

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 28-43)

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.

Note: Pay Ranges reflect change authorized by Board of Directors on June 27, 2017.

Crestline Village Water District
Job Descriptions

Field Personnel

Serviceman
(Pay Range 10-26)

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.

Crestline Village Water District
Job Descriptions

Office Personnel

Customer Service Representative
(Pay Range 7-21)

Under general supervision, provides customer service; is responsible for maintaining customer accounts, processing water billings, answering customer inquiries, 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.

Office Clerk - Part Time
(Pay Range 1-20)

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.