

White City Water  
Improvement District  
Meeting of the  
Staff Planning /  
Board of Trustees

October 16, 2024

5:00 p.m.

# WHITE CITY WATER IMPROVEMENT DISTRICT BOARD OF TRUSTEES

999 East Galena Drive  
Sandy Utah  
Wednesday October 16, 2024  
5:00 P.M.

## A G E N D A

**This meeting will not have a virtual/electronic component. Those interested in participating will need to attend personally or make other arrangements.**

**Portions of the meetings may be closed for reasons allowed by statute. Motions relating to any of the items listed below, including final action, may be taken.**

### 5:00 p.m. – PLANNING MEETING

1. Call to Order and Determination of Quorum
2. Sunrise Engineering Report -- Cliff Linford
  - Status of Water Storage Tank
  - Status of 10000 South Pipeline Project
  - General Engineering including Well 8 Discharge Pipe

### 3. Manager Reports

#### **Operations Manager Report- EXCUSED**

- Water Usage Report
- General Repair and Maintenance Update

#### **Assistant General Manager's Report**

- Newsletter Deadline- October 28, 2024
- Bond accounts status
- Hiring of Clerk position-

#### **General Manager's Report**

- Legislative Report
- Status of 2025 Budget
- Status of Water Change Application(s)
- Discussion on Updated Job Descriptions and Salary Review
- RFP for On Call and Maintenance and Main Line Project Contractor
- Newsletter Ideas

### 4. Close Planning Meeting

Notice of Special Accommodation During Public Meetings: In Compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the office at 801-571-3991 at least three days prior to the meeting.

## RECESS – OPEN BOARD OF TRUSTEES GENERAL MEETING

1. Call to Order and Determination of Quorum

2. Public Comment

**Any person wishing to comment on non-public hearing matters or other water system issues may do so by coming to the table and giving their name and address for the record. Comments should be limited to 3 minutes unless additional time is granted by the Chair.**

3. Approval of Minutes of September 18, 2024

4. Accountant/Financial Report

- Year to Date Report for September 2024
- Approval of September 2024 Expenses

5. Report of Budget Committee

6. Discussion and Action RE: Updated Job Descriptions

7. Discussion and Action RE: Authorizing RFP for On Call/Maintenance and Main Line Contractor

8. General Managers Report

Upcoming Conferences, Seminars & Meetings:

- UASD – November 6-8,2024; Davis Convention Center – **All Board Members, Paul, Ryan**
- Rural Water Spring Conference – February 25-28, 2025; St. George
- Utah Water Users Conference-March 17-19, 2024; ST George

9. Closed Sessions, if needed as allowed under Utah Code Ann. 52-4-205

A. Discussion of the Character, Professional Competence or Physical or Mental Health of an Individual. (Utah Code Ann. 52-4-205)

B. Strategy sessions to discuss pending or reasonably imminent litigation. (Utah Code Ann. 52-4-205)

C. Strategy sessions to discuss the purchase, exchange, or lease of real property. (Utah Code Ann. 52-4-205)

D. Discussion regarding deployment of security personnel, devices, or systems; and (Utah Code Ann. 52-4-205)

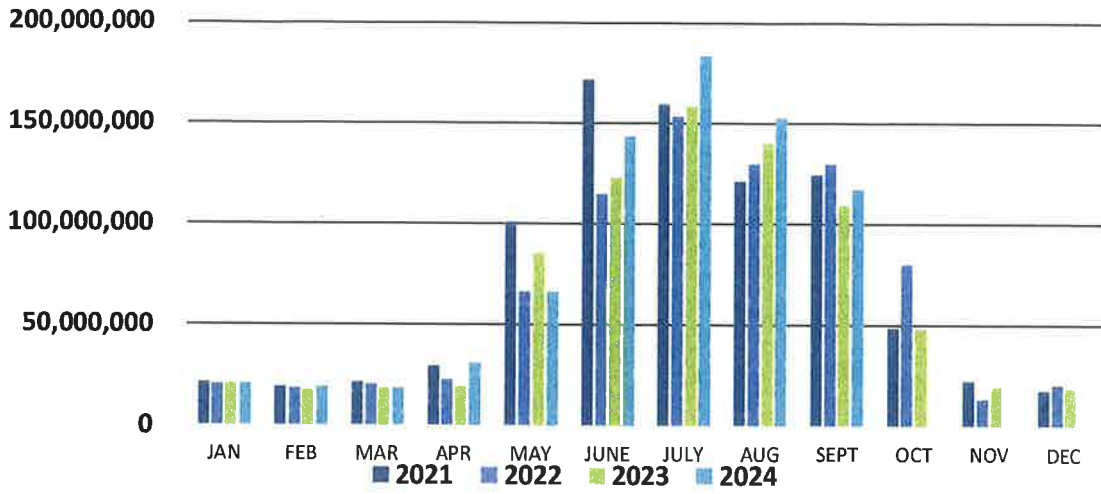
E. Investigative proceedings regarding allegations of criminal misconduct. (Utah Code Ann. 52-4-205)

10. Water System Issues

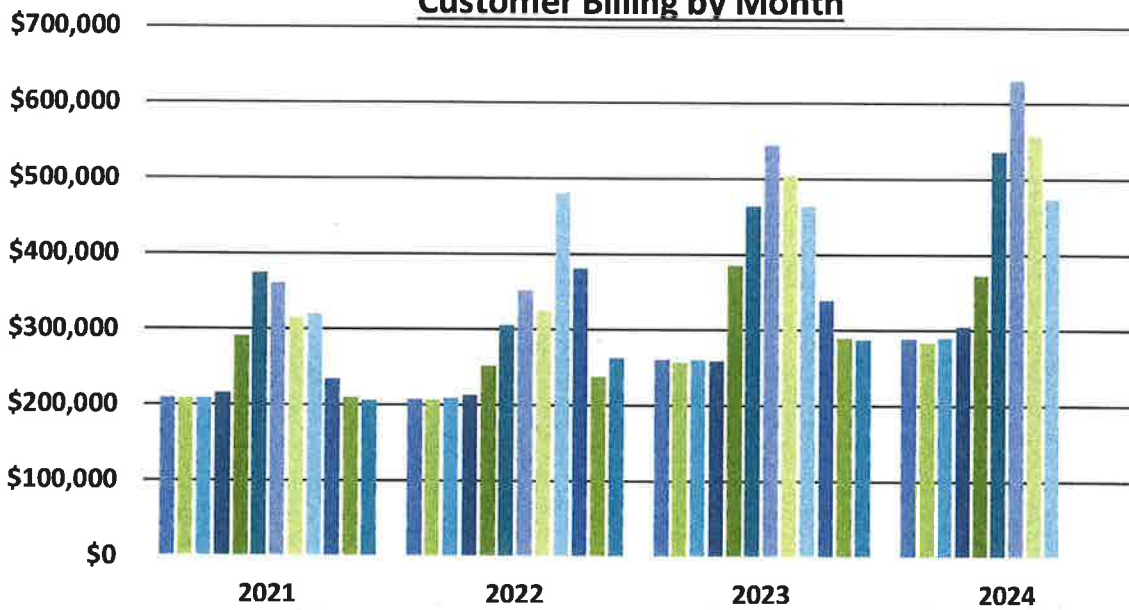
11. Suggested Items for Future Board Meetings.

12. Adjourn

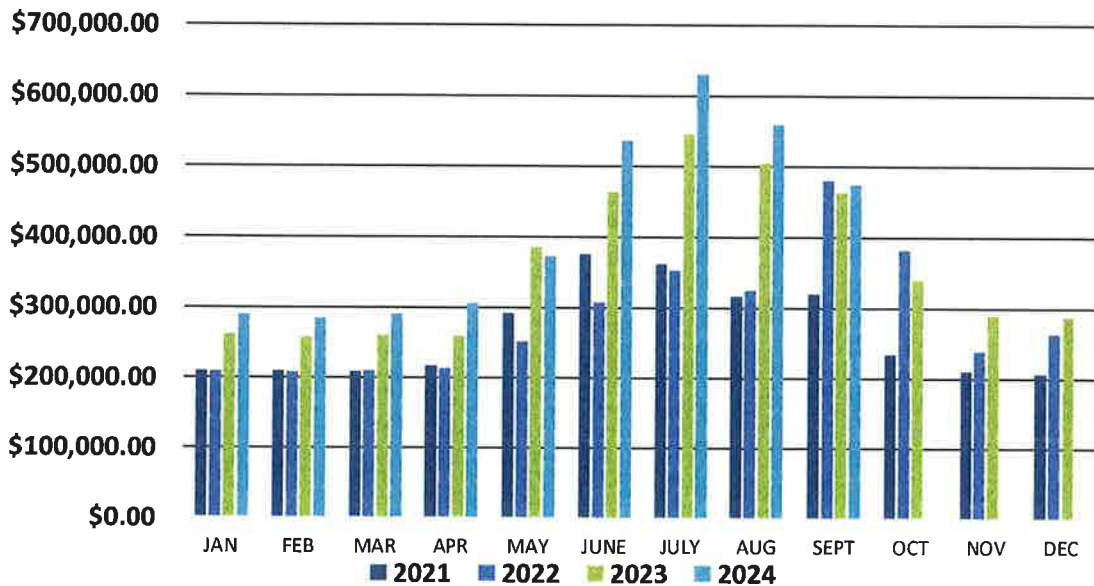
### Customer Usage by Year (Gallons)



### Customer Billing by Month



### Customer Billing by Year



WHITE CITY WATER IMPROVEMENT DISTRICT  
BOARD OF TRUSTEES

District Office  
999 East Galena Drive  
Sandy, UT

Wednesday, September 18, 2024

Members

Present: Paulina Flint, Chair; Bob Johansen, Vice Chair, Christy Seiger-Webster, Clerk, :  
Cody Cutler

Members

Excused: Garry True, Treasurer

Others

Present: Paul Ashton, Sue Dean, Ryan Johnson, Cliff Linford, James Lucas, Vickie  
Reaselly

**5L99 P.M. PLANNING COMMITTEE**

1. Call to Order and Determination of Quorum - The meeting of the White City Water Improvement District Board of Trustees Planning Committee was called to order at 5:00 p.m. On Wednesday, September 18, 2024 by Chair Paulina Flint at the District Office. It was determined a quorum was present with Mr. True excused.

2 Sunrise Engineering Report

Status of Water Storage Tank - Cliff reported they are finalizing the Water Storage Tank Project. Landscaping this week, paving and parking next week.. Hope to have it wrapped up by October 1. Sunrise will have a punch list for the contractor.

Status of 10000 South Pipeline Project Cliff reported sampling is still pending. - failed 1 back T, more taken will hopefully have problem resolved tomorrow. James would like to take another look at the model for the transmission line to 1000 South.

General Engineering - including Well 8 Discharge Pipe Cliff s reported he met with Alma to review this project, and will get back to him regarding what decisions have been made. There are also questions about trees on the property and possible removal. Cliff will have a price on trees soon. **It was moved by Mr. Johansen, seconded by Ms. Seiger-Webster the Sunrise Engineering Report be accepted. The motion was approved with the following vote: Messrs. Johansen, and Cutler, aye; Ms. Flint and Seiger-Webster, aye.**

Board of Trustees  
Planning Committee  
Wednesday, September 18, 2024

3 Manager Reports

**Operations Manager Report**

- Water Usage Report - James reported in August we pumped 152.2 gallons, billed 163.8 gallons, a difference of 6% unaccounted.
- General Repair & Maintenance- James reported we have not had many repairs this past month. A short on Silica,, main on Tramway, were reported. Operations is working on capital improvement meters, clean-up in yards, and other items.
- Lead Service Line Inventory Update - James reported the final report has been submitted to the State. 25% have responded and link has been added to our website with more information. We need to identify all unknowns and send them a letter regarding responding. He will keep updating results it will be a letter, not a notice on billing.
- Purchase of Pick-up Truck for Operations - James reported he has been looking for 3-4 months for a replacement truck for day to day operations. He included \$45,500 in budget. He located a Dodge for 41,000, which he described, and is seeking Board approval for this purchase. A pictures circulated for review. **It was moved by Ms. Seiger-Webster, seconded by Mr. Johansen, the Operations Manager Report be accepted. The motion was approved with the following vote: Ms. Flint and Seiger-Webster, aye; Messrs. Cutler and Johansen, aye.**

**Assistant General Manager Report**

- Newsletter Deadline - September 26, 2024 - Ryan advised the Newsletter deadline is September 26, 2024. Equal Pay information and forms will be included. Please let him know if there are any items to be added.
- Update on Damage Claims - Ryan reviewed the current status of damage claim related to the Macey's break. Clean up was submitted by the homeowner to his insurance company. They sent a letter saying they didn't have coverage, but a denial letter has not yet been received. Once we see a denial letter we'll take care of the claim. Restoration cost has increased to \$. 18,589 including clean-up.
- UASD 2024 Membership Renewal and Representative Selection - Ryan advised we have received renewal information regarding UASD Membership annual fee of \$4,450. Also selection of voting representative and alternate voting representative needs to be considered by the Board.
- Health Insurance Renewal - Quotes - We have received an initial renewal quote from PEHP has an increase of 5.4%. Quotes from the marketplace could be available Oct. 1. Last year we did get quotes from the marketplace, but decided to stay with PEHP. It was suggested the District stay with PEHP this year.

Board of Trustees  
Planning Committee  
Wednesday, September 18, 2024

Ryan advised the District official site is now: [wcwid.utah.gov](http://wcwid.utah.gov)

**It was moved by Mr. Cutler, seconded by Ms. Seiger-Webster the Assistant General Manager Report be accepted. The motion was approved with the following vote: Messrs. Johansen and Cutler, aye; Ms. Seiger-Webster and Flint, aye.**

#### **General Manager Report**

- Legislative Report - Paul reported we have Interim Committees meeting considering water bills, but there are not too many Ground water in Salt Lake City is also being discussed. New studies on water will be done. Other legislative items were reviewed, including examining different water funds and a water tax,
- Posting of Office Clerk 1 Ad- Paul stated we would like to go ahead and advertise for a front desk clerk. Responsibilities changing and increasing for Phil and Michelle as part of overall changes.
- Election Update- Paul stated only 3 unopposed candidates filed for office in the upcoming District election. Because of that, n that, under the statutes, we can go forward to cancel the election. A Resolution to that effect for Board consideration is in Board packet.
- Status of Water Change Applications(s)- Paul reported change applications have been filed, and no protests have been received.
- Newsletter Ideas - Equal Pay Form- We need to think about an open house for the new tank. Possibly not until landscaping is complete. This spring.
- Status of Contractors Review - Ryan is looking at District contracts and agreements to be certain they are current and up to date. Included are: the Substation lease, Poppy Lane House rent, RFP for 2 contractors, WETCO, and need to talk with the auditors Ryan will report on contracts next month. **It was moved by Mr. Johansen, seconded by Ms. Seiger-Webster the General Manager Report be accepted. The motion was approved with the following vote: Ms. Seiger-Webster and Flint, aye; Messrs. Cutler and Johansen, aye.**

4. Close Planning Committee Meeting - **-It was moved by Mr. Johansen, the Planning Committee closed.**

White City Water Improvement District  
To Do's  
Planning Committee  
Wednesday, September 18, 2024

1. Cliff to report on status of water storage tank – **IN PROCESS**
2. Cliff to report on status of 10000 South Pipeline Project  
James would like to take another look at the transmission line to 100 South -**IN PROCESS**
3. Cliff to report on status of Well 8 Discharge Pipe and status of tree removal/cost- **IN PROCESS**
4. Letters to be sent to “unknowns” regarding identification of potential locations containing lead pipe. – **IN PROCESS**
5. Ryan to Update on Damage Claim- **IN PROCESS**
6. Paul to update on status of posting for Clerk I position.- **COMPLETED**
7. Ryan to report on status of Contracts/Agreements review- **REVIEW COMPLETED**
6. PEHP to be considered for District Health Insurance- **COMPLETED**



**WHITE CITY WATER IMPROVEMENT DISTRICT  
BOARD OF TRUSTEES**

District Office  
999 East Galena rive  
Sandy, Utah

Wednesday, September 18, 2024

Minutes

Members

Present: Paulina Flint, Chair; Bob Johansen, Vice Chair; Christy Seiger-Webster, Cody Cutler

Members

Excused: Garry True, Treasurer

**D R A F T**

Others

Present: Paul Ashton, Sue Dean, Ryan Johnson, Vicki Reaselly, Dave Sanderson

1. Call to Order and Determination of Quorum

The general meeting of the White City Water Improvement District Board of Trustees was called to order at 6:00 p.m. on Wednesday, September 18, 2024 by Paulina Flint, Chair at the District Office. It was determined a quorum was present, with Mr. True excused.

2. Public Comment

Mr. Ashton stated no public comment has been received in writing, by telephone or electronic devices.

3. Approval of August 21, 2024 Minutes

After review, **It was moved by Ms. Seiger-Webster, seconded by Mr. Cutler the minutes of the Board of Trustees meeting of August 21, 2024 be approved. The motion was approved with the following vote: Messrs. Johansen and Cutler, aye; Ms. Seiger-Webster and Flint, aye.**

4. Accountant/Financial Report for August

Year to Date Report for August, 2024- Dave Sanderson reviewed the Residential Water Sales Report for August, 2024, stating this was a pretty good month. Various financial statements were reviewed. After review, **It was moved by Ms. Seiger-Webster, seconded by Mr. Cutler the Year to date Report for August, 2024 be accepted. The motion was approved with the following vote: Messrs. Cutler and Johansen, aye; Ms. Seiger-Webster, and Flint, aye.**

Board of Trustees

Wednesday, September 18, 2024

Approval of August, 2024 Expenses - Interest on bonds and how it is reported was briefly discussed. After review, **It was moved by Mr. Johansen, seconded by Ms. Seiger-Webster the August 2024 Expenses be approved. The motion was approved with the following vote: Messrs. Cutler and Johansen, aye; Ms. Seiger-Webster and Flint, aye.**

- 5 Discussion and Action Re: Resolution 2024-09-001; A RESOLUTION PURSUANT TO UTAH CODE SECTION 17b-1-306(5) AND SECTION 200a-1-206 CANCELLING THE DISTRICT'S NOVEMBER 5, 2024 ELECTION AND DETERMINING THE UNOPPOSED DECLARED CANDIDATES TO BE ELECTED TO THE BOARD OF TRUSTEES FOR THE WHITE CITY WATER IMPROVEMENT DISTRICT.

**DRAFT**

Ms. Flint read Resolution 2024-09-001 into the record. Mr. Ashton stated 3 candidates filed Declarations of Candidacy for election to the White City Water Improvement District Board of Trustees: Paulina Flint, Bob Johansen and Christy-Seiger-Webster. No other candidates have filed and it is his recommendation that the election be cancelled following State statutes in order to save a significant amount money, and the unopposed candidates for election to the White City Water Improvement District Board of Trustees be declared the winners of the 2024 election. Candidates are elected for a 4 year term, to be sworn in January, 2025 Staff will prepare and file the appropriate documents and notices. **It was moved by Mr. Cutler, seconded by Ms. Seiger-Webster Resolution #2024-09-001, cancelling the November 5, 2024 Election b approved The motion was approved with the following vote: Messrs. Johansen and Cutler, aye; Ms. Seiger-Webster and Flint, aye.**

- 6. Discussion and Action Re: Purchase of Pickup Truck for Operations

Mr. Ashton reviewed information presented during the Planning Committee meeting regarding purchase of a new truck for Operations. Th amount of this purchase \$41,000, is included in the Operations budget. After review and discussion, **it was moved by Mr. Johansen, seconded by Mr. Cutler purchase of pickup truck as discussed for Operations be approved. The motion was approved with the following vote: Messrs. Cutler and Johansen, aye; Ms. Seiger-Webster and Flint, aye.**

- 7. Discussion and Ratification of UASD Membership and Selection of Representative and Alternate

Mr. Ashton stated we received the statement of e fees for next year's membership in the

Utah Association of Special Districts. Paulina Flint has served as the representative for the past several years and Bob Johansen has served as Alternate. After discussion, **It was moved by Ms. Seiger-Webster, seconded by Mr. Johansen membership be approved**

**and ratification of representative and alternate representative be approved. The motion was approved with the following vote: Messrs. Johansen and Cutler, aye; Ms. Seiger-Webster and Flint, aye.**

White City Water Improvement District  
Board of Trustees  
Wednesday, September 18, 2024

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## 8. General Manager Report

### Upcoming Conferences, Seminars and Meetings

Mr. Ashton stated upcoming meetings and attendees are listed on the agenda. Ryan will handle reservations and accommodation arrangements. Please let him know of any changes.

- Olympus Risk Oct 3 - Paul and Ryan
- Castle Annual Conference - Oct 15-16, 2024 Salt Lake City, Phil and Michelle
- Utah Water Law - Oct. 15, 2024 - Salt Lake City
- UASD - November 6-8 - Davis Convention Center - Paulina, Garry, Christy Bob
- Rural Water Spring Conference - February 25-28, 2025 -St. George,
- Utah Water Users Conference - March 17-10, 2025

Ryan will make lodging reservations.

**It was moved by Ms. Seiger-Webster, seconded by Mr. Johansen that overnight accommodations for Board members be authorized for the UASD Meetings in November, and that the General Manager Report be accepted. The motion was approved with the following vote: Messrs. Johansen and Cutler, aye; Ms. Flint and Seiger-Webster, aye.**

## 9. Closed Session

There were no closed session items for discussion

- A Discussion of the Character, Professional Competence or Physical or Mental Health of an individual (Utah Code 5Ann. 2-4-205)-
- B. Strategy Session to discuss pending or reasonably imminent litigation (Utah Code Ann. 52-5-305)
- C. Strategy Session to discuss the purchase, exchange or lease of real property (Utah Code Ann. 52-4-205)
- D Discussion Regarding the Deployment of security personnel, devices or systems (Utah Code Ann. 52-4-205)
- E. Investigative Proceedings regarding alleged criminal misconduct (Utah Code Ann. 52-4-205)

## 10. Water System Issues

Reported and reviewed earlier in the meeting.

White City Water Improvement District  
Board of Trustees  
Wednesday, September 18, 2024

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11. Suggested Items for Future Board Meetings

Consider open house for new tank - Spring

12. Adjourn

It was moved by Mr. J. Hansen the meeting adjourn.

Respectfully submitted,

Approved,

Susan A Dean, Secretary

Paulina F. Flint, Chair

**D R A F T**

To Do  
White City Water Improvement District  
Board of Trustees  
Wednesday, September 18, 2024

1. Resolution 2024-09-001 Cancelling the 2024 Election approved. Staff will forward appropriate documents and notices to the State- **COMPLETED**
2. Purchase of new truck approved for Operations.-**COMPLETED**
3. UASD membership fee approved and Paulina Flint will continue to serve as the Representative, with Bob Johansen service as the Alternate Representative. - **COMPLETED**
4. Ryan will make lodging reservations for Board members attending upcoming meetings.- **COMPLETED**
5. Board members authorized to by motion to overnight accommodations at the November UASD meeting.-**COMPLETED**
6. Status of Water Change Application(s) -**IN PROCESS/REVIEW**
7. Newsletter Items:  
Equal Pay information and forms  
possible Open House for New Tank- **COMPLETED**
8. Report on status of Contract/Agreements review for October agenda – **IN PROCESS**

WHITE CITY WATER (DISTRICT)  
BALANCE SHEET  
SEPTEMBER 30, 2024

FUND 51

ASSETS

51-1111	CASH - US BANK CHECKING ACCT	313,965.93
51-1113	XPRESS BILL PAY CLEARING	69,080.37
51-1131	PETTY CASH	150.00
51-1153	PTIF #5822 RW FUND	21,721.10
51-1155	PTIF #5507 -- OPERATING FUND	1,862,188.17
51-1156	PTIF #1454 CAPITAL RESERVE	787,957.95
51-1158	PTIF #4779 CAPITAL IMPROVEMENT	1,009,410.79
51-1159	2020 BOND DEBT 248891000	41,290.04
51-1161	2020 BOND DEBT RES 248891001	16,116.23
51-1163	2015 BOND SERIES 240217000	.01
51-1180	2021 BOND DEBT #221884000	155,722.85
51-1181	2021 BOND SINK A #221884001	265,260.32
51-1182	2021 BOND SINK B #221884002	120,829.50
51-1183	2021 COI #221884003	6.39
51-1192	2022 PROJECT FUND 247852001	969,799.95
51-1193	2022 BOND FUND 247852000	127,432.52
51-1194	2022 BOND FUND 247852001	73,444.72
51-1311	CUSTOMER ACCOUNTS RECEIVABLE	487,525.21
51-1511	INVENTORY	330,554.13
51-1561	PREPAID INSURANCE	28,500.94
51-1610	CONSTRUCTION IN PROGRESS	3,505,623.17
51-1611	LAND	682,813.32
51-1621	BUILDINGS	3,224,642.34
51-1631	WELLS AND STORAGE FACILITIES	6,902,769.45
51-1632	SUPPLY TRANSMISSION LINE	9,833,541.82
51-1633	METERS AND HYDRANTS	1,361,174.65
51-1640	INVESTMENT COMPANY	3,354,986.92
51-1641	OFFICE FURNITURE AND EQUIPMENT	82,900.59
51-1642	ACCUMULATED DEPRECIATION	( 10,761,979.49)
51-1651	MACHINERY & EQUIPMENT	808,962.88
51-1661	VEHICLES	43,213.00
51-1800	DEFERRED OUTFLOW PENSION	202,102.00
51-1802	DEFERRED OUTFLOW REFUNDING 16	23,528.11
51-1804	DEFERRED OUTFLOW REFUNDING 21	541,907.78
		26,487,143.66
	TOTAL ASSETS	26,487,143.66

LIABILITIES AND EQUITY

WHITE CITY WATER (DISTRICT)  
BALANCE SHEET  
SEPTEMBER 30, 2024

FUND 51

LIABILITIES

51-2131	ACCOUNTS PAYABLE	( 22.68)	
51-2211	ACCRUED PAYROLL PAYABLE	41,776.55	
51-2221	FEDERAL TAX PAYABLE	( 42,994.91)	
51-2222	STATES PAYROLL TAXES PAYABLE	( 1,515.95)	
51-2223	RETIREMENT PAYABLE	( 5,760.87)	
51-2224	INSURANCE PAYABLE	( 19,332.66)	
51-2225	WORKERS COMP PAYABLE	7,323.98	
51-2226	STATE UNEMPLOYMENT	( 520.25)	
51-2227	GARNISHMENTS	( 110.77)	
51-2300	NET PENSION LIABILITY	79,541.00	
51-2500	CURRENT BOND MATURITIES 2015	110,000.00	
51-2503	CURRENT BOND MATURITIES 2020	172,000.00	
51-2504	CURRENT BOND MATURITIES 2021 B	30,000.00	
51-2507	CURRENT BOND MATURITIES 2021 A	525,000.00	
51-2508	CURRENT BOND MATURITIES 2022	120,000.00	
51-2510	ST COMPENSATED ABSENCES	12,864.29	
51-2551	ACCRUED INTEREST PAYABLE	265,604.00	
51-2630	LT COMPENSATED ABSENCES	95,534.17	
51-2649	2022 BOND PAYABLES	7,880,000.00	
51-2656	2020 BOND PAYABLES	1,932,000.00	
51-2657	2021 BOND PAYABLES B	7,115,000.00	
51-2658	2021 BOND PAYABLES A	450,000.00	
51-2664	2015 PREMIUM ON REFUNDING	441,256.00	
51-2668	2022 PREMIUM ON REFUNDING	254,570.20	
51-2795	DEFERRED INFLOWS PENSION	1,471.00	
	TOTAL LIABILITIES		19,463,683.10

FUND EQUITY

UNAPPROPRIATED FUND BALANCE:			
51-2999	RETAINED EARNINGS-BEGIN OF YR	9,709,143.96	
	REVENUE OVER EXPENDITURES - YTD	( 2,685,683.40)	
	BALANCE - CURRENT DATE		7,023,460.56
	TOTAL FUND EQUITY		7,023,460.56
	TOTAL LIABILITIES AND EQUITY		26,487,143.66

WHITE CITY WATER (DISTRICT)  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

		FUND 51				
<u>REVENUE</u>		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
51-3710	METERED SALES - RES CUSTOMERS	468,585.47	3,628,622.87	4,500,000.00	871,377.13	80.6
51-3715	OTHER WATER REVENUES	.00	.00	2,500.00	2,500.00	.0
51-3720	METERED SALES - COMMERCIAL	14,147.25	101,841.09	85,000.00	( 16,841.09)	119.8
51-3725	APPROPRIATED FUND BALANCE	.00	.00	7,259,652.00	7,259,652.00	.0
51-3780	LATE CHARGES	3,315.00	25,837.50	40,000.00	14,162.50	64.6
51-3810	MISCELLANEOUS REVENUE	7,425.16	25,409.55	10,000.00	( 15,409.55)	254.1
51-3900	INTEREST & DIVIDEND INCOME	24,042.60	280,967.40	75,000.00	( 205,967.40)	374.6
<b>TOTAL FUND REVENUE</b>		<b>517,515.48</b>	<b>4,062,678.41</b>	<b>11,972,152.00</b>	<b>7,909,473.59</b>	<b>33.9</b>



WHITE CITY WATER (DISTRICT)  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

FUND 51

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
51-5100-110 SALARIES & WAGES - EMPLOYEES	21,273.84	238,147.90	530,276.00	292,128.10	44.9
51-5100-111 OVERTIME/ON-CALL	.00	.00	1,000.00	1,000.00	.0
51-5100-115 COMPENSATION - TRUSTEES	2,083.35	17,716.80	29,500.00	11,783.20	60.1
51-5100-130 BENEFITS	9,742.56	95,988.08	250,071.00	154,082.92	38.4
51-5100-210 DUES & MEMBERSHIPS	6,903.44	23,198.96	41,135.00	17,936.04	56.4
51-5100-231 TRAVEL EXPENSES	.00	7,278.20	23,000.00	15,721.80	31.6
51-5100-240 OFFICE SUPPLIES	193.52	2,967.78	10,500.00	7,532.22	28.3
51-5100-245 POSTAGE / PRINTING	3,626.08	32,939.48	45,550.00	12,610.52	72.3
51-5100-250 EQUIP. MAINT. CONTRACTS	5,063.37	36,109.96	51,410.00	15,300.04	70.2
51-5100-270 UTILITIES	2,401.12	22,422.17	37,460.00	15,037.83	59.9
51-5100-300 BAD DEBT EXPENSE	( 8.14)	( 100.36)	.00	100.36	.0
51-5100-310 MISC. PROFESSIONAL SERVICES	5,191.20	95,759.23	132,425.00	36,665.77	72.3
51-5100-311 ACCOUNTING	1,820.00	30,775.00	41,000.00	10,225.00	75.1
51-5100-330 TRAINING REGISTRATIONS	450.00	3,999.00	14,810.00	10,811.00	27.0
51-5100-510 INSURANCE - GENERAL LIABILITY	154.00	63,442.22	65,000.00	1,557.78	97.6
51-5100-530 INTEREST EXPENSES	.00	1,587,205.30	1,056,078.00	( 531,127.30)	150.3
51-5100-610 BANK / TRUSTEE FEES	289.77	2,474.27	27,000.00	24,525.73	9.2
51-5100-620 EQUIPMENT REPLACEMENT	.00	2,830.26	.00	( 2,830.26)	.0
51-5100-622 LITIGATION	.00	.00	3,000.00	3,000.00	.0
51-5100-625 MISC. EXPENSES	.00	1,116.59	8,950.00	7,833.41	12.5
51-5100-629 BOARD CONTINGENCY	295.86	553.75	14,000.00	13,446.25	4.0
51-5100-720 BUILDING IMPROVEMENTS/MAINT	441.19	9,232.24	17,694.00	8,461.76	52.2
51-5100-730 EQUIPMENT	.00	.00	11,200.00	11,200.00	.0
51-5100-740 UNIFORMS	1,599.62	2,767.20	5,750.00	2,982.80	48.1
<b>TOTAL ADMINISTRATION</b>	<b>61,520.78</b>	<b>2,276,824.03</b>	<b>2,416,809.00</b>	<b>139,984.97</b>	<b>94.2</b>
<u>CAPITAL PROJECTS</u>					
51-5110-733 10000 S TRANSMISSION LINE & CON	.00	.00	3,755,000.00	3,755,000.00	.0
51-5110-740 WELL HOUSES IMPROVEMENTS	.00	6,726.84	100,000.00	93,273.16	6.7
51-5110-750 STORAGE GARAGE LOT	.00	.00	100,000.00	100,000.00	.0
51-5110-751 MAINLINE REPLACEMENTS	.00	222,860.29	580,000.00	357,139.71	38.4
51-5110-765 METER REPLACEMENTS	73,150.00	128,012.50	200,000.00	71,987.50	64.0
51-5110-770 10000 SOUTH TRANSMISSION LINE	162,577.23	2,536,100.51	.00	( 2,536,100.51)	.0
51-5110-775 HARSTON TANK NO. 2	21,909.75	622,521.64	3,426,220.00	2,803,698.36	18.2
<b>TOTAL CAPITAL PROJECTS</b>	<b>257,636.98</b>	<b>3,516,221.78</b>	<b>8,161,220.00</b>	<b>4,644,998.22</b>	<b>43.1</b>

WHITE CITY WATER (DISTRICT)  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2024

		FUND 51				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OPERATIONS</u>						
51-5160-110	SALARIES & WAGES - EMPLOYEES	26,664.63	240,255.05	257,004.00	16,748.95	93.5
51-5160-111	OVERTIME/ON-CALL	1,303.13	13,614.59	25,400.00	11,785.41	53.6
51-5160-130	BENEFITS	13,046.11	111,313.94	162,552.00	51,238.06	68.5
51-5160-210	DUES & MEMBERSHIPS	.00	45.00	1,720.00	1,675.00	2.6
51-5160-230	VEHICLE MAINTENANCE	1,435.57	22,569.01	34,244.00	11,674.99	65.9
51-5160-231	TRAVEL EXPENSES	.00	905.10	3,000.00	2,094.90	30.2
51-5160-250	REPAIRS & MAINTENANCE SUPPLY	56,148.52	288,976.01	423,200.00	134,223.99	68.3
51-5160-251	REPAIRS & MAINTENANCE WELLS	.00	1,458.00	.00	( 1,458.00)	.0
51-5160-270	UTILITIES	47,292.11	215,841.70	390,823.00	174,981.30	55.2
51-5160-310	SCADA/WELL MAINTENANCE	.00	429.00	21,000.00	20,571.00	2.0
51-5160-330	TRAINING & REGISTRATIONS	.00	940.00	2,680.00	1,740.00	35.1
51-5160-620	WATER SAMPLING/TESTING	2,210.69	17,997.69	30,000.00	12,002.31	60.0
51-5160-640	EQUIPMENT REPLACEMENT	40,970.91	40,970.91	.00	( 40,970.91)	.0
51-5160-740	EQUIPMENT	.00	.00	42,500.00	42,500.00	.0
<b>TOTAL OPERATIONS</b>		<b>189,071.67</b>	<b>955,316.00</b>	<b>1,394,123.00</b>	<b>438,807.00</b>	<b>68.5</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>508,229.43</b>	<b>6,748,361.81</b>	<b>11,972,152.00</b>	<b>5,223,790.19</b>	<b>56.4</b>
<b>NET REVENUE OVER EXPENDITURES</b>		<b>9,286.05</b>	<b>( 2,685,683.40)</b>	<b>.00</b>	<b>2,685,683.40</b>	<b>.0</b>

Journal	Payee or Description	Date	Check Number	Amount
CD1	XPRESS BILL PAY MONTHLY BILLING --	09/30/2024	1	1,938.53
CD1	URS ACH RETIREMENT DEPOSIT -- PAYROLL	09/30/2024	3	4,346.36
CD1	FEDERAL EFT TAX DEPOSIT -- PAYROLL	09/30/2024	5	3,949.19
CD1	CASELLE MONTHLY BILLING --	09/30/2024	7	1,438.00
CD1	IT NOW MONTHLY BILLING --	09/30/2024	9	1,400.00
CD1	FEDERAL EFT TAX DEPOSIT -- PAYROLL	09/30/2024	11	3,834.91
CD1	URS ACH RETIREMENT DEPOSIT -- PAYROLL	09/30/2024	13	4,334.84
CD1	UT WORKFORCE SERVICES Q- year	09/30/2024	15	236.30
CD1	IT NOW MONTHLY BILLING --	09/30/2024	17	1,632.75
CD1	URS	10/01/2024	19	4,334.84
CD1	PAYMENT TECH	10/01/2024	21	1,788.17
CD1	BANK CHARGES	10/01/2024	23	289.77
CDA	CHEMTECH/FORD LABORATORIES	09/05/2024	30064	455.00
CDA	COMCAST CABLE	09/05/2024	30065	496.07
CDA	DS ACCOUNTING SERVICES LLC	09/05/2024	30066	1,820.00
CDA	GOTO COMMUNICATIONS, INC.	09/05/2024	30067	451.76
CDA	HOME DEPOT CREDIT SERVICES	09/05/2024	30068	791.30
CDA	LUCAS, JAMES B	09/05/2024	30069	128.67
CDA	ODP BUSINESS SOLUTIONS, LLC	09/05/2024	30070	98.37
CDA	ROCKY MOUNTAIN POWER	09/05/2024	30071	16,749.23
CDA	S.L. COUNTY PUBLIC WORKS ENGINEERING	09/05/2024	30072	250.00
CDA	THOMSON REUTERS -- WEST	09/05/2024	30073	312.00
CDA	TRAFFICGUARD, INC.	09/05/2024	30074	1,194.00
CDA	US BANK	09/05/2024	30075	1,268.39
CDA	WASTE MANAGEMENT OF UTAH, INC	09/05/2024	30076	223.04
CDA	BLUE STAKES OF UTAH 811	09/12/2024	30077	116.10
CDA	CERTIFIED FIRE & SECURITY	09/12/2024	30078	100.00
CDA	FREEDOM MAILING SERVICE	09/12/2024	30079	2,481.44
CDA	JORDAN VALLEY WATER CONS. DIST	09/12/2024	30080	50.00
CDA	LILA LEBARON TRUST	09/12/2024	30081	60.23
CDA	LOWE'S BUSINESS ACCOUNT	09/12/2024	30082	10.68
CDA	MATRIX EXCAVATION, INC.	09/12/2024	30083	12,310.00
CDA	METERWORKS, INC	09/12/2024	30084	91,487.08
CDA	MORETON & COMPANY	09/12/2024	30085	154.00
CDA	ORS -- CHILD SUPPORT SERVICES	09/12/2024	30086	110.77
CDA	ROCKY MOUNTAIN POWER	09/12/2024	30087	29,864.50
CDA	SANDY CITY CORPORATION	09/12/2024	30088	14.98
CDA	STATE OF UTAH FUEL NETWORK	09/12/2024	30089	1,323.58
CDA	SUNRISE ENGINEERING	09/12/2024	30090	19,625.00
CDA	UPPER CASE PRINTING, INC.	09/12/2024	30091	1,144.64
CDA	UT ASSOC OF SPECIAL DISTRICTS	09/12/2024	30092	4,460.00
CDA	UTAH STATE TREASURERS OFFICE	09/12/2024	30093	103,443.07
CDA	UTAH WATER USERS ASSOCIATION	09/12/2024	30094	450.00
CDA	ACZ LABORATORIES, INC.	09/19/2024	30095	361.90
CDA	BD BUSH EXCAVATION, INC.	09/19/2024	30096	146,911.80
CDA	CORE & MAIN LP	09/19/2024	30097	1,459.68
CDA	DOMINION ENERGY	09/19/2024	30098	107.95
CDA	FEDEX OFFICE	09/19/2024	30099	188.21
CDA	FX CONSTRUCTION, INC.	09/19/2024	30100	17,955.00
CDA	MATRIX EXCAVATION, INC.	09/19/2024	30101	1,555.00
CDA	MOUNTAINLAND SUPPLY DEPT	09/19/2024	30102	10,251.97
CDA	ODP BUSINESS SOLUTIONS, LLC	09/19/2024	30103	95.15
CDA	VERIZON WIRELESS	09/19/2024	30104	1,260.73
CDA	WHITE CITY WATER IMP. DISTRICT	09/19/2024	30105	19.93
CDA	LARRY H MILLER RAM	09/19/2024	30106	40,970.91
CDA	CAREY J JONES	09/26/2024	30107	122.40
CDA	CHEMTECH/FORD LABORATORIES	09/26/2024	30108	1,190.00
CDA	COMCAST CABLE	09/26/2024	30109	278.04

Journal	Payee or Description	Date	Check Number	Amount
CDA	CONRAD R YUI	09/26/2024	30110	78.26
CDA	GOLDEN SPIKE FIRE PROTECTION	09/26/2024	30111	130.00
CDA	GREATAMERICA FINANCIAL SERVICES CORPORAT	09/26/2024	30112	362.62
CDA	JAMES MCGEEVER	09/26/2024	30113	39.23
CDA	METERWORKS, INC	09/26/2024	30114	3,988.01
CDA	MICHAEL MADSEN	09/26/2024	30115	57.00
CDA	MICHAEL THOMPSON	09/26/2024	30116	64.00
CDA	MITCHELL L MOLLING	09/26/2024	30117	36.00
CDA	MOUNTAINLAND SUPPLY DEPT	09/26/2024	30118	7,363.97
CDA	PEHP - LTD PROGRAM	09/26/2024	30119	322.53
CDA	PEHP GROUP INSURANCE	09/26/2024	30120	369.40
CDA	PEHP INSURANCE – HEALTH & DENTAL	09/26/2024	30121	15,197.42
CDA	SARA SHAW	09/26/2024	30122	73.74
CDA	SCOTT MAXWELL	09/26/2024	30123	121.94
CDA	STERLING SHOELL	09/26/2024	30124	146.58
CDA	TAEID SHIRMOHAMMADI	09/26/2024	30125	213.68
CDA	U.S. BANK NATL ASSOC.	09/26/2024	30126	128,675.93
CDA	UT ASSOC OF SPECIAL DISTRICTS	09/26/2024	30127	1,890.00
CDA	UT CORRECTIONAL INDUSTRIES	09/26/2024	30128	1,406.64
CDA	UTAH STATE TAX COMMISSION	09/26/2024	30129	3,012.00
CDA	VERIZON WIRELESS	09/26/2024	30130	59.39
CDA	ORS – CHILD SUPPORT SERVICES	09/26/2024	30131	110.77
CDP	DIRECT DEPOSIT TOTAL	09/13/2024	92201	19,993.26
CDP	DIRECT DEPOSIT TOTAL	09/27/2024	92202	17,928.73
CDP	Ashton, Paul H - DIR DEP	09/13/2024	9132401	.00
CDP	Bowles, Daniel S. - DIR DEP	09/13/2024	9132402	.00
CDP	Cardenaz, Phillip S. - DIR DEP	09/13/2024	9132403	.00
CDP	Cutler, Cody - DIR DEP	09/13/2024	9132404	.00
CDP	Flint, Paulina - DIR DEP	09/13/2024	9132405	.00
CDP	GUZMAN,MISHELL - DIR DEP	09/13/2024	9132406	.00
CDP	Johansen, Robert - DIR DEP	09/13/2024	9132407	.00
CDP	Johnson, Ryan R. - DIR DEP	09/13/2024	9132408	.00
CDP	Lucas, James B. - DIR DEP	09/13/2024	9132409	.00
CDP	Peterson, Ian - DIR DEP	09/13/2024	9132410	.00
CDP	Seiger-Webster, Christy M - DIR DEP	09/13/2024	9132411	.00
CDP	True, Garry - DIR DEP	09/13/2024	9132412	.00
CDP	Winger, David S. - DIR DEP	09/13/2024	9132413	.00
CDP	Ashton, Paul H - DIR DEP	09/27/2024	9272401	.00
CDP	Bowles, Daniel S. - DIR DEP	09/27/2024	9272402	.00
CDP	Cardenaz, Phillip S. - DIR DEP	09/27/2024	9272403	.00
CDP	GUZMAN,MISHELL - DIR DEP	09/27/2024	9272404	.00
CDP	Johnson, Ryan R. - DIR DEP	09/27/2024	9272405	.00
CDP	Lucas, James B. - DIR DEP	09/27/2024	9272406	.00
CDP	Peterson, Ian - DIR DEP	09/27/2024	9272407	.00
CDP	Winger, David S. - DIR DEP	09/27/2024	9272408	.00
Grand Totals:				<u>745,337.33</u>

Report Criteria:

Includes the following check types:

Manual, Payroll, Supplemental, Termination, Void

Includes unprinted checks

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount	D
10/06/2024	PC	10/11/2024	30145	Dean-Kimball, Susan A	22		51-1111	270.65-	
09/22/2024	PC	09/27/2024	9272401	Ashton, Paul H	86		51-1111	3,737.14-	D
09/22/2024	PC	09/27/2024	9272402	Bowles, Daniel S.	30		51-1111	2,183.08-	D
09/22/2024	PC	09/27/2024	9272403	Cardenaz, Phillip S.	40		51-1111	1,762.34-	D
09/22/2024	PC	09/27/2024	9272404	GUZMAN,MISHELL	43		51-1111	1,344.78-	D
09/22/2024	PC	09/27/2024	9272405	Johnson, Ryan R.	47		51-1111	2,855.26-	D
09/22/2024	PC	09/27/2024	9272406	Lucas, James B.	52		51-1111	2,748.41-	D
09/22/2024	PC	09/27/2024	9272407	Peterson, Ian	54		51-1111	1,505.47-	D
09/22/2024	PC	09/27/2024	9272408	Winger, David S.	70		51-1111	1,792.25-	D
10/06/2024	PC	10/11/2024	10112401	Ashton, Paul H	86		51-1111	3,737.14-	D
10/06/2024	PC	10/11/2024	10112402	Bowles, Daniel S.	30		51-1111	2,609.28-	D
10/06/2024	PC	10/11/2024	10112403	Cardenaz, Phillip S.	40		51-1111	1,762.34-	D
10/06/2024	PC	10/11/2024	10112404	Cutler, Cody	150		51-1111	410.63-	D
10/06/2024	PC	10/11/2024	10112405	Flint, Paulina	80		51-1111	403.20-	D
10/06/2024	PC	10/11/2024	10112406	GUZMAN,MISHELL	43		51-1111	1,344.78-	D
10/06/2024	PC	10/11/2024	10112407	Johansen, Robert	130		51-1111	378.20-	D
10/06/2024	PC	10/11/2024	10112408	Johnson, Ryan R.	47		51-1111	2,855.26-	D
10/06/2024	PC	10/11/2024	10112409	Lucas, James B.	52		51-1111	2,748.41-	D
10/06/2024	PC	10/11/2024	10112410	Peterson, Ian	54		51-1111	1,453.10-	D
10/06/2024	PC	10/11/2024	10112411	Seiger-Webster, Christy M	140		51-1111	410.63-	D
10/06/2024	PC	10/11/2024	10112412	True, Garry	120		51-1111	405.63-	D
10/06/2024	PC	10/11/2024	10112413	Winger, David S.	70		51-1111	1,792.25-	D
Grand Totals:								<u>38,510.23-</u>	
									<u>22</u>



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## WHITE CITY WATER IMPROVEMENT DISTRICT JOB DESCRIPTION

Job Title: <b>General Manager</b>	Reports to: <b>Board of Trustees</b>		
Department: <b>Administration</b>	FLSA: <b>Exempt</b>	Pay Grade: <b>67</b>	Date: <b>Sept 2024</b>

**GENERAL SUMMARY:** Under the direction of the Board of Trustees, the General Manager runs the day-to-day operations of the District and has overall accountability for the operation, maintenance, and security of the District's water system.

**SUPERVISE:**

All District Staff

**ESSENTIAL DUTIES:**

- Implements Board policy directives; supervises District staff as they fulfill their job descriptions and ensures that all members of the staff work as a team to fulfill the District's Mission Statement. Periodically review the Mission Statement with the Board to ensure it accurately reflects the elected Board's vision for the District.
- Administers an approved budget and is responsible for the protection and proper utilization of all assets.
- Directs, monitors, trains and evaluates District staff as per Board guidelines and legal requirements. Communicates to Board his or her recommendations as to selection, retention, and promotion of staff and, absent timely objection by the Board, implements such recommendations.
- Works with the Board and staff to update and implement the District's Policy and Procedure Manual. Fulfills the responsibilities of the General Manager as set forth in the Policy and Procedure Manual. Recommend policies for Board approval and establish and administer procedures to implement approved policies.
- With General Counsel, advises the Board as to legally required plans and procedures, such as water conservation, emergency preparedness; and vulnerability assessment, and, upon approval of such plans by the Board, supervises staff to ensure compliance with such plans.
- With General Counsel, advises the Board and staff as to governmental rules and regulations and supervises and directs staff and outside professionals retained by the District to ensure compliance with such rules and regulations.
- Interacts on behalf of the District with customers, third parties, other governmental entities and agencies, and news media as needed from time to time. Attend meetings where a representative of the District is needed, unless in his or her judgment another member of the District's staff, General Counsel, or a member of the Board might better represent the interests of the District.
- Prepares for Board meetings with the assistance of the General Counsel, Office Manager and Board Secretary. Works with Managers on preparation of monthly reports required by the Board and legal requirements. Coordinate information for presentation to the Board of Trustees and, with the assistance the Managers, make recommendations to the Board on various fiscal and operational matters.

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- Hold regular management meetings with the Managers to ensure compliance with policies and procedures, set goals, and generally coordinate efforts to fulfill the District's Mission Statement. One such meeting a month shall be held on or about the same day as the regularly noticed Board meeting, at which time Board members may direct questions to the managers, and such other individuals as may be invited from time to time to such meetings. Where more than three members of the Board might attend such a meeting, it shall be duly noticed and conducted in compliance with the Open Meetings act.
- Work with Managers and CPA in preparing and monitoring budget. Approves expenditures within the approved limits and budgetary constraints, and signs checks or electronic transaction approvals for payment of bills or other necessary expenses of the District. Work with Managers regarding risks and emergency preparation to ensure risks are minimized and the District is prepared for emergencies.
- Assist Operations Manager with identifying the needs of the water system and, with concurrence of Board, retain necessary professional assistance to deal with such needs in a timely and responsible fashion. Without limiting the foregoing, will work with the Board, staff and public to develop needed capital facility plans for future development, upgrades and improvements to water system.
- Assist the Office Manager and Finance Director in identifying needs of the office and administrative facilities and, with the concurrence of the Board will retain necessary professional assistance to deal with such needs, including construction of a seismically safe office building.
- Work with Managers to develop office procedures that meet the needs of the District's customers and Board. Work with Records Officer on document retention and storage policies and advise Board on technologies to save on storage costs and space.
- With concurrence of the Board, attend courses or seminars that are offered from time to time from various associations, such as the UASD.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Graduation from High School, a bachelor's degree in finance, accounting, business administration, engineering, or some related field and/or 15-20 years of related experience; or an equivalent combination of education and experience.

**Special Qualifications:**

- Must be bondable
- Must possess and maintain a valid Utah State driver's license with periodic verifications by the District.
- Obtain and maintain a Level IV Water Distribution Certification
- Must be trustworthy and a person of integrity.

**Knowledge of:**

- Comprehensive knowledge of the principles and practices of public administration to include budgeting, accounting, purchasing, risk management, and state and federal laws regarding personnel.
- Comprehensive knowledge and understanding of the Code of Ethics regarding public service and management.
- Operations, services, and activities of a water improvement district.
- Principles and practices of public administration.

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- Principles and practices of District budget preparation.
- Principles and practices of program development and administration.
- Principles of supervision, training, and performance evaluation.
- Rules and regulations governing public meetings.
- Rules and regulations governing public records.
- Knowledge of the District policies and regulations, and Utah State Code regarding water rights, water systems, and water resources.
- Sufficient legal, finance, and accounting knowledge.
- Familiarity with various contracts of the District and the historical background of such contracts.

**Ability to:**

- Establish and maintain cooperative and effective working relationships with elected officials, staff, representatives of outside governing agencies, business owners, the general public and specifically the residents of the District.
- Maintain professional demeanor in challenging circumstances.
- Support the goals and priorities of the Board.
- Interpret and apply District policies, procedures, laws, and regulations relating to assigned duties.
- Independently perform difficult administrative support services.
- Understand the organization of the District and outside agencies as necessary to assume assigned responsibilities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Operate computer and District utilized software.
- Communicate clearly and concisely, both orally and in writing.
- Ability to plan, organize, administer, and coordinate a large variety of complex District services and programs.
- Ability to work in a fast paced, stressful environment.
- Ability to maintain confidentiality regarding proprietary information of the White City Water Improvement District.

**WORKING CONDITIONS:**

- Employee(s) in this position perform in a typical office setting with appropriate climate controls. At times, operations tasks must be performed in inclement weather, sometimes performed on high traffic roads, at heights, in confined underground vaults both during and after normal working hours. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, and reaching. Must occasionally lift and/or move up to 15 pounds. Occasional physical exertion required during set-up of special events. Talking, typing, reading, hearing, and seeing are required in the normal course of performing the job. Common eye, hand, finger dexterity is required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and creative problem solving. Periodic local travel required in course of performing portions of job functions.
- Stress may result from having overall responsibility of the successful operation of the District's water system and the need to meet the needs of the District customers. Significant levels of trust and confidentiality are required in all projects.

**DISTRICT VEHICLE:**

A District vehicle will be provided to the General Manager for the purposes of commuting to and from work and in order to immediately respond to District needs. The vehicle shall be equipped to meet job requirements. The General Manager will ensure the proper level of insurance is in place on the District



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vehicle being used, the cost of said insurance being the responsibility of the District. The maintenance and gas is also the responsibility of the District and shall be deemed a necessary cost for business for the District.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract right to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*

*Employee acknowledges that he/she may receive confidential and proprietary information which will not be shared with others without permission of the Board of Trustees or as compelled to do so by operation of law.*

<b>Employee Signature:</b>	<b>Human Resource Approval:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>



## WHITE CITY WATER IMPROVEMENT DISTRICT JOB DESCRIPTION

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Job Title: <b>General Counsel</b>	Reports to: <b>Board of Trustees</b>		
Department: <b>Administration</b>	FLSA: <b>Exempt</b>	Pay Grade: <b>66</b>	Date: <b>Sept 2024</b>

**GENERAL SUMMARY:** Under the direction of the Board of Trustees, General Counsel is responsible for all legal issues, activities, hearings and opinions for the District. Consults with the Board of Trustees, General Manager, and Assistant General Manager on policy initiatives for the District.

**SUPERVISE:**

None

**ESSENTIAL DUTIES:**

- Negotiates drafts, revises and reviews agreements/contracts with consultants, contractors, member agencies, and third parties on a variety of topics.
- Participates in purchase, sale, or lease of land, including preparation and revision of real estate purchase contracts, easements, title reports, deeds and closing. Prepares documents for purchase, sale, or exchange of water rights. Monitors State Engineer calendar of water right activity within the District drainage areas.
- Attend monthly meetings of the Board of Trustees. Prepares and reviews documents and presentations. Gives status reports on pending matters, addresses specific issues, and answers the questions of trustees. Research matters within the Utah Code referencing special Districts, board procedures, and open meetings laws.
- Advise and consult with the General Manager the need for legislation relevant to the District's interests. Monitors bills filed with legislature during general and special sessions. Attends Utah Water Task Force meetings and participates in interim working groups for negotiating, drafting, and revisions of proposed bills.
- Works with the General Manager to oversee periodic review and revision of policy and procedures manuals as needed and address employee discipline for workplace violations, investigations, discussion of facts, discipline and coordination with outside legal counsel for hearings and appeals to the State Department of Labor. Prepares and delivers training to employees concerning recent revisions of policy manual and violation of policy requirements.
- Works with General Manager on safety programs and reviews reports of loss sent to insurance carriers and management. Works with the General Manager on investigation and settlement of casual/liability claims against the District, those on behalf of the District against third parties and internal losses by employees. Works with the General Manager to review with insurance carriers the District's loss and claims records and settlements.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited college with a Juris Doctorate Degree and 10 years of legal experience having argued cases at both the District and Appellate Court levels of the State of Utah.
- Must be licensed to practice law in the State of Utah with the Utah State Bar

**Knowledge, Skills, and Abilities:**

- Must have a thorough understanding of legal processes and procedures.
- Must have basic knowledge and understanding of the District, its mission, organization, operations, and related terminology.
- Must have advanced management skills and math skills.
- Must have basic word processing ability and the ability to communicate using e-mail system and appointment scheduling software.

**Communication Skills:** Ability to read, analyze, and understand the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and the Board of Trustees.

**Problem Solving:** Ability to apply common sense, analyze data and interpret results yielding varying outcomes that have an ultimate impact on the overall District. Such work might include legal research, developing legal opinions or advice and problem solving as described in the Essential Duties and Responsibilities.

**Cooperative Interaction:** Provides daily direct service to the Board of Trustees, General Manager and Assistant General Managers, other Executive Staff, and employees. Provides frequent direct service to outside or opposing legal counsel, courts, consultants, customer agencies, related government entities, property owners, retail customers, and the general public.

**WORKING CONDITIONS:**

- Employee(s) in this position perform in a typical office setting with appropriate climate controls. While performing the duties of the job, the employee is regularly required to sit, talk, hear, read, write, stand, and walk. The employee is frequently required to drive, reach with arms and hands, and perform repetitive wrist, hand and/or finger movement. The employee is occasionally required to feel the attributes of objects, grasp, push, stoop, kneel, crouch, crawl, climb, or balance.
- Must occasionally lift and/or move up to 15 pounds. Occasional physical exertion required during set-up of special events. Common eye, hand, finger dexterity is required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and creative problem solving.
- Stress may result from having overall responsibility of the successful operation of the District's water system and the need to meet the needs of the District customers. Significant levels of trust and confidentiality are required in all projects.

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<b>Employee Signature:</b>	<b>Human Resource Approval:</b>
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**DRAFT**

<b>Supervisor Signature:</b>	<b>Date:</b>
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**DRAFT**

## WHITE CITY WATER IMPROVEMENT DISTRICT JOB DESCRIPTION

Job Title: <b>Assistant General Manager</b>	Reports to: <b>General Manager</b>		
Department: <b>Administration</b>	FLSA: <b>Exempt</b>	Pay Grade: <b>64</b>	Date: <b>Sept 2024</b>

**GENERAL SUMMARY:** Provides a variety of professional and administrative functions as needed to assist the General Manager in planning, organizing, directing, and controlling District operations. Performs special projects and provides support to General Manager and the elected governing board in implementing policy; strategic plans, budgets, and relevant federal and state laws and regulatory guidelines. Represents the General Manager in professional and industry associations to influence the regulatory environment and to maintain effective intergovernmental relations. Assumes responsibility for the day-to-day operations of the District in the absence of the General Manager. Provides direct supervision and guidance to all District employees, except General Manager, to ensure compliance with the District's Policy manual and service to the District customers. Directs efforts to keep patrons informed about services provided and their necessary costs.

**SUPERVISOR:**  
General Manager

**SUPERVISE:**  
Administration  
Operations

### **ESSENTIAL DUTIES:**

- Supervises operation of office and deals with customers, including response to requests for connection or disconnection. Responsible to ensure timely and accurate meter reading and answering customer inquiries about service, including explanation of meter readings and status of accounts. Responds to customer complaints and makes determinations of problems that might lead to disconnect orders.
- Responsible for financial monitoring and preparation of accurate financial reports for the district and its subsidiary. Responsible for ensuring accounts payable and payroll are complied with and completed in a timely and accurate manner.
- Provides support to General Manager and elected governing board in implementing policy, strategic plans, budgets, and adherence to relevant federal and state laws; works with General Manager in providing information to the Board of Trustees for developing District policies and procedures and contracts; presents information and makes recommendations to Board regarding district policies, expenditures, and activities.
- Provides direction over various administrative functions such as personnel management, policy development and implementation, performance evaluations, and disciplinary actions; evaluates budget needs, sets guidelines and priorities for budget preparation; Works with the General Manager, Operations Manager, CPA, Finance Manager and Budget Committee to develop annual budget for District.
- Responsible for updating and keeping current WCWID policy and procedure manual. Handle personnel matters, and makes recommendations to the General Manager, regarding wages, hiring



**WHITE CITY WATER IMPROVEMENT DISTRICT  
JOB DESCRIPTION**

**DRAFT**

Job Title: <b>Finance Director</b>	Reports to: <b>General Manager</b>		
Department: <b>Administration</b>	FLSA: <b>Exempt</b>	Pay Grade: <b>54</b>	Date: <b>Sept 2024</b>

**GENERAL SUMMARY:** Under the direction of the General Manager and/or Assistant General Manager, and working with the District's CPA, responsible for the financial monitoring and preparation of accurate financial reports. Monitors records of District's finances and works with Assistant General Manager in responding to requests from the Board, General Manager, CPA, and/or auditors. Serves as Records Officer for the purposes of GRAMA and other legal requirements, including archival rules and regulations.

**SUPERVISOR:**

General Manager  
Assistant General Manager

**SUPERVISE:**

None

**ESSENTIAL DUTIES:**

- Performs general ledger accounting for multiple accounts related to receivables and payables; performs all entries as needed to comply with strict generally accepted accounting principles, federal and state regulations, and District policy.
- Prepares accounts payable checks, bank depository, general ledger reports, calculates monthly bank balances for all funds; searches entries and locates and resolves problems or inaccuracies
- Responsible for accounts payable functions. Monitors account payables with respect to budgetary compliance, including debt service.
- Sends, either by mail or electronic transmission, accounts payable checks or transactions as needed. Controls expenditures, files invoices and supporting documentation.
- Compiles monthly, quarterly and annual reports such as cash/investment balances, cash flow report, actual expenditures vs. budget, and daily receipts showing fund activity and balances. Submits reports to the General Manager and Board of Trustees.
- Prepares for annual audits and prepares and updates spreadsheets and other items necessary for audit preparation.
- Work with District's CPA to maintain fixed assets and depreciation schedule.
- Posts journal entries to general ledger and prepares monthly balance sheet.
- Assists in other office and operation duties as necessary, including, but not limited to, relieving other office employees at lunchtime or absence, and responding to customer questions with the production of work orders when necessary.

- Designated as Records Officer for the District; assures accurate record keeping and compliance with state statutes. Directs declaration and disposal of surplus property.
- Provides assistance to office staff in responding to customer complaints and explain readings and accounts for commercial and residential accounts with the production of work orders when necessary.
- As needed, performs a variety of counter duties related to the collection and receipting of payments, including making deposits to the bank. Responsible to see that transactions are posted to property accounts and assures property balances.
- Responsible for tracking and allocation of District's financial assets in accordance with state code, the approved budget and policies set by the Board of Trustees.
- Coordinates with Operations Manager and Assistant Operations Manager to provide emergency preparedness to the District.
- Assists General Manager and/or Assistant General Manager in the development and design of District risk management program and priorities; assists in the management of risk control program, monitoring claims for District liability, errors and omissions, and all other liability exposures.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Graduation from High School with a bachelor's degree from university or college in business, accounting, or related field or an equivalent combination of education and experience.
- Must be bondable.
- Must have a valid Utah Driver's License.

### **Knowledge and Abilities:**

- Ability to keyboard 35 wpm.
- Must have proficient working knowledge of Word, Excel, and Caselle Government Accounting system; be able to generate reports, memos, envelopes, invoices, budget sheets, justifications, and various lists
- Resolve complex issues related to accounting procedures and reporting.
- Must have proficiency in grammar, spelling, and organization skills.
- Must have ability to operate office equipment and consistent accuracy and attention to detail
- Must have good interpersonal skills
- Must be trustworthy and a person of integrity.
- Ability to establish and maintain cooperative and effective working relationships with Board of Trustees, staff, and District customers.
- Ability to maintain a professional demeanor in challenging circumstances
- Ability to work independently

### **WORKING CONDITIONS:**

- Employee(s) in this position perform in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, and repetitive keyboarding or 10-key functions. May occasionally lift and/or move up to 15 pounds. Occasional physical exertion required during set-up of special events. Talking, hearing, and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity is required to perform essential functions. Mental application utilizes memory for details, verbal instructions,

emotional stability, critical thinking, and creative problem solving. Periodic local travel required in course of performing portions of job functions. Employees are expected to hold regular office hours during normal business hours Monday through Friday. Required to work after hours/weekends when deemed necessary.

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<b>Employee Signature:</b>	<b>Human Resource Approval:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>





## WHITE CITY WATER IMPROVEMENT DISTRICT JOB DESCRIPTION

**DRAFT**

Job Title: <b>Office Manager</b>	Reports to: <b>General Manager</b>		
Department: <b>Administration</b>	FLSA: <b>Exempt</b>	Pay Grade: <b>21</b>	Date: <b>Sept 2024</b>

**GENERAL SUMMARY:** Under the direction of the General Manager and/or Assistant General Manager performs supervisory duties including participation in selection, training, and evaluation of two or more subordinate clerical staff. Provides direct supervision of clerical staff and establishes work or project priorities, assigns workload responsibilities, and assures timely completion of project results. Performs a variety of general administrative duties. Provides professional customer service to District patrons and answers inquiries about service, including explanation of meter readings and status of accounts. Acts as Deputy Election Clerk.

**SUPERVISOR:**

General Manager  
Assistant General Manager

**SUPERVISE:**

Clerks

**ESSENTIAL DUTIES:**

- Direct supervision of office clerks, responsible for staffing, discipline, performance evaluation and job assignments.
- Assists Assistant General Manager with personnel management, policy development and implementation, setting budget guidelines and priorities for budget preparation. Works with General Manager, Assistant General Manager, CPA, Finance Manager, and Budget Committee to develop annual budget for District.
- Supervises office staff to ensure compliance with District policies and procedures; implements and evaluates the effectiveness of policies and procedures; directs efforts to keep patrons informed about services provided and the necessary costs.
- As assigned by the General Manager and/or Assistant General Manager performs special projects, develops and implements new administrative programs; establishes goals and deadlines, assigns personnel to projects; ensures compliance with State mandated reporting requirements.
- Produces and completes work orders for all staff and/or customer requests.
- Files and monitors Liens with the County against delinquent Customer Accounts.
- Working with the Operations Manager is responsible for meter reading program of the District to ensure customers are paying for water supplied by the District as required in such program. Deals with the general public and responsible to ensure that rules and policies of the District are complied with by customers, while at the same time having discretion to work with customers whose special circumstances may require some modification of water bills. Supervise customer account maintenance and management.

- Deal with the general public and District customers in a manner that is both friendly and informative. Responsible to communicate Districts rules, regulations, policies and procedures, and enforcing it with regard to District customers.
- Working with the Operations Manager, prepare meter reading devices for monthly readings, review monthly readings, prepare monthly utility bills, and supervise the collection of revenue. Coordinate with Operations Manager monthly shut off procedures.
- Generate and track service orders in cooperation with Operations Department
- Responsible for office maintenance contracts. Inventories and orders office supplies. Acquainted with all office procedures and performs all office duties of other District employees if necessary, including, but not limited to, relieving other office employees at lunch time and taking deposits to the bank
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Graduation from High School with two (2) years of post-high school specialized training or an associate degree, plus two years of experience performing above or related duties; six months of which must have been directly related to word processing functions. Ability to type with speed and accuracy.
- Must have a valid Utah Driver's License.

### **Knowledge and Abilities:**

- Ability to keyboard 35 wpm.
- Must have proficient working knowledge of human resources principles
- Must have proficient knowledge of risk management principles
- Must have proficient working knowledge of Word, Excel, Caselle Government Accounting preferred.
- Must have proficiency in grammar, spelling, and organization skills.
- Must have ability to operate office equipment and consistent accuracy and attention to detail
- Must have good interpersonal skills
- Must be trustworthy and a person of integrity.
- Ability to establish and maintain cooperative and effective working relationships with Board of Trustees, staff, and District customers.
- Ability to maintain a professional demeanor in challenging circumstances
- Ability to work independently

### **WORKING CONDITIONS:**

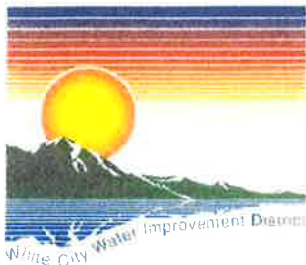
- Employee(s) in this position perform in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, and reaching. May occasionally lift and/or move up to 15 pounds. Occasional physical exertion required during set-up of special events. Talking, hearing, and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity is required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and creative problem solving. Periodic local travel required in course of performing portions of job functions. Employees are expected to hold regular office hours during normal business hours Monday through Friday. Required to work after hours/weekends when deemed necessary.

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**DRAFT**

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<b>Employee Signature:</b>	<b>Human Resource Approval:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>



## WHITE CITY WATER IMPROVEMENT DISTRICT JOB DESCRIPTION

**DRAFT**

Job Title: <b>Clerk I</b>	Reports to: <b>Office Manager</b>		
Department: <b>Administration</b>	FLSA: <b>Non- Exempt</b>	Pay Grade: <b>13</b>	Date: <b>Sept 2024</b>

**GENERAL SUMMARY:** Performs a variety of general administrative and technical clerical duties as needed to expedite and coordinate the administrative, secretarial, or clerical functions of the White City Water Improvement District.

**SUPERVISOR:**  
Office Manager

**SUPERVISE:**  
None

### **ESSENTIAL DUTIES:**

- Greet the public; respond to requests for information and provide factual information related to the District; take and post daily payments, customer account maintenance, assist in preparation and production of utility bills, assist customers with payment contracts, creating and follow-up on service orders, and prepare daily bank deposit.
- Undertake daily functions relating to payment entry, to the shut off process for non-payment, including preparation of work orders, and completing shut off work orders, etc.
- Assist in preparing and providing all correspondence and recorded data to meet State requirements regarding back flow certification yearly testing.
- Opens and distributes mail, post payments, transfers all online payments daily to accounts, and prepares daily bank deposits and cash receipting reports. Provides customer account management and maintenance. Receipt returned checks back to accounts and inform customer of said action. Balance cash drawer daily.
- Work with customers and Operations in obtaining accurate information regarding service orders, move-in and move-out service applications, maintenance or repairs as reported to the District Office. Answers telephones, screens and directs calls to appropriate personnel. Responds to customers regarding account information or basic water system questions.
- Works with third party online payment vendor to accurately monitor and record all payments paid online or sent through customers banking institution.
- Word with Officer Manager or Assistant General Manager to take action, such as non-payment shut off accounts or recordation of liens with Salt Lake County to collect funds owed the District.
- Maintain an organized filing system. Maintain a clean work environment both in personal work area and general office area. Maintain professional appearance.
- Operates copy machine and other office equipment. Assist in other office duties as necessary including relieving other office employees at lunchtime.

- Forward concerns or complaints from customers regarding information on the website to Office Manager or Assistant General Manager.
- Operates and manages ongoing maintenance of office equipment including postage machine, computers, copy machine, printers, and fax machine. Work with IT vendors to ensure office systems are protected.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Graduation from High School with one year of formal training or an equivalent amount of experience in office procedures. Requires six months job related prior work experience with demonstrated competence.

**Knowledge and Abilities:**

- Must have computer word processing skills (Word, Excel, Caselle Government Accounting preferred.)
- Must have strong grammar, spelling skills, and basic math skills.
- Must have ability to operate office equipment and consistent accuracy and attention to detail
- Must have good interpersonal skills
- Must be trustworthy and a person of integrity.
- Ability to establish and maintain cooperative and effective working relationships with Board of Trustees, staff, and District customers.
- Ability to maintain a professional demeanor in challenging circumstances
- Ability to work independently

**WORKING CONDITIONS:**

- Employee(s) in this position perform in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, and reaching. May occasionally lift and/or move up to 15 pounds. Occasional physical exertion required during set-up of special events. Talking, hearing, and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity is required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and creative problem solving. Periodic local travel required in course of performing portions of job functions. Employees are expected to hold regular office hours during normal business hours Monday through Friday. Required to work after hours/weekends when deemed necessary.

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<b>Employee Signature:</b>	<b>Human Resource Approval:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>

**DRAFT**



## WHITE CITY WATER IMPROVEMENT DISTRICT JOB DESCRIPTION

Job Title: <b>Clerk II</b>	Reports to: <b>Office Manager</b>		
Department: <b>Administration</b>	FLSA: <b>Non- Exempt</b>	Pay Grade: <b>16</b>	Date: <b>Sept 2024</b>

**GENERAL SUMMARY:** Performs a variety of general administrative and technical clerical duties as needed to expedite and coordinate the administrative, secretarial, or clerical functions of the White City Water Improvement District.

**SUPERVISOR:**  
Office Manager

**SUPERVISE:**  
None

**ESSENTIAL DUTIES:**

- Greet the public; respond to requests for information and provide factual information related to the District; take and post daily payments, customer account maintenance, assist in preparation and production of utility bills, assist customers with payment contracts, creating and follow-up on service orders, and prepare daily bank deposit.
- Undertake daily functions relating to payment entry, to the shut off process for non-payment, including preparation of work orders, and completing shut off work orders, etc.
- Assist in preparing and providing all correspondence and recorded data to meet State requirements regarding back flow certification yearly testing.
- Opens and distributes mail, post payments, transfers all online payments daily to accounts, and prepares daily bank deposits and cash receipting reports. Provides customer account management and maintenance. Receipt returned checks back to accounts and inform customer of said action. Balance cash drawer daily.
- Work with customers and Operations in obtaining accurate information regarding service orders, move-in and move-out service applications, maintenance or repairs as reported to the District Office. Answers telephones, screens and directs calls to appropriate personnel. Responds to customers regarding account information or basic water system questions.
- Works with third party online payment vendor to accurately monitor and record all payments paid online or sent through customers banking institution.
- Word with Officer Manager or Assistant General Manager to take action, such as non-payment shut off accounts or recordation of liens with Salt Lake County to collect funds owed the District.
- Maintain an organized filing system. Maintain a clean work environment both in personal work area and general office area. Maintain professional appearance.

- Operates copy machine and other office equipment. Assist in other office duties as necessary including relieving other office employees at lunchtime.
- Forward concerns or complaints from customers regarding information on the website to Office Manager or Assistant General Manager.
- Operates and manages ongoing maintenance of office equipment including postage machine, computers, copy machine, printers, and fax machine. Work with IT vendors to ensure office systems are protected.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Graduation from High School with two to three (2-3) years of formal training and/or prior work experience with demonstrated competence.

**Knowledge and Abilities:**

- Must have computer word processing skills (Word, Excel, Caselle Government Accounting preferred.)
- Must have strong grammar, spelling skills, and basic math skills.
- Must have ability to operate office equipment and consistent accuracy and attention to detail
- Must have good interpersonal skills
- Must be trustworthy and a person of integrity.
- Ability to establish and maintain cooperative and effective working relationships with Board of Trustees, staff, and District customers.
- Ability to maintain a professional demeanor in challenging circumstances
- Ability to work independently

**WORKING CONDITIONS:**

- Employee(s) in this position perform in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, and reaching. May occasionally lift and/or move up to 15 pounds. Occasional physical exertion required during set-up of special events. Talking, hearing, and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity is required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and creative problem solving. Periodic local travel required in course of performing portions of job functions. Employees are expected to hold regular office hours during normal business hours Monday through Friday. Required to work after hours/weekends when deemed necessary.

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<b>Employee Signature:</b>	<b>Human Resource Approval:</b>
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**DRAFT**

**Supervisor Signature:**

**Date:**





## WHITE CITY WATER IMPROVEMENT DISTRICT JOB DESCRIPTION

**DRAFT**

Job Title: <b>Clerk III</b>	Reports to: <b>Office Manager</b>		
Department: <b>Administration</b>	FLSA: <b>Non- Exempt</b>	Pay Grade: <b>18</b>	Date: <b>Aug 2024</b>

**GENERAL SUMMARY:** Performs a variety of general administrative and technical clerical duties as needed to expedite and coordinate the administrative, secretarial, or clerical functions of the White City Water Improvement District.

**SUPERVISOR:**

Office Manager  
Assistant General Manager

**SUPERVISE:**

None

**ESSENTIAL DUTIES:**

- Greet the public; respond to requests for information and provide factual information related to the District; take and post daily payments, customer account maintenance, assist in preparation and production of utility bills, assist customers with payment contracts, creating and follow-up on service orders, and prepare daily bank deposit.
- Undertake daily functions relating to payment entry, to the shut off process for non-payment, including preparation of work orders, and completing shut off work orders, etc.
- Assist in preparing and providing all correspondence and recorded data to meet State requirements regarding back flow certification yearly testing.
- Opens and distributes mail, post payments, transfers all online payments daily to accounts, and prepares daily bank deposits and cash receipting reports. Provides customer account management and maintenance. Receipt returned checks back to accounts and inform customers of said action. Balance cash drawer daily.
- Works with customers and Operations in obtaining accurate information regarding service orders, move-in and move-out service applications, maintenance or repairs as reported to the District Office. Answers telephones, screens and directs calls to appropriate personnel. Responds to customers regarding account information or basic water system questions.
- Works with Operations in preparation of the meter reading equipment, loading and unloading, producing meter proof reports, verify accuracy of meter reads, prepared work orders requesting meter rereads, and assists Office Manager in producing monthly utility bills.
- Works with third party online payment vendor to accurately monitor and record all payments paid online or sent through customers banking institution.

- Work with Officer Manager or Assistant General Manager to take action, such as non-payment shut off accounts or recordation of liens with Salt Lake County to collect funds owed the District.
- Maintain an organized filing system. Maintain a clean work environment both in the personal work area and general office area. Maintain professional appearance.
- Operates copy machine and other office equipment. Assist in other office duties as necessary including, but not limited to, relieving other office employees at lunchtime, responding to customer questions, assisting in accounts payable and payroll.
- Work with Office Manager on website development and management. Regularly maintain website updates including applicable links.
- Maintain virus free environment on the website. Control security on website. Create a visually appealing website. Routinely monitor the website for accuracy and availability. Work with customer concerns or complaints regarding information on the website.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Graduation from High School with three to four (3-4) years of prior work experience with demonstrated competence.

### **Knowledge and Abilities:**

- Ability to type 35 wpm.
- Must have proficient working knowledge of Word, Excel, and Caselle Government Accounting system; be able to generate reports, memos, envelopes, invoices, budget sheets, justifications, and various lists
- Must have computer processing skills (Word, Excel, Caselle Government Accounting preferred.)
- Must have strong grammar, spelling skills, and basic math skills.
- Must have ability to operate office equipment and consistent accuracy and attention to detail
- Must have good interpersonal skills
- Must be trustworthy and a person of integrity.
- Ability to establish and maintain cooperative and effective working relationships with Board of Trustees, staff, and District customers.
- Ability to maintain a professional demeanor in challenging circumstances
- Ability to work independently

### **WORKING CONDITIONS:**

- Employee(s) in this position perform in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, and reaching. May occasionally lift and/or move up to 15 pounds. Occasional physical exertion required during set-up of special events. Talking, hearing, and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity is required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and creative problem solving. Periodic local travel required in course of performing portions of job functions. Employees are expected to hold regular office hours during normal business hours Monday through Friday. Required to work after hours/weekends when deemed necessary.

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*compensation, or contract right to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*

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<b>Employee Signature:</b>	<b>Human Resource Approval:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>



## WHITE CITY WATER IMPROVEMENT DISTRICT JOB DESCRIPTION

**DRAFT**

Job Title: <b>Operations Manager</b>	Reports to: <b>General Manager</b>		
Department: <b>Operations</b>	FLSA: <b>Exempt</b>	Pay Grade: <b>55</b>	Date: <b>Sept 2024</b>

**GENERAL SUMMARY:** Under the direction of the General Manager and/or Assistant General Manager is responsible for water operation requirements of the District, including but not limited to, planning, operation and security of the District's Physical water distribution system, including water lines, mains, wells, tanks, booster station, valves and all other infrastructure needed to run an approved water system under state and federal law.

**SUPERVISOR:**

General Manager  
Assistant General Manager

**SUPERVISE:**

Systems Operator  
Assistant Operations Manager  
Water Worker I & II

**ESSENTIAL DUTIES:**

- Directs and manages Operations department; responsible for performance management and workload assignments to ensure operations staff is cross trained to ensure continuity of services.
- Responsible for emergency preparedness and training of all District staff and will work with General Manager and Assistant General Manager to ensure continuity of services during an emergency.
- Monitors wells, booster stations and tanks ensuring the system is properly secured and regularly patrolled with pertinent information and flow changes properly recorded.
- Responsible to see that system is operating and maintained (including fire hydrants, valves, pipes, booster stations, pressure regulation stations, pumps, etc.) and provided recommendations to the General Manager and Assistant General Manager on the system.
- Works with Engineer, Board of Trustees, and staff to prepare and update Capital Facilities Plan for the District.
- Performs special projects, develops and maintains new operation programs; establishes goals and deadlines, assigns personnel to projects; ensures compliance with State mandated reporting requirements.
- Serves as a member of the Budget Committee, evaluates budget needs, sets guidelines for priorities for budget preparation and makes recommendations on the Operation Department budget.
- Plans and coordinates water distribution system operation. Conducts daily review of the system status and determines which water sources to use as required by demand.
- Prepares any and all regulatory plans as required by law. Responsible for water sampling.

- Conducts performance evaluations on directly supervised personnel. Makes recommendations to the General Manager and Assistant General Manager regarding wages, hiring and discipline of field personnel.
- Responsible for coordination with contractors, for scheduled upgrades and emergency repairs. Inspects main line and lateral facilities in new subdivisions before accepting into system.
- Organizes and monitors on-going meter reading operations. Provides field explanation of meter readings and billing procedures; examines and tests water meters. Works with Assistant General Manager to determine if unusually high consumption is a result of leaking pipes or other system failures.
- Works with Assistant General Manager, undertakes meter reading program to ensure customers are paying for water supplied by the District as required in such program.
- Provides exceptional customer service and communication to District customers; explains the District's rules, regulations, policies and procedures in a friendly and informative manner.
- Schedules the shutdown and winterization of wells and booster station. Supervises flushing of fire hydrants and valve exercise program. Schedules tanks for regular cleaning, disinfections if needed, and repair; records system information. Maintains daily records of booster station and all well activities; records any flow changes made.
- Responds to complaints of hazards or problems, and research causes poor water pressure.
- Works with Assistant General Manager or Office Manager in maintaining electronic customer database including meter reading routes, meter serial numbers and locations. Determines accuracy of readings; performs meter re-reads; prepared work orders to change out broken meters.
- Must be able to perform all duties of operations/emergency staff if needed. Must be available for 24-hour on-call status if other operations staff are not available.
- Responsible for third party contracts for repair, maintenance and non-office facilities and infrastructure. Responsible for water right records for District or its subsidiary White City Water Company.
- Attends Board meetings
- Assists Assistant General Manager with personnel management, policy development and implementation, setting budget guidelines and priorities for budget preparation. Works with General Manager, Assistant General Manager, CPA, Finance Manager, and Budget Committee to develop annual budget for District.
- Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- Graduation from High School with a bachelor's degree in business, engineering or related field with seven years of related job experience or combination of years of experience and an associate's degree.
- Must have a valid Utah Driver's License.
- Must have Grade VI Water Distribution Certification

## Knowledge and Abilities:

- Must have proficient working knowledge of operation and maintenance of water systems.
- Ability to read maps and blueprints.
- Must be able to adapt to changing conditions in the operation of water system.
- Must be detail oriented.
- Proficient working knowledge of Word, Excel, and Caselle Government Accounting preferred.
- Proficiency in grammar, spelling, and organization skills.
- Must be proficient in math, budgeting, management, and verbal and written communication.
- Must have good interpersonal skills
- Must be trustworthy and a person of integrity.
- Ability to establish and maintain cooperative and effective working relationships with Board of Trustees, staff, District customers, and other water districts and agencies.
- Ability to maintain a professional demeanor in challenging circumstances
- Must have proficiency in emergency preparedness skills for water systems.
- Knowledge of required State and other governmental agencies with jurisdiction over public water documentation and reporting guidelines.
- Must have proficient knowledge of water sampling requirements.
- Ability to be available for 24-hour on-call when necessary.
- Must have knowledge of Geographical Information Systems and digital mapping with ability to maintain associated databases.
- Ability to maintain confidentiality of all proprietary information of the White City Water Improvement District.

## WORKING CONDITIONS:

- Employee(s) in this position perform in a shop or field environment. On occasion will work in a typical office environment. Operations tasks must be performed in inclement weather. Work is at times performed on high traffic roads, at heights, in confined underground vaults both during and after normal working hours. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, and reaching. Requires employees to be able to climb, have balance, kneel, crouch or crawl. Employees are occasionally required to sit, taste, or smell. Specific vision ability is required including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Common eye, hand, finger dexterity is required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and creative problem solving.
- Requires some heavy lifting (exerting up to 100 pounds of force occasionally, and/or up to 50 pounds or force frequently, and/or up to 20 pounds of force constantly to move objects) of meter boxes, pumps and manhole covers. May work with chemicals such as chlorine, fluoridating chemicals, and acids.
- Some stress may be experienced due to responsibility for overall performance of the District's water system. May have some irregular work hours and responsibility to ensure proper rotation of on-call personnel.

## DISTRICT VEHICLE

In order to meet job requirements, a District vehicle will be provided to the Operations Manager for the purposes of commuting to and from work and in order to immediately respond to District needs when on-call. The vehicle shall be equipped with the necessary tools required to meet the job requirements. The Operations Manager will work with the Assistant General Manager to ensure the proper level of insurance is in place on the District vehicle being used by the Operations Manager, the cost of said insurance being the responsibility of the District.

***The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment,***

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*compensation, or contract right to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*

*Employee acknowledges that he/she may receive confidential and proprietary information which will not be shared with others without permission of the Board of Trustees or as compelled to do so by operation of law.*

<b>Employee Signature:</b>	<b>Human Resource Approval:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>



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## WHITE CITY WATER IMPROVEMENT DISTRICT JOB DESCRIPTION

Job Title: <b>Assistant Operations Manager</b>	Reports to: <b>General Manager</b>		
Department: <b>Operations</b>	FLSA: <b>Non-Exempt</b>	Pay Grade: <b>27</b>	Date: <b>Sept 2024</b>

**GENERAL SUMMARY:** Under the direction of the Operations Manager, the Assistant Operations Manager shall work with, and where needed, supervise operations staff to ensure proper operation of wells, tanks, booster stations, etc.

**SUPERVISOR:**  
Operations Manager

**SUPERVISE:**  
Systems Operator  
Water Worker I & II

**ESSENTIAL DUTIES:**

- Primarily responsible for system security and emergency preparedness of District. Coordinates with Finance Director regarding emergency preparedness.
- Works with operations staff, maintains and operates system equipment and infrastructure, and ensures recording and saving of pertinent data.
- Operates and maintains wells, tanks, booster pumps, and ensures that adequate water is available in the system for normal and emergency needs at all times.
- Responsible for making pressure and flow changes as necessary
- Responsible for all water sampling and ensuring the district remain in compliance.
- Responsible for coordination with contractors, for both scheduled upgrades and emergency repairs. Inspects main line and lateral services in new subdivisions before accepting into the system.
- Organizes and monitors on-going meter reading operations. Provides field explanation of meter readings and billing procedures. Examines and tests water meters. Works with consumers and office staff to determine if unusually high consumption is a result of leaking pipes or other equipment failures.
- Schedules the shutdown and winterization of wells and booster station. Supervises and participates in the periodic flushing of fire hydrants and valve exercising programs.
- Ensuring the GIS programs are being updated and all data recorded accurately.
- Knowledgeable of all operation procedures and be able to perform all duties of other operations/field employees if necessary.



- Subject to 24 hours on call status and will coordinate rotation of that responsibility with other District System Operators and Water Workers.
- Monitors system, deep wells and booster station. Patrols water system, checking deep wells, booster station, reservoir sites, pressure regulating stations and other District facilities. Starts up or shuts down deep wells and booster station pumps as needed and records at wells and booster stations including flow changes. Investigates and takes necessary action on main line and service line breaks. Responds to customer inquiries after hours when reached on-call.
- In performance of all duties, maintains constant awareness of infrastructure security and reports status to Operations Manager in accordance with District security plan.
- Records system information. Initiate and complete work orders with accurate and detailed information in a timely manner. Reports activity and resolutions to Operations Manager.
- Conducts meter reads and rereads. Performs repairs or replacement of meters as necessary. Performs pressure checks and communicates with parties on results.
- Rebuilds and perform maintenance on regulators. Perform routine flushing of dead-end lines and hydrants, exercise main line valves. Makes necessary repairs on hydrants and valves. Samples water in lines and wells.
- Takes down reservoirs for regular cleaning, repairs and chlorination. Performs maintenance and minor repairs to wells and booster pumps. Maintains water levels in wells and tanks to ensure sufficient PSI and fire flows.
- Operates, cleans and maintains vehicles, small pumps and assigned tools and equipment. Takes tool inventory.
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Graduation from High School with four years of job-related prior work experience with water systems with demonstrated competence.
- Must have a valid Utah Driver's License.
- Must have Grade IV Water Distribution Certification

**Knowledge and Abilities:**

- Must have proficient working knowledge of operation and maintenance of water systems.
- Ability to read maps and blueprints.
- Must be able to adapt to changing conditions in the operation of water system.
- Must be detail oriented.
- Must be self-starter, highly motivated, have a strong work ethic, and be observant of system needs.
- Must be assertive in handling any situation that needs attention.
- Experience handling issues as they arise and be able to prioritize tasks by importance and work through to completion in an efficient and timely manner.
- Must have good interpersonal skills
- Must be trustworthy and a person of integrity.
- Ability to establish and maintain cooperative and effective working relationships with Board of Trustees, staff, District customers, and other water districts and agencies.
- Ability to maintain a professional demeanor in challenging circumstances
- Must have proficiency in emergency preparedness skills for water systems.

- Knowledge of required State and other governmental agencies with jurisdiction over public water documentation and reporting guidelines.
- Must have proficient knowledge of water sampling requirements.
- Ability to be available for 24-hour on-call when necessary.
- Must have knowledge of Geographical Information Systems and digital mapping with ability to maintain associated databases.
- Ability to maintain confidentiality of all proprietary information of the White City Water Improvement District.

**WORKING CONDITIONS:**

- Employee(s) in this position perform in a shop or field environment. On occasion will work in a typical office environment. Operations tasks must be performed in inclement weather. Work is at times performed on high traffic roads, at heights, in confined underground vaults both during and after normal working hours. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, and reaching. Requires employees to be able to climb, have balance, kneel, crouch or crawl. Employees are occasionally required to sit, taste, or smell. Specific vision ability is required including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Common eye, hand, finger dexterity is required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and creative problem solving.
- Requires some heavy lifting (exerting up to 100 pounds of force occasionally, and/or up to 50 pounds or force frequently, and/or up to 20 pounds of force constantly to move objects) of meter boxes, pumps and manhole covers. May work with chemicals such as chlorine, fluoridating chemicals, and acids.
- Some stress may be experienced due to responsibility for overall performance of the District's water system. May have some irregular work hours and responsibility to ensure proper rotation of on-call personnel.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract right to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.*

*Employee acknowledges that he/she may receive confidential and proprietary information which will not be shared with others without permission of the Board of Trustees or as compelled to do so by operation of law.*

<b>Employee Signature:</b>	<b>Human Resource Approval:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>



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## WHITE CITY WATER IMPROVEMENT DISTRICT JOB DESCRIPTION

Job Title: <b>Systems Operator</b>	Reports to: <b>Operations Manager</b>		
Department: <b>Operations</b>	FLSA: <b>Non-Exempt</b>	Pay Grade: <b>20</b>	Date: <b>Sept 2024</b>

**GENERAL SUMMARY:** Under the direction of the Operations Manager monitors operation of wells and booster stations. Responsible for system security, operations, and recording of pertinent data. Responsible for making flow changes as necessary. Maintains and operates system equipment and infrastructure.

**SUPERVISOR:**  
Operations Manager

**SUPERVISE:**  
None

### **ESSENTIAL DUTIES:**

- Monitors system, deep wells and booster station; patrols water system, checking deep wells, booster station, reservoir sites, pressure regulating stations and other District facilities. Starts up or shuts down deep wells and booster station pumps as needed and records at wells and booster stations including flow changes. Investigates and takes necessary action on mainline and service line breaks. Responds to residential inquiries after hours when on-call. Makes pressure and flow changes to system as needed or requested.
- In performance of all duties, maintains constant awareness of infrastructure security and reports status to Operations Manager or Assistant Operations Manager in accordance with District security plan.
- Records system information; initiates and completes work orders with accurate and detailed information in a timely manner; reports activity and resolutions to Operations Manager; tests water meters.
- Working with the Operations Manager conducts meter reads and re-reads; performs repair or replacement of meters as necessary; performs pressure checks and communicates with parties on results.
- Winterizes wells and booster station; rebuilds and performs maintenance on regulators; performs routine flushing of dead-end lines and hydrants and exercises main line valves. Makes necessary repairs on hydrants and valves. Samples water in lines and wells; takes down reservoirs for regular cleaning, repairs and chlorination; makes minor repairs to wells and booster pumps. Maintains water levels in wells and tanks to ensure adequate PSI and fire flows. Repairs and check hydrants and valves for proper operation.
- Takes tool inventory, cleans and maintains tools, and installs equipment.
- Operates and maintains well and booster pumps, ensures that adequate water is available in the system for normal and emergency needs at all times. Operates, cleans and maintains vehicles, small pumps and assigned tools and equipment.

- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Graduation from High School or equivalent with three to four (3-4) years of job-related prior work experience with demonstrated competence.
- Must have a valid Utah Driver's License.
- Must have Grade IV Water Distribution Certification

**Knowledge and Abilities:**

- Must have competence in math and basic algebra, computer operation, reading, writing, and basic interpersonal skills.
- Must have mechanical aptitude and ability to read maps and blueprints.
- Must be able to adapt to changing conditions in the operation of water system.
- Must be detail oriented.
- Must have good interpersonal skills
- Must be trustworthy and a person of integrity.
- Must be a self-starter, highly motivated, have a strong work ethic, and be observant to system needs.
- Ability to be assertive in handling any situation that needs attending.
- Knowledge and experience in handling issues that may arise and be able to prioritize tasks by importance and work through in an efficient and timely manner.
- Ability to maintain confidentiality of all proprietary information of the White City Water Improvement District.

**WORKING CONDITIONS:**

- Employee(s) in this position perform in a shop or field environment. On occasion will work in a typical office environment. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, and reaching. Requires employees to be able to climb, have balance, kneel, crouch or crawl. Employees are occasionally required to sit, taste, or smell. Specific vision ability is required including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Common eye, hand, finger dexterity is required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and creative problem solving.
- Operations tasks must be performed in inclement weather. Work is at times performed on high traffic roads, at heights, in confined underground vaults both during and after normal working hours. Requires some heavy lifting (exerting up to 100 pounds of force occasionally, and/or up to 50 pounds or force frequently, and/or up to 20 pounds of force constantly to move objects) of meter boxes, pumps and manhole covers. May work with chemicals such as chlorine, fluoridating chemicals, and acids.
- Some stress may be experienced due to responsibility for overall performance of the District's water system. May have some irregular work hours and responsibility to ensure proper rotation of on-call personnel.

***The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract right to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.***

***Employee acknowledges that he/she may receive confidential and proprietary information which will not be shared with others without permission of the Board of Trustees or as compelled to do so by operation of law.***

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<b>Employee Signature:</b>	<b>Human Resource Approval:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>

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## WHITE CITY WATER IMPROVEMENT DISTRICT JOB DESCRIPTION

Job Title: <b>Water Worker I</b>	Reports to: <b>Operations Manager</b>		
Department: <b>Operations</b>	FLSA: <b>Non-Exempt</b>	Pay Grade:	Date: <b>Sept 2024</b>

**GENERAL SUMMARY:** Under the direction of the Operations Manager performs daily, weekly, and annual general building and facility maintenance, including landscaping. Performs as a utility worker doing maintenance and water system upkeep as directed by the Operations Manager. Will be required under the Operations Manager's supervision to be on-call for utility work during weekends and evenings.

**SUPERVISOR:**  
Operations Manager

**SUPERVISE:**  
None

**ESSENTIAL DUTIES:**

- Maintains organization of the warehouse; cleans up the shop, well houses and performs general repairs on buildings when damaged.
- Maintains grounds in accordance with City and County ordinances and regulations.
- Responsible for system security, operations and the recording of pertinent data.
- Patrols water system, checking deep wells, booster station, reservoir sites, pressure regulating stations and other District facilities. Initiates and complete work orders, with accurate and detailed information in a timely manner. Reports activity and resolutions to Operations Manager.
- Investigates and takes necessary action on mainline and service line breaks. Responds to residential inquiries after normal working hours.
- Repair or replace meters when faulty.
- Repairs, replaces, or raises damaged meter boxes.
- Flushes fire hydrants, locates and cleans out mainline valve boxes and checks hydrants and valves for proper operation. Makes repairs as required for proper operation.
- Assists and works in coordination with office staff as necessary.
- Operates and maintains wells, tanks and booster pumps, ensures that adequate water is available in the system for normal and emergency needs at all times. Operates, cleans and maintains vehicles, small pumps and assigned tools and equipment.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Graduation from High School or equivalent with one year prior work experience in water or construction related field demonstrating dependability, appropriate physical ability, stamina, honesty, and personal integrity.
- Must have a valid Utah Driver’s License.
- Must have or have the ability to obtain a Grade II Water Distribution Certification

**Knowledge and Abilities:**

- Must be a self-starter, highly motivated, have a strong work ethic, and be observant to system needs.
- Must have good communication skills and aptitude in dealing with the public.
- Must have mechanical aptitude.
- Must be able to adapt to changing conditions in the operation of water system.
- Ability to write legibly
- Must be trustworthy and a person of integrity.
- Must be safety minded with the use of compound chemicals.
- Ability to be assertive in handling any situation that needs attending.
- Knowledge and experience in handling issues that may arise and be able to prioritize tasks by importance and work through in an efficient and timely manner.
- Ability to maintain confidentiality of all proprietary information of the White City Water Improvement District.

**WORKING CONDITIONS:**

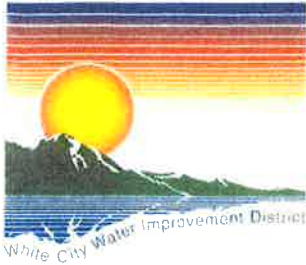
- Employee(s) in this position perform in a shop or field environment. On occasion will work in a typical office environment.. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, and reaching. Requires employees to be able to climb, have balance, kneel, crouch or crawl. Employees may be occasionally required to sit and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Common eye, hand, finger dexterity is required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and creative problem solving.
- Operations tasks must be performed in inclement weather. Work is at times performed on high traffic roads, at heights, in confined underground vaults both during and after normal working hours Requires some heavy lifting (exerting up to 100 pounds of force occasionally, and/or up to 50 pounds or force frequently, and/or up to 20 pounds of force constantly to move objects) of meter boxes, pumps and manhole covers. May be subject to working with chemicals and must be safety minded with the use of said compounds.
- Some stress may be experienced due to deadlines. May have some irregular work hours. Subject to rotating on-call responsibilities after hours, weekends, and evenings.

***The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract right to any person(s). This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.***

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<b>Employee Signature:</b>	<b>Human Resource Approval:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>

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## WHITE CITY WATER IMPROVEMENT DISTRICT JOB DESCRIPTION

Job Title: <b>Water Worker II</b>	Reports to: <b>Operations Manager</b>		
Department: <b>Operations</b>	FLSA: <b>Non-Exempt</b>	Pay Grade: <b>16</b>	Date: <b>Sept 2024</b>

**GENERAL SUMMARY:** Under the direction of the Operations Manager performs daily, weekly, and annual general building and facility maintenance, including landscaping. Performs as a utility worker doing maintenance and water system upkeep as directed by the Operations Manager. Will be required under the Operations Manager's supervision to be on-call for utility work during weekends and evenings.

**SUPERVISOR:**  
Operations Manager

**SUPERVISE:**  
None

### **ESSENTIAL DUTIES:**

- Maintains organization of the warehouse; cleans up the shop, well houses and performs general repairs on buildings when damaged.
- Maintains grounds in accordance with City and County ordinances and regulations.
- Responsible for system security, operations and the recording of pertinent data.
- Patrols water system, checking deep wells, booster station, reservoir sites, pressure regulating stations and other District facilities. Initiates and complete work orders, with accurate and detailed information in a timely manner. Reports activity and resolutions to Operations Manager.
- Investigates and takes necessary action on mainline and service line breaks. Responds to residential inquiries after normal working hours.
- Repair or replace meters when faulty.
- Repairs, replaces, or raises damaged meter boxes.
- Flushes fire hydrants, locates and cleans out mainline valve boxes and checks hydrants and valves for proper operation. Makes repairs as required for proper operation.
- Assists and works in coordination with office staff as necessary.
- Operates and maintains wells, tanks and booster pumps, ensures that adequate water is available in the system for normal and emergency needs at all times. Operates, cleans and maintains vehicles, small pumps and assigned tools and equipment.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS:**



- Graduation from High School or equivalent with two to three (2-3) years prior work experience in water or construction related field demonstrating dependability, appropriate physical ability, stamina, honesty, and personal integrity.
- Must have a valid Utah Driver's License.
- Must have or have the ability to obtain a Grade II Water Distribution Certification

**Knowledge and Abilities:**

- Must be a self-starter, highly motivated, have a strong work ethic, and be observant to system needs.
- Must have good communication skills and aptitude in dealing with the public.
- Must have mechanical aptitude.
- Must be able to adapt to changing conditions in the operation of water system.
- Ability to write legibly
- Must be trustworthy and a person of integrity.
- Must be safety minded with the use of compound chemicals.
- Ability to be assertive in handling any situation that needs attending.
- Knowledge and experience in handling issues that may arise and be able to prioritize tasks by importance and work through in an efficient and timely manner.
- Ability to maintain confidentiality of all proprietary information of the White City Water Improvement District.

**WORKING CONDITIONS:**

- Employee(s) in this position perform in a shop or field environment. On occasion will work in a typical office environment.. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, and reaching. Requires employees to be able to climb, have balance, kneel, crouch or crawl. Employees may be occasionally required to sit and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Common eye, hand, finger dexterity is required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and creative problem solving.
- Operations tasks must be performed in inclement weather. Work is at times performed on high traffic roads, at heights, in confined underground vaults both during and after normal working hours Requires some heavy lifting (exerting up to 100 pounds of force occasionally, and/or up to 50 pounds or force frequently, and/or up to 20 pounds of force constantly to move objects) of meter boxes, pumps and manhole covers. May be subject to working with chemicals and must be safety minded with the use of said compounds.
- Some stress may be experienced due to deadlines. May have some irregular work hours. Subject to rotating on-call responsibilities after hours, weekends, and evenings.

***The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract right to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.***

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<b>Employee Signature:</b>	<b>Human Resource Approval:</b>
<b>Supervisor Signature:</b>	<b>Date:</b>