

# **Crestline Village Water District**

## **Job Descriptions**

### **Managerial Personnel**

#### **General Manager** (Wage Set by Board)

Under policy direction of the Board of Directors, is chief executive of the District; working through subordinate managers and supervisors, is responsible for all agency activities, including design, construction, finance, operations and maintenance.

#### **Office Manager** (Pay Range 28-42)

Under administrative direction of the General Manager, is responsible for a variety of administrative service activities, which may include finance, investments, data processing, customer service, meter reading and collections, insurance and risk management, personnel and employee relations and purchasing; performs customer service work and other duties as required.

#### **Field Supervisor** (Pay Range 24-38)

Under general supervision of the General Manager, is responsible for planning, design construction and inspection of new water treatment equipment and water distribution facilities and appurtenances; coordinates and directs operations activities, including treatment equipment and distribution system maintenance; performs customer service work and other duties as required.

#### **System Supervisor** (Pay Range 24-31)

Under general supervision, is responsible for coordinating and directing operations activities, including treatment equipment and distribution system functions; performs customer service work and other duties as required.

**Note: Pay Ranges reflect change authorized by Board of Directors on August 18, 1998.**

**Crestline Village Water District**  
Job Descriptions

**Field Personnel**

**Serviceman**  
(Pay Range 10-22)

Under direct supervision, operates, maintains and installs water treatment equipment and water distribution facilities and appurtenances, maintains records of activities, performs varied unskilled or semi-skilled manual tasks in the field or shop; performs customer service work and other duties as required.

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Job Descriptions

**Office Personnel**

**Secretary**

(Pay Range 7-21)

Under general supervision, provides secretarial and office support, including greeting customers and visitors in person and on the phone, processing mail, making copies, filing, indexing and ordering office supplies; may be assigned to special projects; assists Service Representative in providing customer service; performs other duties as required.

**Service Representative**

(Pay Range 7-21)

Under general supervision, provides customer service; is responsible for maintaining customer accounts, processing water billings, answering customer inquires, processing payments and following up on delinquent accounts; may balance receipts and prepare bank deposits; assists Secretary in providing secretarial and office support; performs other duties as required.