



**CENTRAL COAST WATER AUTHORITY
PERSONNEL COMMITTEE ⁽¹⁾**

AGENDA

Thursday, August 27, 2026
8:00 AM,
at 255 Industrial Way, Buellton, California

Members of the public may participate by video call or telephone via
Microsoft Teams Meeting ID: 274 916 283 786 600 Passcode: sa9ZT7Yr
or by dialing +1 323-484-5095 Phone conference ID: 983 422 682#

Please note: public participation by video call or telephone is for convenience only and is not required by law. If technical interruptions to the video call/telephone occur, the chair has the discretion to continue the meeting and participants are invited to take advantage of the other participation options above.

Public Comment on agenda items may occur via video call or telephonically, or by submission to the Committee Secretary via email at lfw@ccwa.com no later than 8:00 a.m. on the day of the meeting. In your email, please specify (1) the meeting date and agenda item (number and title) on which you are providing a comment and (2) that you would like your comment read into the record during the meeting. If you would like your comment read into the record during the meeting (as either general public comment or on a specific agenda item), please limit your comments to no more than 250 words.

Every effort will be made to read comments into the record, but some comments may not be read due to time limitations. Please also note that if you submit a written comment and do not specify that you would like this comment read into the record during the meeting, your comment will be forwarded to Committee members for their consideration.

Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Committee less than seventy-two (72) hours prior to the meeting will be available on the CCWA internet web site, accessible at <https://www.ccwa.com>.

★ indicates written report

THE FOLLOWING ITEMS WILL BE DISCUSSED AT THE MEETING OF THE COMMITTEE AND A
VOTE MAY BE TAKEN FOR THE PURPOSE OF RECOMMENDING ACTION BY THE BOARD OF
DIRECTORS.

I. Call to Order and Roll Call

II. Public Comment – (Any member of the public may address the Committee relating to any matter within the Committee's jurisdiction. Individual speakers may be limited to five minutes; all speakers may be limited to a total of fifteen minutes.)

III. Consent Calendar

A. April 8, 2026 Personnel Committee Meeting Minutes ★
Staff Recommendation: Approve Consent Calendar.

IV. 2027 Compensation and Benefit Survey Comparator Agencies★

Staff Recommendation: Recommend a list of comparative agencies to be used in the 2027 compensation and benefit survey to the CCWA Board of Directors.

V. Engineering Manager Position ★

Staff Recommendation: Recommend the Board of Directors update the CCWA organizational structure by eliminating the Operations Manager position and adding the Engineering Manager position.

- VI. Reports from Committee Members for Information Only**
- VII. Date of Next Meeting: Unscheduled**
- VIII. Adjournment**

**MINUTES OF THE
CENTRAL COAST WATER AUTHORITY
MEETING OF THE PERSONNEL COMMITTEE ¹**

April 8, 2026

I. Call to Order and Roll Call

Director Friedman called the April 8, 2026, Central Coast Water Authority Personnel Committee meeting to order at 9:34 a.m.

Committee Members in Attendance:

Jeff Clay	Santa Ynez River WCD, ID#1
Eric Friedman	City of Santa Barbara
Kathleen Werner	Goleta Water District

Staff in Attendance:

Ray Stokes	CCWA Executive Director
Peter Thompson	CCWA Associate Director
Lisa Watkins	CCWA Secretary

II. Public Comment

There was no public comment.

III. Consent Calendar

- A. April 23, 2025 Personnel Committee Meeting Minutes
- B. May 12, 2025 Personnel Committee Meeting Minutes

Upon a motion by Director Clay, seconded by Director Werner and carried with Director Clay, Friedman and Werner in favor and none opposed the Personnel Committee approved the consent calendar.

IV. 2026 Review of Personnel Policy Manual

Mr. Dinkin reviewed the proposed changes to the CCWA Personnel Policy manual as detailed in his report to Mr. Ray Stokes, CCWA Executive Director and Mr. Peter Thompson, CCWA Associate Director.

Upon a motion by Director Clay, seconded by Director Werner and carried with Director Clay, Friedman and Werner in favor and none opposed the Personnel Committee recommended Board approval of the proposed changes to the Personnel Policy Manual.

V. 2027 Compensation and Benefit Survey

The Committee was requested for direction in the preparation of a Compensation and Benefit Survey, which is conducted every five years pursuant to prior direction the CCWA Board of Directors.

¹ The meeting is a Committee meeting.

Staff reviewed the potential options for the study, noting the importance of an impartial, unbiased selection of comparator agencies. The Committee discussed the general framework and selection of a consultant for the study.

Following discussion, upon a motion by Director Clay, seconded by Director Werner and carried with Director Clay, Friedman and Werner in favor and none opposed the Personnel Committee recommended Board approval of execution of a contract with Gallagher to conduct a compensation and benefit survey according to their proposal for Option 1, including a recommendation for comparator agencies.

VI. Reports from Committee Members for Information Only

There were no reports from Committee Members.

VII. Date of Next Meeting: Unscheduled

VIII. Adjournment

The meeting was adjourned at 10:18 AM.

Respectfully submitted,

Elizabeth Watkins
Secretary to the Board

/lfw



CENTRAL COAST WATER AUTHORITY
MEMORANDUM

August 20, 2027

TO: CCWA Personnel Committee

FROM: Peter Thompson, Executive Director

SUBJECT: CCWA 2027 Employee Salary and Benefits Survey Comparator Agency Identification

SUMMARY

Beginning in 2016, the CCWA Board directed staff to prepare a compensation and benefits analysis every five years through a third party consultant. The compensation and benefits analysis is used to ensure that the salaries and benefits provided by CCWA are comparable to other similar agencies, so that CCWA remains competitive in retaining and attracting highly qualified employees.

RECOMMENDATION

Staff recommends that the CCWA Personnel Committee recommend Board approval of the list of comparator agencies provided by Gallagher Benefit Services.

DISCUSSION

In April 2026 CCWA retained the firm of Gallagher Benefit Services (Gallagher), who had prepared the compensation and benefits analysis in 2016 and 2022, to prepare the 2027 Compensation and Benefit Study. The first task of the 2027 total compensation study was to review water agencies and municipal water providers within California and provide a list of comparators for

Gallagher provided a ranking of providers based on the following criteria:

- 1- Geographic Proximity Comparison
- 2- Population Comparison
- 3- Full Time Equivalents Comparison
- 4- Agency Expenditure Comparison
- 5 - Comparable Services

The data and results from Gallagher's Comparator Analysis have been included as an attachment to this report. Gallagher staff will also be present at the August 27, 2026 Personnel Committee meeting to answer questions related to the analysis.

PKT

Attachment

Central Coast Water Authority
Proposed List of Comparators
Total Compensation Study

Ranking	Comparator Agency	Overall Comparison Score	Previous Comparator	Comparable Services	Recommendations
	Central Coast Water Authority	5			
1	City of Buellton	32	No	Engineering only, T1, D2	Not recommended
2	City of Guadalupe	60	No	None, T1, D2	Not recommended
3	Santa Ynez River Water Conservation District	63	No	Instrumentation only, D2	Not recommended
4	City of Solvang	64	No	Some wholesale, D2	Not recommended
5	Carpinteria Valley Water District	66	No	Engineering and Instrumentation, T1, D3	Not recommended
6	Three Valleys Municipal Water District	67	Yes	All, T5, D4	Recommended
7	Montecito Water District	71	No	All except wholesale, Lab services, T4, D4	Recommended
8	Casitas Municipal Water District	74	Yes	All, T5, D5	Recommended
9	City of Santa Maria	77	Yes	All except wholesale, T3, D4	Recommended
10	San Juan Water District	79	Yes	All, T5, D4	Recommended
11	Kern County Water Agency	83	Yes	All, T5, D4	Recommended
12	Antelope Valley East Kern Water Agency	84	Yes	All except instrumentation, T5, D4	Recommended
	Santa Clarita Valley Water Agency	89	Yes	All, T5, D5	Recommended
	United Water Conservation District	89	Yes	All except Lab services, T5, D4	Recommended
	Calleguas Municipal Water Agency	91	Yes	All, T5, D5	Recommended
	Goleta Water District	94	Yes	All except wholesale, T5, D5	Recommended
	City of Morro Bay	94	No	All except wholesale, T2, D3	Not recommended
	Palmdale Water District	100	No	All except wholesale, T5, D5	Recommended
	Zone 7 Water Agency	102	Yes	All, T5, D4	
	Mojave Water Agency	108	No	No treatment, instrumentation, lab services, D4	
	City of Santa Barbara	111	No	All, T5, D5	
	Eastern Municipal Water District	115	No	All, T5, D5	
	Irvine Ranch Water District	118	No	All except wholesale, T5, D5	
	San Diego County Water Authority	118	Yes	All except lab services, T5, D5	
	City of Fresno	122	No	All except wholesale, T5, D4	

Top Ranked Comparator Agencies

Legend: A lower Overall Comparison Score indicates that the comparator agency is more similar to the Central Coast Water Authority.

Column A: Ranking based upon comparison score.

Column B: Agency Name

Column C: The Overall Criteria Comparison Score is equal to the sum of ranking for each criteria.

The Overall Comparison Score is comprised of the following criteria:

- 1- Geographic Proximity Comparison
- 2- Population Comparison
- 3- Full Time Equivalents Comparison
- 4- Agency Expenditure Comparison
- 5 - Comparable Services



Personnel Committee Page 5

Criteria Comparison Summary



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Alpha Sort-All Criteria

Central Coast Water Authority
Proposed List of Comparators
Total Compensation Study

A "0" indicates the agency offers the service.

A "1" the agency does not offer the service.

Agency	T4/T5	D4/D5	In-House Engineering	In-House Instrumentation	Wholesale Water	Laboratory Services	Comparable Services Score	Ranking
Central Coast Water Authority	0	0	0	0	0	0	0	1
Antelope Valley East Kern Water Agency	0	0	0	1	0	0	1	11
Calleguas Municipal Water Agency	0	0	0	0	0	0	0	1
Carpinteria Valley Water District	1	1	0	0	1	0	3	20
Casitas Municipal Water District	0	0	0	0	0	0	0	1
City of Buellton	1	1	0	1	1	1	5	23
City of Fresno	0	0	0	0	1	0	1	11
City of Guadalupe	1	1	1	1	1	1	6	26
City of Morro Bay	1	1	0	0	1	0	3	20
City of Santa Barbara	0	0	0	0	0	0	0	1
City of Santa Maria	1	0	0	0	1	0	2	18
City of Solvang	1	1	1	1	0	1	5	23
Eastern Municipal Water District	0	0	0	0	0	0	0	1
Goleta Water District	0	0	0	0	1	0	1	11
Irvine Ranch Water District	0	0	0	0	1	0	1	11
Kern County Water Agency	0	0	0	0	0	0	0	1
Mojave Water Agency	1	0	0	1	0	1	3	20
Montecito Water District	0	0	0	0	1	1	2	18
Palmdale Water District	0	0	0	0	1	0	1	11
San Diego County Water Authority	0	0	0	0	0	1	1	11
San Juan Water District	0	0	0	0	0	0	0	1
Santa Clarita Valley Water Agency	0	0	0	0	0	0	0	1
Santa Ynez River Water Conservation District	1	1	1	0	1	1	5	23
Three Valleys Municipal Water District	0	0	0	0	0	0	0	1
United Water Conservation District	0	0	0	0	0	1	1	11
Zone 7 Water Agency	0	0	0	0	0	0	0	1

Footnotes



CENTRAL COAST WATER AUTHORITY

MEMORANDUM

Agenda Item V.
Personnel Committee
August 27, 2026

August 17, 2026

TO: CCWA Personnel Committee
FROM: Peter Thompson, Executive Director
SUBJECT: Engineering Manager Position

SUMMARY

Central Coast Water Authority (CCWA) staff recommend updating the CCWA organizational structure by eliminating the Operations Manager position and adding an Engineering Manager position. The change will facilitate management of capital improvement projects and provide an internal resource for engineering and technical support.

RECOMMENDATION

CCWA staff recommend that the Board of Directors update the CCWA organizational structure by eliminating the Operations Manager position and adding the Engineering Manager position.

DISCUSSION

The Operations Manager position was added in the Fiscal Year 2023/24 Budget for CCWA's succession planning effort. It was envisioned that the position would be responsible for CCWA's capital improvement program and would transition to a more supervisory role with increased responsibility for operations staff, policy and internal relationships. To date, this position has not been filled and CCWA's succession planning effort for executive management positions has concluded with the hiring of an Executive Director in 2026 and Deputy Director in 2024.

CCWA continues to have a need for managing its capital improvement program and overseeing construction projects, therefore staff recommend updating CCWA's organizational structure by adding an Engineering Manager position and eliminating the Operations Manager position. The Engineering Manager would be responsible for CCWA's capital improvement program and be an internal resource for engineering and technical support.

The Engineering Manager will report to the Deputy Director. Staff recommend this position be placed in salary range of 43 on CCWA Salary Range Classification schedule and be exempt from the Fair Labor Standards Act overtime pay requirement. The salary range was selected after reviewing similar position classifications currently advertised as well as its alignment to other internal salary ranges. The salary range is approximately 6% lower than the Operations Manager salary range of 46.

Attachments

- CCWA Salary Range Classification Schedule
- Job Description
- CCWA Organizational Chart

FACTORS
Range E8, Max, Annual
\$88,419
Spread
22.00%
Range Increase
2.17%
Pay Periods per Year
26
Hours per Year
2,080

Annually	Monthly	Hourly	Executive Director Salary established annually by CCWA Board of Directors
\$ 325,000.00	\$ 27,083.33	\$ 156.25	Executive Director -Meeting date of Approval 12/18/2025

Meeting Date of Approval: **April 23, 2026**
Salary effective July 1 following the Board approval date.

Salary Range	Annual		Monthly		Biweekly		Hourly		Positions Currently in Range
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
1	62,362	76,082	5,197	6,340	2,398.54	2,926.22	29.982	36.578	
2	63,715	77,733	5,310	6,478	2,450.59	2,989.72	30.632	37.371	
3	65,098	79,419	5,425	6,618	2,503.77	3,054.59	31.297	38.182	
4	66,511	81,143	5,543	6,762	2,558.10	3,120.88	31.976	39.011	
5	67,954	82,904	5,663	6,909	2,613.61	3,188.60	32.670	39.858	
6	69,428	84,703	5,786	7,059	2,670.32	3,257.79	33.379	40.722	
7	70,935	86,541	5,911	7,212	2,728.27	3,328.49	34.103	41.606	
8	72,474	88,419	6,040	7,368	2,787.47	3,400.72	34.843	42.509	
9	74,047	90,337	6,171	7,528	2,847.96	3,474.51	35.600	43.431	
10	75,654	92,298	6,304	7,691	2,909.76	3,549.91	36.372	44.374	
11	77,295	94,300	6,441	7,858	2,972.90	3,626.94	37.161	45.337	Administrative Assistant
12	78,973	96,347	6,581	8,029	3,037.42	3,705.65	37.968	46.321	Accounting Technician
13	80,687	98,438	6,724	8,203	3,103.33	3,786.06	38.792	47.326	
14	82,437	100,574	6,870	8,381	3,170.67	3,868.22	39.633	48.353	
15	84,226	102,756	7,019	8,563	3,239.47	3,952.16	40.493	49.402	
16	86,054	104,986	7,171	8,749	3,309.77	4,037.92	41.372	50.474	
17	87,921	107,264	7,327	8,939	3,381.59	4,125.54	42.270	51.569	
18	89,829	109,592	7,486	9,133	3,454.97	4,215.07	43.187	52.688	
19	91,779	111,970	7,648	9,331	3,529.95	4,306.53	44.124	53.832	Distribution Technician, Laboratory Analyst, Plant Maint. Technician
20	93,770	114,400	7,814	9,533	3,606.54	4,399.98	45.082	55.000	
21	95,805	116,882	7,984	9,740	3,684.81	4,495.46	46.060	56.193	Engineering Technician
22	97,884	119,418	8,157	9,952	3,764.77	4,593.02	47.060	57.413	
23	100,008	122,010	8,334	10,167	3,846.46	4,692.68	48.081	58.659	Water Treatment Plant Operator
24	102,178	124,657	8,515	10,388	3,929.93	4,794.52	49.124	59.931	
25	104,395	127,362	8,700	10,614	4,015.21	4,898.56	50.190	61.232	Senior Accountant
26	106,661	130,126	8,888	10,844	4,102.34	5,004.86	51.279	62.561	Maint./Instrumentation Calibration & Repair Tech., Maintenance Foreman
27	108,975	132,950	9,081	11,079	4,191.36	5,113.46	52.392	63.918	
28	111,340	135,835	9,278	11,320	4,282.31	5,224.42	53.529	65.305	IT/Instrumentation and Control Specialist
29	113,756	138,783	9,480	11,565	4,375.24	5,337.79	54.691	66.722	Senior Chemist
30	116,225	141,794	9,685	11,816	4,470.18	5,453.62	55.877	68.170	
31	118,747	144,871	9,896	12,073	4,567.19	5,571.97	57.090	69.650	
32	121,324	148,015	10,110	12,335	4,666.29	5,692.88	58.329	71.161	
33	123,956	151,227	10,330	12,602	4,767.55	5,816.41	59.594	72.705	
34	126,646	154,508	10,554	12,876	4,871.01	5,942.63	60.888	74.283	Distribution Supervisor
35	129,394	157,861	10,783	13,155	4,976.71	6,071.58	62.209	75.895	Office Manager
36	132,202	161,287	11,017	13,441	5,084.70	6,203.34	63.559	77.542	
37	135,071	164,787	11,256	13,732	5,195.04	6,337.95	64.938	79.224	
38	138,002	168,363	11,500	14,030	5,307.77	6,475.48	66.347	80.944	Maintenance Superintendent, Water Treatment Plant Supervisor, Safety Officer
39	140,997	172,016	11,750	14,335	5,422.95	6,616.00	67.787	82.700	
40	144,056	175,749	12,005	14,646	5,540.63	6,759.57	69.258	84.495	
41	147,182	179,563	12,265	14,964	5,660.86	6,906.25	70.761	86.328	
42	150,376	183,459	12,531	15,288	5,783.70	7,056.12	72.296	88.201	
43	153,639	187,440	12,803	15,620	5,909.21	7,209.24	73.865	90.115	Engineering Manager
44	156,973	191,508	13,081	15,959	6,037.44	7,365.68	75.468	92.071	
45	160,380	195,663	13,365	16,305	6,168.45	7,525.51	77.106	94.069	
46	163,860	199,909	13,655	16,659	6,302.31	7,688.81	78.779	96.110	Operations Manager
47	167,416	204,247	13,951	17,021	6,439.07	7,855.66	80.488	98.196	
48	171,049	208,679	14,254	17,390	6,578.80	8,026.13	82.235	100.327	
49	174,760	213,208	14,563	17,767	6,721.55	8,200.30	84.019	102.504	Controller
50	178,553	217,834	14,879	18,153	6,867.41	8,378.24	85.843	104.728	
51	182,427	222,561	15,202	18,547	7,016.44	8,560.05	87.705	107.001	
52	186,386	227,391	15,532	18,949	7,168.69	8,745.80	89.609	109.323	
53	190,431	232,325	15,869	19,360	7,324.25	8,935.59	91.553	111.695	
54	194,563	237,367	16,214	19,781	7,483.19	9,129.49	93.540	114.119	
55	198,785	242,518	16,565	20,210	7,645.57	9,327.60	95.570	116.595	
56	203,099	247,780	16,925	20,648	7,811.48	9,530.01	97.644	119.125	
57	207,506	253,157	17,292	21,096	7,980.99	9,736.81	99.762	121.710	
58	212,009	258,651	17,667	21,554	8,154.18	9,948.10	101.927	124.351	
59	216,609	264,263	18,051	22,022	8,331.13	10,163.97	104.139	127.050	
60	221,310	269,998	18,442	22,500	8,511.91	10,384.53	106.399	129.807	
61	226,112	275,857	18,843	22,988	8,696.62	10,609.88	108.708	132.623	
62	231,019	281,843	19,252	23,487	8,885.34	10,840.11	111.067	135.501	Deputy Director

CENTRAL COAST WATER AUTHORITY

Engineering Manager

DEFINITION:

Under general direction of the Deputy Director performs professional engineering and project management work related to the evaluation, planning, design, construction, operation and maintenance of Central Coast Water Authority's (CCWA) Polonio Pass Water Treatment Plant, Santa Ynez Pumping Plant, treated water distribution pipeline and ancillary facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

1. Serve as CCWA's designated engineer of record for engineering work product. Stamp and certify engineering plans, specifications, reports, and submittals issued by or on behalf of the Authority.
2. Responsible for administering engineering consultant contracts. Draft requests for proposals and qualifications, define scopes and evaluation criteria, and prepare selection recommendations consistent with CCWA procurement procedures. Oversee and review consultant work.
3. Responsible for construction project management. Deliver projects in compliance with contract requirements, codes and standards, and CCWA procurement procedures. Develop project scopes, contracts, milestones, schedules and reports. Resolve construction issues, disputes, and change order decisions within delegated authority.
4. Responsible for the infrastructure asset management and capital improvement program. Track useful life of large infrastructure components, recommend maintenance and replacement, develop multi-year plans, and present funding recommendations to the Deputy Director.
5. Provide internal project management as needed for schedule and cost control to insure timely and effective completion of operations and maintenance activities, identify problems, alert parties affected or involved in potential cost or schedule variances; follow-up to resolve cost and schedule issues.
6. Provide engineering support to staff, assist with resolving facility equipment problems, perform inspections on facilities and/or equipment and provide recommendations for maintenance, replacement and upgrades.
7. Provide leadership and direct supervision for engineering staff through planning, delegation, prioritization, and review of work.
8. Conduct internal and external meetings and presentations, communicate and coordinate with other departments, CCWA Board, the Department of Water Resources, other agencies, developers, landowners, and the public.
9. Prepare a variety of written materials including facility inspection and engineering reports, studies on and related to CCWA projects; present data, draw conclusions and make recommendations concerning necessary actions for solution of problems.

10. Oversee the administration of encroachment permits for work performed within CCWA and DWR easement areas.
11. Assist with the Habit Conservation Plan (HCP) compliance. Coordinate with CCWA staff and consultants to ensure HCP procedures are being followed, and reporting is accurate and timely.
12. Assist with preparation of annual O&M and capital budget and perform other related duties as required.
13. Adhere to and enforce CCWA safety policies and procedures.

EMPLOYMENT STANDARDS:

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions if the accommodation does not result in undue hardship for CCWA.

Education and Experience

1. A Bachelor of Science degree in engineering, or another closely related field is required.
2. Requires five (5) years of increasing responsibility performing engineering activities related to the evaluation, planning, design, scheduling, bidding and construction of water treatment, conveyance and/or distribution facilities.
3. One (1) year of supervisory experience is preferred.

License Requirements:

1. Valid California Class C or higher driver license.
2. Certificate of Registration as a Professional Engineer in the State of California.
3. California Water Treatment Operator and/or Distribution Certificates as defined in Title 17, Chapter 9 of the California Health and Safety Code, highly desirable.

Knowledge of:

1. Professional civil engineering principles and practices as they apply to the planning, design, construction and operation of large water pipeline and water treatment plant projects.
2. An understanding of basic public project procurement rules and regulations.
3. Principles and practices of contract administration.

4. Office and engineering application software, such as Microsoft Word, Excel, PowerPoint, Access, GIS, and AutoCAD.

Ability to:

1. Manage and review a variety of complex consultant activities.
2. Supervise, manage and review the design and preparation of large water projects, plans, specifications and contracts.
3. Effectively and tactfully communicate with the public and various officials and other project team members.
4. Motivate supervised employees to perform to the best of their abilities and initiate disciplinary actions as situations require.
5. Operate within the CCWA supervisory team with a common goal of reliable water treatment and delivery operations.
6. Maintain regular attendance, subject to authorized and legally required leaves.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the accommodation does not result in undue hardship for CCWA.

1. Operate CCWA owned vehicles for extended amounts of time to travel between Authority facilities or on Authority business. Employee may be required to enter and exit the vehicle several times per day.
2. Must be able to effectively communicate verbally with other staff members.
 - o Regularly use telephone, cell phone or handheld radios to provide communication.
3. Use office equipment, such as computers, copiers and fax machines.
4. Stand/walk for extended periods of time over a variety of terrain which may include sharp increases or decreases in grade, climbing and descending ladders into vaults and tanks and perform work within confined spaces.
5. Perform manual labor involving frequent bending, pulling, pushing, twisting and crawling and manipulating weights up to 50 lbs.
6. Ability to lift/carry/move objects up to 50 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions as long as the accommodation does not result in undue hardship for CCWA.

1. The Standard work shift is 8 hours per day, 5 days per week or a 9/80 work schedule – 0700 hrs to 1630 hrs (Monday thru Friday) (every other Friday off, every other Friday on at 0700 – 1530 hrs).
2. Work alone or with a partner.

Reports To: Deputy Director
FLSA Status: Exempt
Prepared By: David Beard
Prepared Date: August 2026



Central Coast Water Authority Organization Chart FY 2026/27

