



**AGENDA AND MEETING NOTICE
OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT
PERSONNEL COMMITTEE**

Monday, July 13, 2026, at 2:00 p.m.

**North Tahoe Public Utility District
Administrative Offices
875 National Avenue
Tahoe Vista, CA 96148**

**Welcome to a meeting of the North Tahoe Public Utility District
Personnel Committee**

A meeting of the North Tahoe Public Utility District Personnel Committee will be held on Monday, July 13, 2026, 2:00 p.m. at the North Tahoe Public Utility District Administrative Offices, 875 National Ave. Tahoe Vista, CA 96148

The District welcomes you to its meetings. Your opinions and suggestions are encouraged. The meeting is accessible to people with disabilities. In compliance with Section 202 of the Americans with Disabilities Act of 1990 and in compliance with the Ralph M. Brown Act, anyone requiring reasonable accommodation to participate in the meeting should contact the North Tahoe Public Utility District office at (530) 546-4212, at least two days prior to the meeting.

All written public comments received by 1:00 p.m. on Monday, July 13, 2026 will be distributed to the District Board Committee Members for their consideration at the meeting. Written comments may be emailed to mmoga@ntpud.org, mailed or dropped-off at NTPUD's Administrative Offices located at 875 National Ave., Tahoe Vista, CA. 96148.

- 1. CALL TO ORDER/OPEN SESSION**
- 2. PUBLIC COMMENT** – *Any person wishing to address the Personnel Committee on items of interest to the committee not listed on the agenda may do so at this time.*
- 3. OPEN SESSION**
 - a. [Review and Discuss Approving a Revised Utility Operations Manager Job Description – Recommendation to full board \(Pages 2-14\)](#)
- 4. ADJOURNMENT**



NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: July 14, 2026

ITEM: F-5

FROM: Office of the General Manager

SUBJECT: Approve a Revised Utility Operations Manager Job Description

RECOMMENDATION:

That the Board of Directors approve the revised Utility Operations Manager job description.

BACKGROUND:

With the upcoming retirement of incumbent Utility Operations Manager, Ken Fischer, and consistent with the District's Strategic Plan, staff has reviewed the Utility Operations Manager job description for updates prior to posting the position for succession hiring. With the Utility Operations Manager job description last receiving updates in 2013, staff has identified significant updates for format, to align with industry best practices, and to recognize that the tasks and responsibilities of the Utility Operations Manager have transformed over the years.

The proposed job description does not result in an increase or change in the number of full time equivalent employees or reporting structure. No adjustments to the wage range are proposed.

FISCAL ANALYSIS:

This item has no fiscal impact.

STRATEGIC PLAN ALIGNMENT:

Goal 1: Provide safe, efficient, sustainable water and wastewater services with a focus on industry best practices and continuous improvement – Objective A: Comply with all regulatory mandates and environmental standards.


Goal 3: Enhance District governance and partnerships – Objective A: Maintain best practices in public agency governance throughout all levels of the District.


Goal 4: Sustain and strengthen organizational resources, expertise, and culture – Objective A: Ensure the District can recruit and retain a qualified and skilled workforce – Tactic 1: Maintain competitive wages and benefits – Activity a: Whenever position vacancies occur, review job descriptions for accuracy and department needs and salary is appropriate and competitive.

ATTACHMENTS:

- Proposed Utility Operations Manager Job Description revision
- Current Utility Operations Manager Job Description

REVIEW TRACKING:

Submitted By: 
Joseph J. Pomroy, P.E.
Engineering & Operations Manager

Approved By: 
Bradley A. Johnson, P.E.
General Manager/CEO

Reviewed By: 
Kim Harris
Human Resources Manager



Proposed Utility Operations Manager

DEFINITION:

Under general direction, plans, manages, directs and participates in a wide range of maintenance, repair, and construction related projects involving public infrastructure for water and wastewater utility operations, fleet, equipment, and base facilities maintenance; performs this work in compliance with all applicable regulatory agencies, policies and procedures, and budget guidelines. Coordinates with other departments and outside agencies; participates in and provides administrative support to the management team in planning, budgeting, reporting, and program management.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Engineering and Operations Manager. Exercises direct supervision over supervisory, technical, and administrative support staff in the Utility Operations Maintenance Division, Maintenance Technician Division, Water Quality Division and Fleet Division.

CLASS CHARACTERISTICS:

This is a working management classification responsible for planning, organizing, and supervising the staff, operations and activities of the Operations Division. Incumbents are responsible for performing diverse, specialized and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, maintenance program evaluation and recommendations and implementation of policies, procedures, goals, objectives, priorities and standards. Incumbents serve as a resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (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. The following reflects the general duties and responsibilities of this position and should not be considered all-inclusive. Other duties may be assigned as prioritized by the General Manager.

- Serves as a member of the District's management team and participates in the development and implementation of District's: mission, goals, objectives, priorities, policies & procedures, project prioritization, and problem resolution.
- Plans, directs, coordinates, supervises, oversees, and reviews the work of assigned crews in multiple locations engaged in water and/or wastewater maintenance, repair, installation, construction, and vehicle maintenance; ensures resources are available to meet the District's operating needs; provides quality control/quality assurance for water system operation

- Estimates time and cost of projects; schedules, plan and coordinates staffing levels, equipment and supplies to complete designated tasks and within established budget parameters; assigns, reviews, and evaluates the work of staff for accuracy, suitability, and completeness. Participates in the selection of, motivates, and evaluates assigned personnel; works with employees on performance issues; processes and works with other management to resolve employee grievances; recommends and implements discipline and termination procedures.
- Recommends District policies and implements programs and actions to maintain compliance with local, regional, state and federal laws and programs related to water, wastewater, solid waste, and worker and public health and safety.
- Participate in the development and administration of annual operations department budget. forecasts the need for: funds, staff, tools, materials, equipment, and capital purchases. monitors, reviews, approves, and processes expenses.
- Researches, reviews, and approves requisitions for necessary equipment, material and supplies; prepares equipment and bid specification documents.
- Completes and maintains a variety of records, reports, and/or studies including operations productivity, and administrative and technical reports; oversees the preparation of monthly Operations board report and participates in District board meetings.
- Oversees and evaluates the work of contractors and consultants; verifies work performed is consistent with District specifications and quality standards and approves payment.
- Directs emergency preparedness and response actions in operations for the District service area. Responds to and supervises emergency situations affecting mechanical pumping and/or conveyance infrastructure relating to water and wastewater; directs the use of emergency tools, provisions and equipment.
- Participates in the development of capital improvement projects for compliance with District: priorities, goals, specifications, regulations, and procedures.
- Coordinates projects with other departments, outside agencies, teams, consultants, developers, and/or property owners; develops documents and reports for assigned projects.
- Directs staff and the functions of the Computerized Maintenance Management System (CMMS) work orders, records, and report preparation. Develops and manages a preventative maintenance program for the water and wastewater systems and fleet maintenance; examines and evaluates maintenance functions and recommends improvements to same.
- Develops departmental standard operating procedures and emergency response policies and procedures.
- Assists the Finance Department in the coordination of water meter reading billing, rate evaluation, water delivery cost summaries, and turn offs/turn-ons.
- Attend Board, Committee and Commission meetings as directed or required; prepare monthly Board and Commission reports and agenda items as directed or required; attend public meetings as directed or necessary
- Enforces safety requirements (Cal-OSHA), establish additional, and inspect against those standards; ensures the maintenance of Material Safety Data Sheets (M.S.D.S.) records.
- Represents the District in resolution of citizen inquiries and complaints; suggests and/or takes appropriate corrective actions.
- Represents the District and participates in outside community and/or professional groups and/or organizations
- Serves in an on-call standby supervisory capacity (i.e. "Duty Supervisor") on a rotational basis.
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Any combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Equivalent to an associate degree in water quality and treatment, water/wastewater technology or a related field, and six (6) years of increasingly responsible experience in a water/wastewater treatment program, including at least three (3) years of administrative and supervisory responsibility. A bachelor's degree is desirable.

KNOWLEDGE OF:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Operations and services of a comprehensive water and wastewater system.
- Tools, equipment and materials used in water/wastewater system maintenance and repair.
- Applied principles of preventive maintenance.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Quality assurance principles and practices.
- Principles and practices of contract administration and management.
- Principles and practices of project and program management.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business and professional organizations.
- Recent and on-going developments, current literature, and sources of information related to water and wastewater operations.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- District and mandated safety rules, regulations, and protocols.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Plan, organize, oversee and manage the staff and operations of the Utility Operations division.
- Develop and implement goals, objectives, practices, policies, procedures and work standards.
- Provide administrative, management, and professional leadership for the division.

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Prepare and administer division budget; allocate limited resources in a cost-effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Evaluate and develop improvements in operations, procedures, policies, or methods including preventive maintenance programs.
- Provide quality control and assurance on maintenance operations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Read and interpret plans and specifications.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively represent the division and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATIONS:

- Must possess a valid driver's license with driving record satisfactory to the District and the District's insurance carrier.
- Possession or the ability to obtain within (18) eighteen months from date of hire, a California State Water Resource Control Board (SWRCB) Water Treatment Plant Operator Grade 2 (T2) certification
- Possession or the ability to obtain within (18) eighteen months from date of hire, a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 2 (D2) certification desirable
- Possession of, or the ability to obtain within (18) eighteen months (after hire), a California Water Environment Association (CWEA) Collection System Maintenance Grade 2 (C2) certification.

Failure to obtain required certification(s) may result in immediate dismissal from position.

TOOLS AND EQUIPMENT USED:

Personal computer, including standard office software, and project scheduling; fax, copy machine, calculator; motor vehicle; phone; cell phone and two-way radio.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting with some time spent in the field. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess mobility to work in the field; strength, stamina, and mobility to perform low to medium physical work, to supervise work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and light to heavy construction equipment and vehicles. The job involves fieldwork requiring walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL CONDITIONS:

Employees work mainly in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees occasionally work in outside weather conditions around moving mechanical parts and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic, or caustic chemicals. The noise level in the work standard environment is usually quiet to moderate.



Utility Operations Manager

Agency/Department: Operations Department

Reports to: Engineering and Operations Manager

Supervises: Utility Operations Supervisor, Utility Operations Crew Chiefs, Maintenance Technician I/II Crew Chief, Operations Coordinator, and provides direct or indirect supervision to the Operation Maintenance Workers, Lead Water Quality Control Technician, Water Quality Control Technician, Equipment Operators I/II, Fleet Coordinator, and Fleet Assistant

Approved by:

Date Approved: January 2005

Date of Last Revision: 05/14/13

Reports to: Engineering and Operations Manager

Management/Confidential Exempt

JOB SUMMARY: The Utility Operations Manager will plan, organize, direct and review the activities of the water and wastewater operations in the Public Works Department. Manage, supervise and participate in a wide range of maintenance and repair related projects involving public infrastructure for water and sewer, public utility operations, fleet and equipment, and base facilities accomplished in compliance with all applicable regulatory operational, procedural and budget guidelines.

DISTINGUISHING CHARACTERISTICS: This is the advanced level supervisory management position with significant field and administrative responsibilities for planning and delivering program services, responding to emergency situations, and supervising personnel. Requirements include evening and weekend hours and response to emergency situations. This position is classified as Fair Labor Standards Act (FLSA) Exempt.

The Utility Operations Manager will develop and implement District programs, including but not limited to: job and safety training; infiltration/Inflow prevention; OSHA compliance; annual budget preparation; representation of the District to outside agencies and customers; prepare routine reports and perform cost analysis; employee development; and project prioritization and recommendations.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Serves as a member of the District and Public Works Department's management team and participate in the development and implementation of District goals, objectives, priorities, policies and procedures, project prioritization, and problem resolution.

2. Plan, direct, coordinate, supervise and review the work of assigned crews in scattered locations engaged in water and/or wastewater maintenance, repair, installation, construction, and vehicle maintenance.
3. Review, approve and may prepare requisitions for necessary equipment, material and supplies; Prepare equipment and bid specification documents.
4. Complete and maintain a variety of records and reports including time and materials records, work reports, and cost records.
5. Supervise, train, instruct, and motivate employees.
6. Recommend and enforce safety requirements and inspect against those standards; assist in maintaining Material Safety Data Sheets (M.S.D.S.) records.
7. Represent the District in resolution of citizen inquiries and complaints and suggest corrective actions; study maintenance functions and recommend improvements; process and resolve employee grievances.
8. Review and advise staff at various phases of work and give them specific support as needed; discuss work progress and ascertain the amount of materials, supplies and staffing level needed.
9. Prepare budget estimates and other staff reports.
10. Evaluate staff's performance and prepare performance evaluation reports in a timely manner.
11. Monitor maintenance, repair, and capital improvement budgets of project sites to evaluate work progress, process, and quality; resolve work problems; determine additional needs; assure continuous support and follow-up.
12. Schedule, plan and coordinate staffing levels, equipment and supplies to complete designated tasks and within established budget parameters. Assign, review, and evaluate the work of staff for accuracy, suitability, and completeness.
13. Keep informed of current trends and technology in areas of responsibility and apply to assigned functional area of responsibility.
14. Provide oversight and evaluation of contractor's work and verify work performed and billing for payment of work performed.
15. Estimate time and cost of projects to make the most economical use of District labor and materials. Participates in the development of capital improvement projects for compliance with District specifications, regulations, and procedures.

16. Recommends District policies and implements programs and actions to maintain compliance with local, regional, state and federal laws and programs related to water, wastewater, solid waste, and worker and public health and safety.
17. Coordinates projects with other departments, agencies, or teams, consultants, developers, and/or property owners; gives presentations to elected and appointed officials; responds to citizen inquiries and complaints, and takes appropriate action. Develop notification letters and other public information documents as appropriate.
18. Develop and manage a preventative maintenance program for the water and wastewater systems.
19. Assists in development of Capital Improvement Program projects.
20. Assist the Finance Department, as necessary and/or required, in the coordination of water meter reading billing, rate evaluation, water delivery cost summaries, and turn offs/turn-ons.
21. Knowledge of testing, repair, and maintenance of all water delivery system components.
22. Provide quality control/quality assurance for water system operation.
23. Requires an understanding of the Underground Service Alert process, coordinating and providing service to other District operations in the identification of underground

PERIPHERAL DUTIES:

1. Monitors inter-governmental actions affecting Water and Wastewater Operations.
2. Exhibits and practices support for management decisions. Exhibits a personal commitment to creating and sustaining a pleasant, cooperative, and productive work environment.
3. Serves as member of various employee committees or other assigned groups; assures inter-departmental coordination and cooperation.
4. Represent the District in related professional organizations as appropriate.
5. Serves as liaison with other agencies, public entities, and other District departments.
6. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

- A. Graduation from an accredited four-year college or university is highly desired. Formal education may be waived if there is demonstrated utility management experience with at least six (6) years experience in supervisory/management position; and
- B. Five (5) years of increasingly responsible experience in public works maintenance and repair at a journey or lead level, including at least two (2) years of administrative and supervisory responsibility.

KNOWLEDGE OF:

- A. Materials, methods, practices, and equipment used in water distribution and production, wastewater, and fleet maintenance operations; Types and level of maintenance and repair activities generally performed in a water, wastewater, vehicle maintenance program; Occupational hazards and standard safety precautions necessary in the work as outlined in the District's Injury and Illness Prevention Plan as required by SB198; Principles of supervision, training, and performance evaluation; principles and practices of administration, budget and personnel management; Hazards and accepted safety precautions in the construction trades and/or garage operations; and safe driving principles and practices
- B. Geography of the District, including location of pump stations, major utility systems, water production, distribution and storage systems, and wastewater system and facilities.
- C. Understanding of the basic elements of civil engineering as they relate to water production, storage and distribution, and well development.
- D. Other types of utilities located within the public right of ways such as electrical, gas, telephone, cable, telephone and data communications.

ABILITY TO:

- A. Ability to plan, organize, direct, review and supervise the work of semi-skilled and skilled maintenance personnel; evaluate maintenance needs and problems; identify materials and resources required to solve problems; read and interpret plans and specifications, work from sketches, penciled layouts and blueprints, prepare plans for minor projects; prepare and maintain a variety of records and reports; supervise, train, develop, motivate and evaluate employees; communicate clearly and concisely, both orally and in writing; hold subordinates accountable for performance and behavior; build trust and create a positive atmosphere within the

department between subordinates and supervisors; follow through on assigned tasks and promises made; establish and maintain effective working relationships with subordinates, peers, supervisors and the general public; estimate time, materials, and equipment needed to perform maintenance and repair work; make decisions and communicate the decision process and outcomes with subordinates and management team; and establish a monitoring system for work accomplished, plans, goals and objectives; remain calm in difficult situations, respond politely and courteously to citizen inquiries and complaints.

SKILL IN:

- A. Skill in operation of listed tools and equipment and basic First Aid; Developing and implementing improvements to systems and operations which can improve the operational effectiveness of the Department.
- B. Skill in basic computer knowledge including use of word processing, spreadsheet software, and Microsoft Outlook (e-mail).

LICENSES:

- A. Must possess a valid California or Nevada driver's license with driving record satisfactory to the District and the District's insurance carrier.
- B. Must be physically able to move about on construction work sites and under adverse field conditions.
- C. Must possess a valid T2 Water Treatment Operator Certificate and a D2 Water Distribution Operator Certificate or be able to obtain within twelve months from the date of hire, and;
- D. Any of the following are desirable: 1) Collection System Maintenance Technologist, 2) Cross-Connection Control Specialist, 3) Mechanical Technologist, 4) Backflow Prevention Assembly Tester, and 5) Sewer Treatment Plant Operator.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, database, and project scheduling, and familiar with Hanson or similar software for system information database; motor vehicle; phone; cell phone; mobile radio.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met any an employee to successfully perform the essential functions of this job in compliance with the American with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office setting. Some outdoor work is required in the inspections of various land use developments, construction sites, or District facilities. Hand-eye coordination is necessary to operate computers, and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works around moving mechanical parts, and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic, or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, but can be moderately noisy depending on specific location. The work environment can be quite hectic and requires an ability to perform multiple tasks.

While performing the duties of this job, the employee is occasionally exposed to dust, pollens, and fumes.

FLSA Exemption status:	Exempt
Employee Unit:	Unclassified
Job Family:	Operations Department
Class Progression:	Maintenance Worker I/II Equipment Operator I/II Utility Operations Crew Chief Utility Operations Supervisor

Job Description: Utility Operations Manager
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