical maintenance principles and practices.

- Basic chemistry, electricity, and hydraulics.
- Water quality monitoring and sampling techniques and methods.
- Pertinent laws, codes, and regulations.

Skill in:

- Operating a personal computer and related software.
- Using hand and power tools.
- Operating various pieces of commercial construction equipment.

Ability to:

- Meet the physical, mental, and environmental demands of the position with or without reasonable accommodation.
- Operate pumps, motors and other water storage and distribution facilities and equipment.
- Calculate flow, volume, detention time, chemical dosage, and pressure.
- Evaluate operational changes such as pressure fluctuations, system demands and production capacities. Troubleshoot operational deficiencies of mechanical equipment.
- Read gauges and meters and correct record results.
- Work independently without direct supervision.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

REQUIRED QUALIFICATIONS

Experience and Training Guidelines

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

System Operator I/II

Experience:

Systems Operator I

One (1) year of experience in water and wastewater distribution system operations and maintenance.

Systems Operator II

Four (4) years of experience in water and wastewater distribution system operations and maintenance.

Education/Training:

Equivalent to graduation from the twelfth grade. Additional course work in water related topics such as cross-connection, water treatment, and water distribution are highly desirable.

Certificate:

Systems Operator I

Current California State Water Resources Control Board (SWRCB) Grade 2 Distribution and SWRCB Grade 2 Treatment operator certifications. Water Treatment Certification preferred. Must obtain the above-mentioned Certifications within the first year of appointment.

Systems Operator II

Current California State Water Resources Control Board (SWRCB) Grade 3 Distribution and SWRCB Grade 2 Treatment operator certifications. Water Treatment Certification preferred.

License:

Possession of a valid Class C California driver's license and a satisfactory driving record.

Possession of, or ability to obtain within one (1) year of appointment, a valid Class A California Commercial driver's license with a Hazardous Materials endorsement is required, together with a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Senior Systems Operator III

Experience:

Senior Systems Operator I

~~Five (5) years of experience in water and wastewater distribution system operations and maintenance.~~

Senior Systems Operator II

Six (6) years of experience in water and wastewater distribution system operations and maintenance.

Education/Training:

Equivalent to graduation from the twelfth grade. Additional course work in water related topics such as cross-connection, water treatment, and water distribution are highly desirable.

Certificate:

Senior Systems Operator I

~~Current California State Water Resources Control Board (SWRCB) Grade 4 Distribution and SWRCB Grade 3 Treatment operator certifications. Water Treatment Certification preferred.~~

Senior Systems Operator II

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Current California State Water Resources Control Board (SWRCB) Grade ~~4~~³ Distribution, SWRCB Grade ~~4~~³ Treatment, and California Water Environment Association (CWEA) Grade 1 Collection System Maintenance Certification. Water Treatment Certification preferred.

Skills and Abilities:

Extensive knowledge of business related computer programs (Word, Excel, Etc.). Effective communication skill. Must deal directly with outside regulatory agencies and organization.

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License:

Possession of a valid Class C California driver's license and a satisfactory driving record.

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Possession of ~~or ability to obtain~~ within one (1) year of appointment, a valid Class A California Commercial driver's license with a Hazardous Materials endorsement is required, together with a satisfactory driving record.

Possession of ~~or ability to obtain~~ certification from District provided CPR/First Aid Training.

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PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Indoor and outdoor environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, electrical currents, toxic agents/chemicals, and inclement weather conditions; work with or in water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical:

Incumbents require sufficient mobility to work in an office and field setting; stand, stoop, reach, bend, kneel, squat, and walk on uneven surfaces, loose soil and sloped surfaces; reach and twist; push, pull, lift, and or carry up to 50 pounds without assistance; operate assigned equipment and vehicles; requires a sense of touch, finger dexterity and gripping with hands and fingers; ability to verbally communicate to exchange information; may have to lift and relocate manhole covers or 10" fire service or backflow prevention assemblies weighing up to 50 pounds without assistance

Mental Conditions:

Stress of emergencies, interactive stress situations with subordinates and public; ability to work without close supervision; interpret codes, regulations, policies and schematics; memorize and reclass objects and persons; analyze problems and generate alternatives; exercise good judgment; work with interruptions and changing priorities and concentrate of long periods of time.

Vision:

See in the normal visual range with or without correction; vision sufficient to reach computer screens and printed documents and to operate assigned equipment.

Hearing:
Hear in normal audio range with or without correction.

Special Requirements:

- Will be required to work overtime, weekends, holidays or other non-scheduled hours as required.
- Must meet CAL-OSHA respiratory facemask requirements.
- Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility, to respond to emergency situations in off hours as required, and to carry a cell phone.
- Must be at least 21 years of age at time of hire.

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JOB STATUS

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~~Job Status~~**FLSA Status:** Non-Exempt

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~~Representation Status:~~ Represented

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~~Employee Designation:~~ Non-Supervisory Employee

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Date Modified: ~~July 2026~~ March 2024

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ATTACHMENT 2



RUBIDOUX COMMUNITY SERVICES DISTRICT

WATER SYSTEMS OPERATIONS SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, supervises, and participates in the work of staff engaged in the operation, maintenance, repair, and regulatory compliance of the District's water production, treatment, storage, and distribution facilities. Oversees groundwater production wells, treatment facilities, reservoirs, booster stations, chemical feed systems, instrumentation, SCADA systems, telemetry equipment, and related infrastructure. Ensures compliance with all federal, state, and local drinking water regulations. Serves as the District's designated Chief Plant Operator (CPO) pursuant to State Water Resources Control Board requirements. Coordinates assigned activities with other District departments, contractors, consultants, regulatory agencies, and outside organizations. Performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Director of Operations, Assistant General Manager, and/or General Manager.

Exercises direct supervision over Systems Operators and other assigned water operations personnel. Responsible for assigning work, establishing schedules, approving leave requests, conducting performance evaluations, providing training, and recommending hiring, promotion, discipline, suspension, and termination of assigned employees.

CLASS CHARACTERISTICS

This is the District's primary water operations supervisory classification, responsible for directing and overseeing the operation, maintenance and regulatory compliance of the District's water production, treatment, storage, and distribution facilities, as well as supervising assigned water operations personnel. The incumbent exercises independent judgment and discretion regarding personnel administration, regulatory compliance, emergency response, operational planning, maintenance prioritization, water quality management, and system operations. The incumbent serves as the District's designated Chief Plant Operator and maintains technical responsibility for water treatment operations, regulatory compliance, water quality monitoring programs,

operator certification requirements, and operational decision-making necessary to maintain compliance with State Water Resources Control Board regulations.

The incumbent is responsible for promoting a culture of professionalism, accountability, continuous improvement, safety, regulatory compliance, and operational excellence throughout the District's water operations division.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to the following:

1. Plans, schedules, assigns, supervises, reviews, and participates in the work of Systems Operators and assigned personnel.
2. Oversees operation of the District's groundwater production, treatment, storage, and distribution facilities.
3. Monitors system production, storage levels, pressure zones, pumping efficiencies, and water demands.
4. Reviews water quality results and develops blending strategies for nitrate, PFAS, perchlorate, iron, manganese, 1,2,3-TCP, and other regulated constituents.
5. Oversees water quality sampling programs and evaluates operational data.
6. Investigates water quality complaints and operational incidents.
7. Coordinates operational activities during emergencies and critical situations.
8. Ensures compliance with all applicable federal, state, and local regulations.
9. Coordinates regulatory reporting, inspections, permit compliance activities, and sanitary surveys.
10. Maintains operational, maintenance, calibration, and regulatory records.
11. Develops, implements, and oversees preventive and predictive maintenance programs.
12. Coordinates and oversees repairs, maintenance activities, and contractor services, and the safe operation of specialized equipment, including hydro excavation and vacuum excavation equipment.

13. Oversees operation, maintenance, and optimization of SCADA, telemetry, instrumentation, and automated control systems.
14. Maintains a working knowledge of wastewater collection system operations and provides operational support and coordination, as needed, to ensure continuity of utility services.
15. Trains, mentors, coaches, and develops assigned staff.
16. Conducts employee performance evaluations and probationary reviews.
17. Recommends hiring, promotion, transfer, discipline, suspension, and termination of assigned employees.
18. Establishes work schedules, approves leave requests, coordinates and participates in the water operations on-call rotation, authorizes overtime, and maintains adequate staffing levels necessary to support continuous water system operations.
19. Participates in employee selection processes, interviews, and workforce development initiatives.
20. Serves as the District's designated Chief Plant Operator and provides technical oversight of treatment plant operations, water quality monitoring programs, operator certification requirements, and regulatory compliance activities.
21. Develops and implements standard operating procedures, operational guidelines, and best management practices.
22. Participates in budget preparation, administration, and operational planning.
23. Assists with planning, design review, startup, and implementation of capital improvement projects.
24. Represents the District at meetings with regulatory agencies, consultants, contractors, customers, and the public.
25. Regular onsite attendance.
26. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of water treatment, water production, water distribution, and water quality management.
- Operation and maintenance of groundwater wells, treatment facilities, reservoirs, booster stations, and distribution systems.
- Drinking water regulations and regulatory compliance requirements.
- Water quality monitoring and sampling techniques and methods.
- Mechanical, electrical, instrumentation, and control system principles.
- SCADA, telemetry, and automated control systems.
- Methods, techniques, and safe operation of hydroexcavation equipment, vacuum excavation (Vactor) equipment, and other specialized utility maintenance equipment.
- Principles and practices of employee supervision, training, evaluation, and discipline.
- Labor relations and Memorandum of Understanding administration.
- Safety programs, CAL-OSHA requirements, and safe work practices.
- Budget preparation and administration.
- Pertinent laws, codes, regulations, and District policies.

Skill in:

- Operating personal computers and related software applications.
- Preparing reports, spreadsheets, and technical correspondence.
- Operating hand and power tools, hydroexcavation equipment, vacuum excavation (Vactor) equipment, and other maintenance and construction equipment.

Ability to:

- Supervise, motivate, train, evaluate, and develop assigned personnel.
- Plan, organize, assign, and review the work of others.
- Exercise sound independent judgment and decision-making.
- Calculate flow, volume, detention time, chemical dosage, pressure, and production capacities.
- Evaluate operational changes and troubleshoot system deficiencies.
- Analyze water quality and operational data.
- Read gauges, meters, plans, specifications, and technical reports.
- Understand and carry out oral and written instructions.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships.
- Work independently with minimal supervision.
- Meet the physical, mental, and environmental demands of the position with or without reasonable accommodation.
- Safely operate and oversee the use of specialized excavation and utility maintenance equipment, including hydroexcavation and vacuum excavation equipment.

REQUIRED QUALIFICATIONS

Education:

High school diploma or equivalent is required.

Additional coursework in water treatment, water distribution, supervision, leadership, instrumentation, SCADA systems, public administration, or related fields is highly desirable.

Experience:

Six (6) years of increasingly responsible experience in water treatment, water production, distribution system operations, and regulatory compliance activities, including at least two (2) years of lead, acting supervisor, crew leader, or supervisory experience.

Certifications:

At Time of Appointment:

- State Water Resources Control Board (SWRCB) Grade T3 Water Treatment Operator Certificate.
- SWRCB Grade D3 Water Distribution Operator Certificate.
- CPR/First Aid Certification.

Required Within Twelve (12) Months of Appointment:

- SWRCB Grade T4 Water Treatment Operator Certificate.
- SWRCB Grade D4 Water Distribution Operator Certificate.

License:

At Time of Appointment:

- Valid California Class C Driver License.

Required Within Twelve (12) Months of Appointment:

- California Class A Commercial Driver License with Tanker Endorsement.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

Indoor and outdoor environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, electrical currents, toxic agents and chemicals, and inclement weather conditions; work with or in water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical:

Incumbents require sufficient mobility to work in office and field settings; stand, stoop, reach, bend, kneel, squat, climb, and walk on uneven surfaces; push, pull, lift, and carry up to fifty (50) pounds without assistance; operate assigned equipment and vehicles; possess manual dexterity sufficient to operate tools, instruments, and computer equipment; and verbally communicate to exchange information.

Mental Conditions:

Ability to work under pressure during emergency situations; analyze complex operational and regulatory issues; exercise sound judgment; prioritize multiple assignments; interpret regulations, policies, technical manuals, plans, and schematics; and work effectively with interruptions and changing priorities.

Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens, instrumentation displays, gauges, and printed documents and to safely operate assigned equipment.

Hearing:

Hear in the normal audio range with or without correction.

Special Requirements:

- Will be required to work overtime, weekends, holidays or other non-scheduled hours as required.
- Must meet CAL-OSHA respiratory facemask requirements.
- Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility, to respond to emergency situations in off hours as required, and to carry a cell phone.
- Must be at least 21 years of age at time of hire.

JOB STATUS

FLSA Status: Non-Exempt

Representation Status: Non-Represented

Employee Designation: Supervisory Employee

Date Modified: July 2026

ATTACHMENT 3

SIDE LETTER OF AGREEMENT NO. 1
TO THE MEMORANDUM OF UNDERSTANDING
BETWEEN
RUBIDOUX COMMUNITY SERVICES DISTRICT
AND
LABORERS INTERNATIONAL UNION OF
NORTH AMERICA, LOCAL 777

Subject to the Rubidoux Community Service District Board's approval, the Rubidoux Community Services District ("District") and the Laborer's International Union of North America, Local 777 ("Union") have agreed to the following changes to the July 1, 2024-June 30, 2027 Memorandum of Understanding ("MOU") between the parties:

1. Article II, Application, is hereby amended to add the new position of "Water Systems Operations Supervisor" to paragraph 1 as a position excluded from the bargaining unit.
2. The vacant classifications of Senior System Operator I and Senior System Operator II are hereby deleted and replaced with a Senior System Operator classification as set forth in the attached job description at the salary set forth in the attached salary schedule.
3. Except as herein modified, the MOU shall remain in full force and effect for the remainder of its term.

RUBIDOUX COMMUNITY SERVICES DISTRICT

By: _____ Date: _____
Brian Laddusaw
General Manager

LABORERS INTERNATIONAL UNION
OF NORTH AMERICA 777

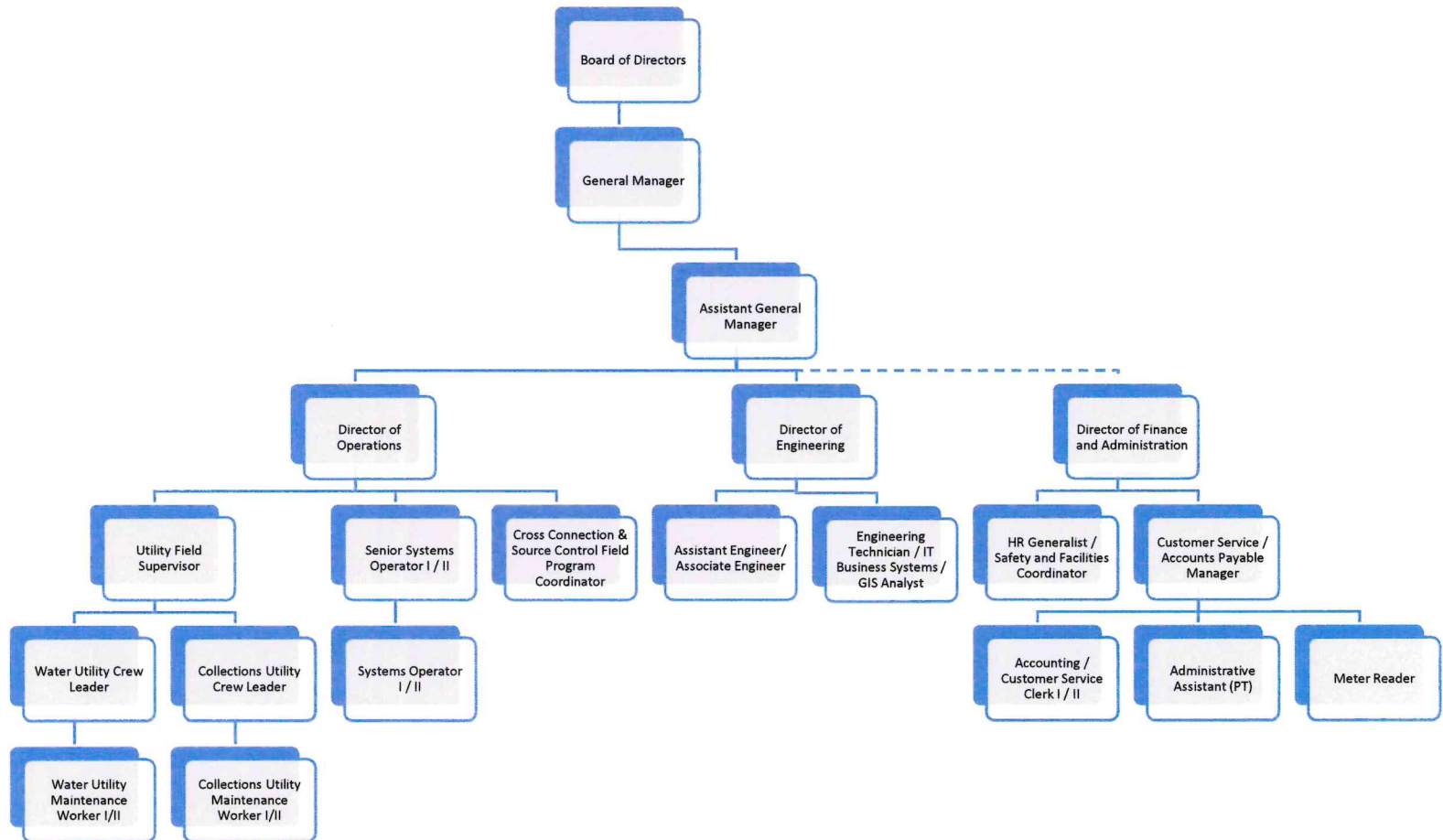
By: _____ Date: _____
Wendall Prude
Business Representative

ATTACHMENT 4



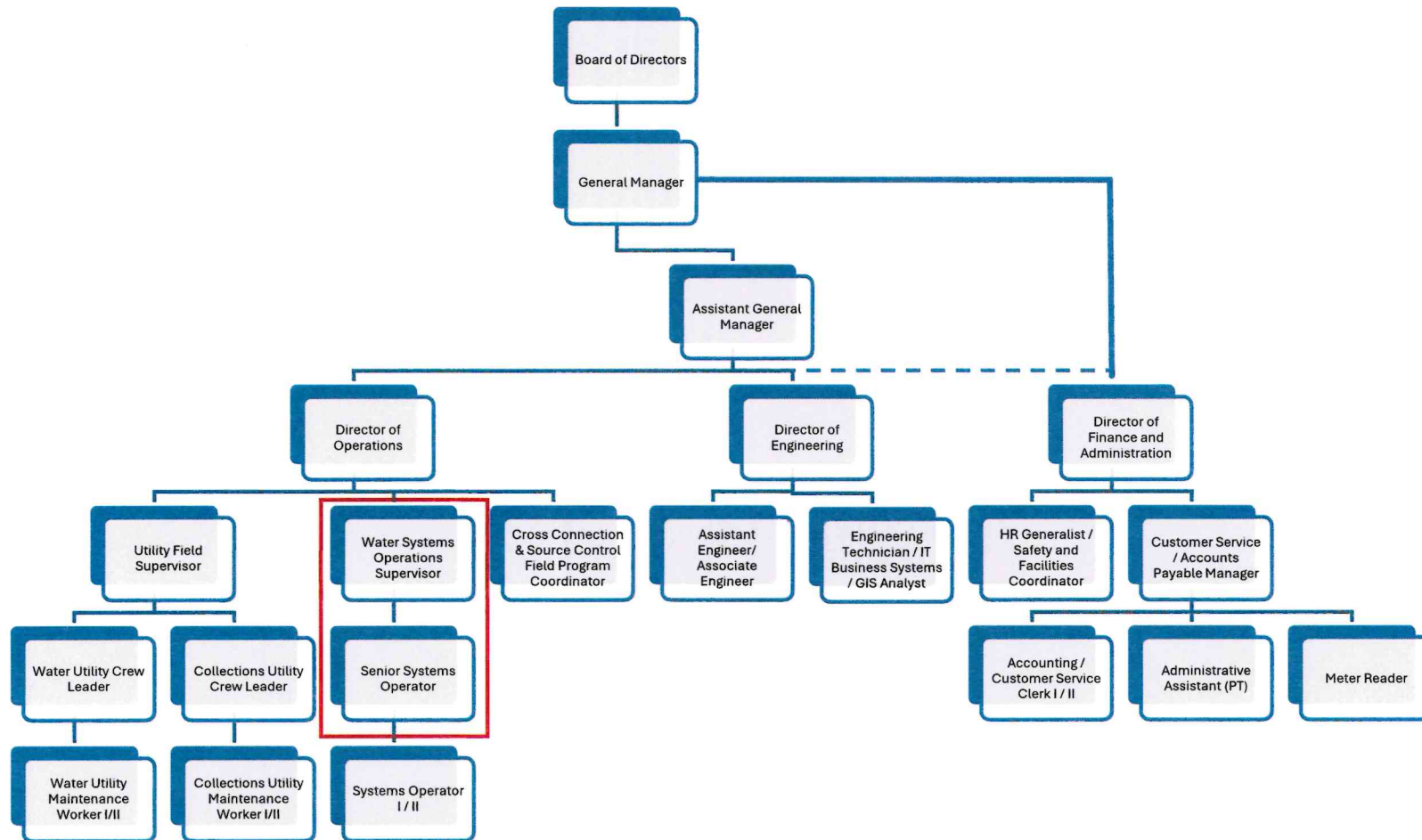
RUBIDOUX COMMUNITY SERVICES DISTRICT ORGANIZATION CHART

Effective August 7, 2025



Note: In the absence of the GM the DOF will report to the AGM

ATTACHMENT 5



ATTACHMENT 6



RUBIDOUX COMMUNITY SERVICES DISTRICT

FY 2026-2027 Salary Plan - 3.28% COLA

Approved and Adopted by the Board of Directors 5/21/26 - Payrates Effective 06/22/2026

Amended XX/XX/XXXX

<u>Job Classification</u>		<u>Step</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<u>Administrative Assistant (Part-Time)</u>	Non-Exempt	Hourly	\$ 25.34	\$ 26.62	\$ 27.95	\$ 29.33	\$ 30.81	\$ 32.35
		Monthly	\$ 4,392.27	\$ 4,614.13	\$ 4,844.67	\$ 5,083.87	\$ 5,340.40	\$ 5,607.33
		Annual	\$ 52,707.20	\$ 55,369.60	\$ 58,136.00	\$ 61,006.40	\$ 64,084.80	\$ 67,288.00
<u>Accounting / Customer Service Clerk I</u>	Non-Exempt	Hourly	\$ 31.53	\$ 33.10	\$ 34.76	\$ 36.49	\$ 38.31	\$ 40.24
		Monthly	\$ 5,465.20	\$ 5,737.33	\$ 6,025.07	\$ 6,324.93	\$ 6,640.40	\$ 6,974.93
		Annual	\$ 65,582.40	\$ 68,848.00	\$ 72,300.80	\$ 75,899.20	\$ 79,684.80	\$ 83,699.20
<u>Accounting / Customer Service Clerk II</u>	Non-Exempt	Hourly	\$ 36.70	\$ 38.53	\$ 40.47	\$ 42.49	\$ 44.62	\$ 46.84
		Monthly	\$ 6,361.33	\$ 6,678.53	\$ 7,014.80	\$ 7,364.93	\$ 7,734.13	\$ 8,118.93
		Annual	\$ 76,336.00	\$ 80,142.40	\$ 84,177.60	\$ 88,379.20	\$ 92,809.60	\$ 97,427.20
<u>Meter Reader</u>	Non-Exempt	Hourly	\$ 31.53	\$ 33.10	\$ 34.76	\$ 36.49	\$ 38.31	\$ 40.24
		Monthly	\$ 5,465.20	\$ 5,737.33	\$ 6,025.07	\$ 6,324.93	\$ 6,640.40	\$ 6,974.93
		Annual	\$ 65,582.40	\$ 68,848.00	\$ 72,300.80	\$ 75,899.20	\$ 79,684.80	\$ 83,699.20
<u>Utility Maintenance Worker I - Water</u>	Non-Exempt	Hourly	\$ 32.48	\$ 34.11	\$ 35.81	\$ 37.59	\$ 39.48	\$ 41.46
		Monthly	\$ 5,629.87	\$ 5,912.40	\$ 6,207.07	\$ 6,515.60	\$ 6,843.20	\$ 7,186.40
		Annual	\$ 67,558.40	\$ 70,948.80	\$ 74,484.80	\$ 78,187.20	\$ 82,118.40	\$ 86,236.80
<u>Utility Maintenance Worker II - Water</u>	Non-Exempt	Hourly	\$ 36.70	\$ 38.53	\$ 40.47	\$ 42.49	\$ 44.62	\$ 46.84
		Monthly	\$ 6,361.33	\$ 6,678.53	\$ 7,014.80	\$ 7,364.93	\$ 7,734.13	\$ 8,118.93
		Annual	\$ 76,336.00	\$ 80,142.40	\$ 84,177.60	\$ 88,379.20	\$ 92,809.60	\$ 97,427.20
<u>Utility Maintenance Worker I - Collections</u>	Non-Exempt	Hourly	\$ 32.48	\$ 34.11	\$ 35.81	\$ 37.59	\$ 39.48	\$ 41.46
		Monthly	\$ 5,629.87	\$ 5,912.40	\$ 6,207.07	\$ 6,515.60	\$ 6,843.20	\$ 7,186.40
		Annual	\$ 67,558.40	\$ 70,948.80	\$ 74,484.80	\$ 78,187.20	\$ 82,118.40	\$ 86,236.80
<u>Utility Maintenance Worker II - Collections</u>	Non-Exempt	Hourly	\$ 36.70	\$ 38.53	\$ 40.47	\$ 42.49	\$ 44.62	\$ 46.84
		Monthly	\$ 6,361.33	\$ 6,678.53	\$ 7,014.80	\$ 7,364.93	\$ 7,734.13	\$ 8,118.93
		Annual	\$ 76,336.00	\$ 80,142.40	\$ 84,177.60	\$ 88,379.20	\$ 92,809.60	\$ 97,427.20
<u>Utility Crew Leader - Water</u>	Non-Exempt	Hourly	\$ 43.64	\$ 45.82	\$ 48.10	\$ 50.51	\$ 53.02	\$ 55.68
		Monthly	\$ 7,564.27	\$ 7,942.13	\$ 8,337.33	\$ 8,755.07	\$ 9,190.13	\$ 9,651.20
		Annual	\$ 90,771.20	\$ 95,305.60	\$ 100,048.00	\$ 105,060.80	\$ 110,281.60	\$ 115,814.40
<u>Utility Crew Leader - Collections</u>	Non-Exempt	Hourly	\$ 43.64	\$ 45.82	\$ 48.10	\$ 50.51	\$ 53.02	\$ 55.68
		Monthly	\$ 7,564.27	\$ 7,942.13	\$ 8,337.33	\$ 8,755.07	\$ 9,190.13	\$ 9,651.20
		Annual	\$ 90,771.20	\$ 95,305.60	\$ 100,048.00	\$ 105,060.80	\$ 110,281.60	\$ 115,814.40
<u>Utility Field Supervisor</u>	Non-Exempt	Hourly	\$ 52.36	\$ 54.98	\$ 57.72	\$ 60.60	\$ 63.63	\$ 66.81
		Monthly	\$ 9,075.73	\$ 9,529.87	\$ 10,004.80	\$ 10,504.00	\$ 11,029.20	\$ 11,580.40
		Annual	\$ 108,908.80	\$ 114,358.40	\$ 120,057.60	\$ 126,048.00	\$ 132,350.40	\$ 138,964.80
<u>Systems Operator I</u>	Non-Exempt	Hourly	\$ 37.70	\$ 39.58	\$ 41.55	\$ 43.63	\$ 45.82	\$ 48.10
		Monthly	\$ 6,534.67	\$ 6,860.53	\$ 7,202.00	\$ 7,562.53	\$ 7,942.13	\$ 8,337.33
		Annual	\$ 78,416.00	\$ 82,326.40	\$ 86,424.00	\$ 90,750.40	\$ 95,305.60	\$ 100,048.00

<u>Systems Operator II</u>	Non-Exempt	Hourly	\$ 39.58	\$ 41.55	\$ 43.63	\$ 45.82	\$ 48.10	\$ 50.51
		Monthly	\$ 6,860.53	\$ 7,202.00	\$ 7,562.53	\$ 7,942.13	\$ 8,337.33	\$ 8,755.07
		Annual	\$ 82,326.40	\$ 86,424.00	\$ 90,750.40	\$ 95,305.60	\$ 100,048.00	\$ 105,060.80
<u>Senior Systems Operator I</u>	Non-Exempt	Hourly	\$ 47.88	\$ 50.27	\$ 52.78	\$ 55.41	\$ 58.18	\$ 61.09
<u>Senior Systems Operator</u>		Monthly	\$ 8,299.20	\$ 8,713.47	\$ 9,148.53	\$ 9,604.40	\$ 10,084.53	\$ 10,588.93
		Annual	\$ 99,590.40	\$ 104,561.60	\$ 109,782.40	\$ 115,252.80	\$ 121,014.40	\$ 127,067.20
<u>Senior Systems Operator II</u>	Non-Exempt	Hourly	\$ 52.62	\$ 55.24	\$ 58.01	\$ 60.91	\$ 63.97	\$ 67.15
		Monthly	\$ 9,120.80	\$ 9,574.93	\$ 10,055.07	\$ 10,557.73	\$ 11,088.13	\$ 11,639.33
		Annual	\$ 109,449.60	\$ 114,899.20	\$ 120,660.80	\$ 126,692.80	\$ 133,057.60	\$ 139,672.00
<u>Water Systems Operations Supervisor</u>	Non-Exempt	Hourly	\$ 57.58	\$ 60.46	\$ 63.48	\$ 66.66	\$ 69.99	\$ 73.49
		Monthly	\$ 9,980.53	\$ 10,479.56	\$ 11,003.54	\$ 11,553.72	\$ 12,131.40	\$ 12,737.97
		Annual	\$ 119,766.40	\$ 125,754.72	\$ 132,042.46	\$ 138,644.58	\$ 145,576.81	\$ 152,855.65
<u>Cross Connection & Source Control Field Program Coordinator</u>	Non-Exempt	Hourly	\$ 44.97	\$ 47.21	\$ 49.56	\$ 52.05	\$ 54.67	\$ 57.39
		Monthly	\$ 7,794.80	\$ 8,183.07	\$ 8,590.40	\$ 9,022.00	\$ 9,476.13	\$ 9,947.60
		Annual	\$ 93,537.60	\$ 98,196.80	\$ 103,084.80	\$ 108,264.00	\$ 113,713.60	\$ 119,371.20
<u>Engineering Technician/IT Business Systems / GIS Analyst</u>	Exempt	Hourly	\$ 43.95	\$ 46.15	\$ 48.45	\$ 50.88	\$ 53.43	\$ 56.09
		Monthly	\$ 7,618.00	\$ 7,999.33	\$ 8,398.00	\$ 8,819.20	\$ 9,261.20	\$ 9,722.27
		Annual	\$ 91,416.00	\$ 95,992.00	\$ 100,776.00	\$ 105,830.40	\$ 111,134.40	\$ 116,667.20
<u>Assistant Engineer</u>	Exempt	Hourly	\$ 48.35	\$ 50.76	\$ 53.29	\$ 55.97	\$ 58.77	\$ 61.70
		Monthly	\$ 8,380.67	\$ 8,798.40	\$ 9,236.93	\$ 9,701.47	\$ 10,186.80	\$ 10,694.67
		Annual	\$ 100,568.00	\$ 105,580.80	\$ 110,843.20	\$ 116,417.60	\$ 122,241.60	\$ 128,336.00
<u>Associate Engineer</u>	Exempt	Hourly	\$ 63.25	\$ 66.40	\$ 69.72	\$ 73.19	\$ 76.86	\$ 80.71
		Monthly	\$ 10,963.33	\$ 11,509.33	\$ 12,084.80	\$ 12,686.27	\$ 13,322.40	\$ 13,989.73
		Annual	\$ 131,560.00	\$ 138,112.00	\$ 145,017.60	\$ 152,235.20	\$ 159,868.80	\$ 167,876.80
<u>HR Generalist / Safety and Facilities Coordinator</u>	Exempt	Hourly	\$ 50.42	\$ 52.92	\$ 55.57	\$ 58.35	\$ 61.28	\$ 64.34
		Monthly	\$ 8,739.47	\$ 9,172.80	\$ 9,632.13	\$ 10,114.00	\$ 10,621.87	\$ 11,152.27
		Annual	\$ 104,873.60	\$ 110,073.60	\$ 115,585.60	\$ 121,368.00	\$ 127,462.40	\$ 133,827.20
<u>Customer Service / Accounts Payable Manager</u>	Exempt	Hourly	\$ 57.37	\$ 60.24	\$ 63.26	\$ 66.42	\$ 69.73	\$ 73.20
		Monthly	\$ 9,944.13	\$ 10,441.60	\$ 10,965.07	\$ 11,512.80	\$ 12,086.53	\$ 12,688.00
		Annual	\$ 119,329.60	\$ 125,299.20	\$ 131,580.80	\$ 138,153.60	\$ 145,038.40	\$ 152,256.00
<u>Director of Operations</u>	Exempt	Hourly	\$ 77.80	\$ 81.67	\$ 85.77	\$ 90.06	\$ 94.56	\$ 99.29
		Monthly	\$ 13,485.33	\$ 14,156.13	\$ 14,866.80	\$ 15,610.40	\$ 16,390.40	\$ 17,210.27
		Annual	\$ 161,824.00	\$ 169,873.60	\$ 178,401.60	\$ 187,324.80	\$ 196,684.80	\$ 206,523.20
<u>Director of Finance and Administration</u>	Exempt	Hourly	\$ 91.40	\$ 95.98	\$ 100.78	\$ 105.82	\$ 111.10	\$ 116.67
		Monthly	\$ 15,842.67	\$ 16,636.53	\$ 17,468.53	\$ 18,342.13	\$ 19,257.33	\$ 20,222.80
		Annual	\$ 190,112.00	\$ 199,638.40	\$ 209,622.40	\$ 220,105.60	\$ 231,088.00	\$ 242,673.60
<u>Director of Engineering</u>	Exempt	Hourly	\$ 91.40	\$ 95.98	\$ 100.78	\$ 105.82	\$ 111.10	\$ 116.67
		Monthly	\$ 15,842.67	\$ 16,636.53	\$ 17,468.53	\$ 18,342.13	\$ 19,257.33	\$ 20,222.80
		Annual	\$ 190,112.00	\$ 199,638.40	\$ 209,622.40	\$ 220,105.60	\$ 231,088.00	\$ 242,673.60
<u>Assistant General Manager</u>	Exempt	Hourly	\$ 109.68	\$ 115.18	\$ 120.93	\$ 126.98	\$ 133.32	\$ 140.01
		Monthly	\$ 19,011.20	\$ 19,964.53	\$ 20,961.20	\$ 22,009.87	\$ 23,108.80	\$ 24,268.40
		Annual	\$ 228,134.40	\$ 239,574.40	\$ 251,534.40	\$ 264,118.40	\$ 277,305.60	\$ 291,220.80
<u>General Manager</u>	Exempt	Hourly	\$ 136.46					
		Monthly	\$ 23,653.07					
		Annual	\$ 283,836.80	Flat Rate				