OLYMPIC VALLEY
PUBLIC SERVICE DISTRICT
BOARD REPORT

SUBJECT:	Approval of Director of Public Works (DPW) Classification	**EXHIBIT:**	F-5, 12 Pages
AUTHOR:	Charley Miller, General Manager	**MEETING DATE:**	November 17, 2026

RECOMMENDED ACTION: Establish the Director of Public Works (DPW) classification and approve the revised Employee Salary Schedules.

DISCUSSION: Staff propose establishing a Director of Public Works position to provide coordinated leadership of the District's Engineering and Operations Departments. The position would replace the existing District Engineer position within the authorized staffing allocation. The proposed title and organizational structure more closely align with the public works model used by public agencies to integrate engineering and operations and maintenance under a single department head.

The District Engineer already works closely with Operations on infrastructure planning, capital project delivery, regulatory compliance, troubleshooting, and maintenance priorities. Engineering decisions affect the reliability and cost of operating District facilities, while field experience helps identify needed improvements and informs project design. The proposed reclassification builds on this working relationship and establishes clear management responsibility for coordinating these functions.

Under the proposed structure, the DPW would report to the General Manager and directly supervise the Operations Superintendent/Manager and assigned engineering and technical personnel. The DPW would oversee departmental performance, budgets, staffing priorities, regulatory compliance, asset management, and capital planning. The Operations Superintendent/Manager would continue to manage daily field operations, crew assignments, maintenance activities, and field emergency response, and would continue to serve as the District's Safety Officer.

The DPW would retain the District's professional engineering responsibilities and perform the duties of District Engineer when designated by the General Manager. The proposed job description requires California registration as a Professional Civil Engineer and provides for hands-on engineering and project management work. These responsibilities would be carried within the DPW position, without retaining a separate staffed District Engineer position or adding an FTE.

Combining management oversight of Engineering and Operations would improve coordination of capital investments with maintenance needs, available staff resources, and long-term operating costs. It would also clarify accountability for service delivery and provide the General Manager with a single point of responsibility for engineering and utility operations. An updated title and job description would support performance expectations, professional development, succession planning, and future recruitment.

Implementation would include revising PP&PM Exhibit I (Organization Chart) to show the DPW reporting to the General Manager and the Operations Superintendent/Manager reporting to the DPW. Related references in the educational incentive program and salary schedule should also be updated, as applicable, to maintain consistency with the approved classification and reporting structure.

FISCAL/RESOURCE IMPACTS: The proposed DPW classification replaces the existing District Engineer classification and does not increase authorized or budgeted FTEs. The revised salary schedule reflects the DPW's expanded management and supervisory responsibilities. Placing the incumbent at Step 5, effective November 28, 2026, would increase annual base salary from $220,980 to $232,028. The additional salary cost is approximately $6,800 for the remainder of FY2026–27 and $11,048 annually thereafter, plus associated employer-paid benefit and payroll costs.

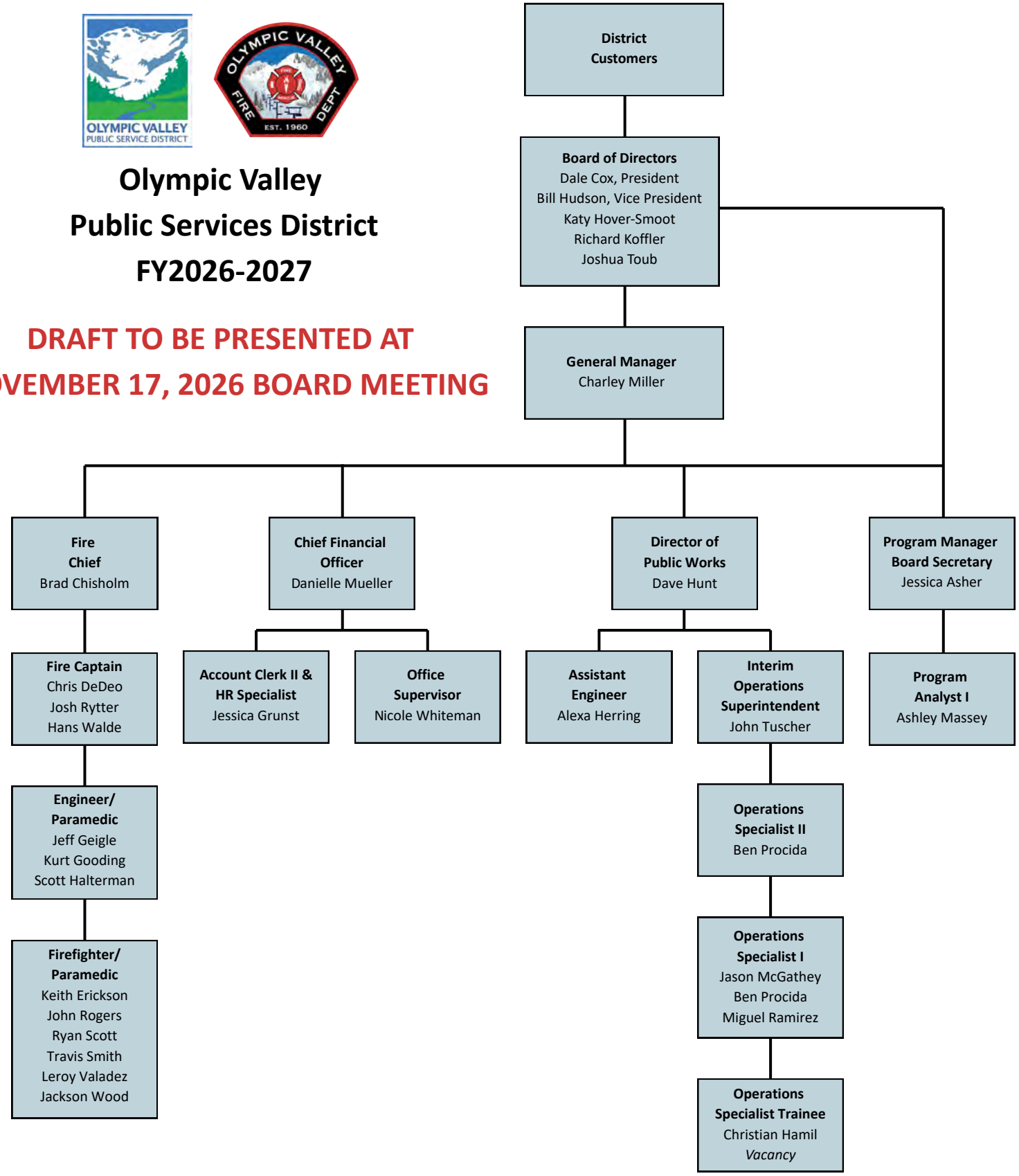
STRATEGIC PLAN ALIGNMENT:
Focus Area: Service **| Goal:** Create and maintain a staffing plan that aligns with service demands and succession planning

ATTACHMENTS:

- Proposed Organizational Chart
- Current Organizational Chart
- Proposed Job Description – Director of Public Works
- Resolution 2026-25
- Revised Salary Scale

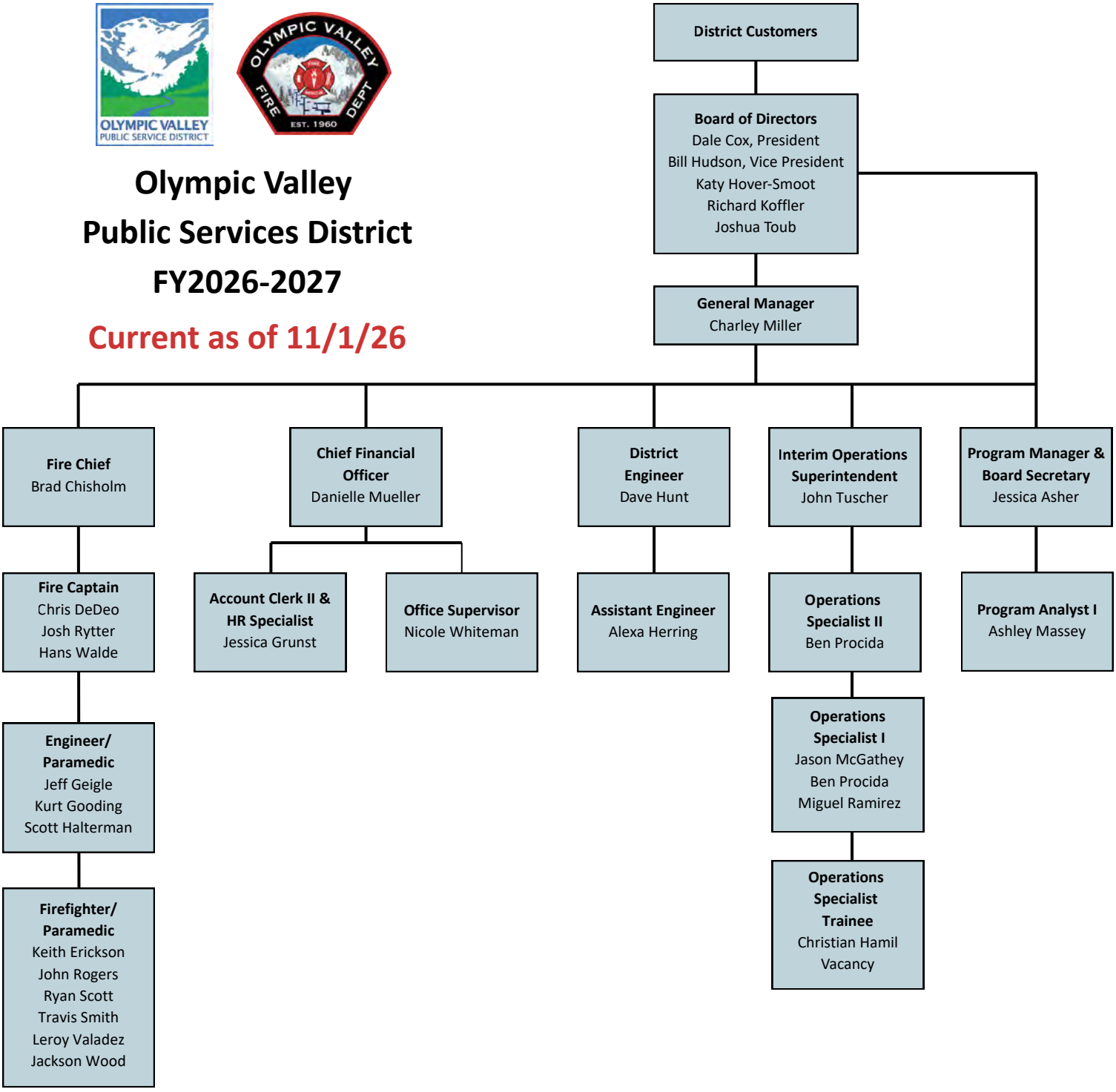
Olympic Valley
Public Services District
FY2026-2027

DRAFT TO BE PRESENTED AT NOVEMBER 17, 2026 BOARD MEETING



Olympic Valley Public Services District FY2026-2027

Current as of 11/1/26



OLYMPIC VALLEY
PUBLIC SERVICE DISTRICT

JOB DESCRIPTION

DIRECTOR OF PUBLIC WORKS

JOB SUMMARY

Under the general direction of the General Manager, the Director of Public Works provides senior-level leadership of the District's Engineering and Operations Departments. The Director directs professional engineering, capital improvement programs, infrastructure planning, departmental budgets, and regulatory compliance oversight, and supervises the Engineering staff and Operations Superintendent/Manager to ensure safe, reliable, and cost-effective District services.

DESCRIPTION

This is a senior management classification responsible for both Engineering and Operations Departments, including operational performance, staffing, budgets, maintenance programs, regulatory compliance, and coordination of capital improvements with day-to-day utility service delivery. The Director retains responsibility for the District's professional engineering functions and personally performs complex engineering and project management work as needed. This is an exempt position. Receives general direction from the General Manager. Directly supervises the Operations Superintendent/Manager and assigned engineering and technical personnel. Exercises indirect supervision over Operations personnel through the Operations Superintendent/Manager. The Superintendent/Manager retains responsibility for daily field supervision, crew assignments, operations and maintenance programs for water and sewer systems, fleet services and facilities, routine purchasing and inventories, operational records, staff training, and field emergency response, and continues to serve as the District's Safety Officer. The Director integrates engineering and operational priorities and remains accountable to the General Manager for departmental results.

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EXAMPLES OF DUTIES AND RESPONSIBILITIES

The Director of Public Works responsibilities and duties include, but are not limited to, the following:

1. Serves on the District management team; develops and implements strategic goals, policies, performance standards, administrative procedures, and cross-department priorities within delegated authority.
2. Serves as and performs all duties of the "District Engineer" when so designated by the General Manager. If designated as the District Engineer, directs and performs engineering studies, designs, technical specifications, permitting, bidding, construction administration, inspection, and closeout; reviews work prepared by employees and consultants. Oversees project schedules, costs, changes, testing, commissioning, record drawings, and transfer of completed assets to Operations.
3. Leads preparation, prioritization, scheduling, budgeting, delivery, and reporting for the District-wide capital improvement and replacement program, including long-range infrastructure and master planning.
4. Provides management direction and evaluates the performance of the Engineering and Operations Departments, including water supply, treatment, storage and distribution; wastewater collection; fleet services; District facilities; and assigned ancillary services. Establishes department-wide objectives, resource allocations, and service expectations in coordination with the Operations Superintendent/Manager.
5. Provides management oversight of regulatory compliance for assigned utility programs and directs permitting and compliance for engineering and capital projects. Reviews compliance status and resource needs with the Operations Superintendent/Manager and addresses issues requiring management, engineering, or policy action.
6. Reviews operations and preventive maintenance plans, work backlogs, inspection results, and system performance with the Operations Superintendent/Manager; resolves resource and policy issues and coordinates engineering design and construction with ongoing operations.
7. Oversees procurement and administration of professional service and construction contracts, including RFQs/RFPs, scope and fee negotiations, bid evaluation, payment review, and contract compliance; recommends contract awards and approves expenditures and changes within delegated authority and District purchasing requirements.
8. Develops, administers, and monitors Engineering and Operations operating budgets and the capital improvement budget within delegated authority, in coordination with the General

Manager and Chief Financial Officer and incorporating budget recommendations and cost information from the Operations Superintendent/Manager. Evaluates long-range funding priorities, staffing and equipment needs, and lifecycle costs. Identifies grant opportunities, prepares or oversees applications, and administers assigned grants and reporting requirements.

9. Provides engineering and planning leadership for utility asset management, condition assessments, GIS, hydraulic modeling, record drawings, and infrastructure data. Coordinates system integration and utility monitoring and control technology with the Operations Superintendent/Manager and the District's information technology support providers.
10. Coordinates planning and implementation of water supply, treatment, storage and distribution, groundwater management, wastewater collection, erosion control, and related environmental and facility projects; supports fire protection and recreation-related capital projects as assigned. Reviews development proposals and service requests for system capacity, infrastructure requirements, and conformance with District standards; coordinates technical requirements and development agreements with the General Manager and legal counsel.
11. Provides management and engineering support to the Operations Superintendent/Manager during utility emergencies, service interruptions, system failures, and operational incidents, including outside normal working hours as needed. Coordinates resources and communication with the General Manager and other District departments within delegated authority; reviews preparedness, resource needs, and recommended improvements with the Superintendent/Manager.
12. Directly supervises the Operations Superintendent/Manager and assigned Engineering personnel; establishes expectations, participates in hiring and selection, coaches and evaluates direct reports, and addresses performance and disciplinary matters consistent with District policies, labor agreements, and delegated authority. Reviews the Superintendent/Manager's staffing, training, certification, and succession recommendations and supports needed resources.
13. Supports the Operations Superintendent/Manager in the role of District Safety Officer by reviewing safety program performance and recommendations and providing management support and resources for corrective actions. Follows and reinforces safety requirements and coordinates contractor safety requirements for assigned capital projects through contract administration and inspection.

14. Prepares and presents Board agenda materials, engineering reports, capital project recommendations, and public presentations; communicates complex technical and operational issues clearly.
15. Represents the District with regulators, public agencies, developers, contractors, consultants, property owners, and community members; resolves complaints and technical or operational disputes.
16. Coordinates easements, rights-of-way, property acquisitions, project approvals, and agreements with appropriate District staff and legal counsel.
17. Provides customer service and leads continuous process improvement by evaluating operational effectiveness, service levels, and opportunities for efficiency.
18. Performs other related duties as assigned by the General Manager.

MINIMUM QUALIFICATIONS

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of civil engineering and public works practices; water supply, treatment, storage and distribution and wastewater collection planning, operations, and maintenance; fleet and facility maintenance; capital planning and construction management; California public contracting and procurement; utility asset management; budgeting and financial analysis; applicable environmental and safety requirements; special district governance; supervisory practices; and relevant technology including GIS, hydraulic modeling, utility monitoring and control, and work-order/asset management systems. Ability to lead multidisciplinary staff and consultants; set priorities and manage competing demands; exercise sound judgment; interpret plans, regulations, and contracts; oversee complex projects and budgets; build consensus; communicate effectively with the Board, employees, regulators, and the public; and develop practical, defensible recommendations.

MATHEMATICAL SKILLS

Knowledge of engineering economics, project cost estimates, financial analysis, capital budgeting, utility performance measures, and evaluation of competing infrastructure priorities.

REASONING ABILITY

Ability to analyze complex engineering, operational, personnel, and regulatory issues; exercise sound judgment; develop practical alternatives; and make timely recommendations and decisions within delegated authority.

COMPREHENSION/COMMUNICATION SKILLS

Ability to communicate technical, financial, and operational information clearly to the Board of Directors, General Manager, employees, regulatory agencies, consultants, and members of the public; lead teams and resolve sensitive issues effectively.

EDUCATION AND EXPERIENCE

Bachelor's degree in Civil Engineering or a closely related field from an accredited college or university; and at least eight (8) years of progressively responsible professional engineering or public works experience, including at least five (5) years supervising personnel or managing an engineering or utility operations program. Experience must include water or wastewater utility infrastructure and capital project delivery. Experience with water and wastewater utilities and California special districts is desirable. A master's degree in engineering, engineering management, business administration, or public administration is desirable. Equivalent combinations of education and experience may be considered where consistent with required licensure and District needs.

LICENSE AND CERTIFICATES

Possession and maintenance of registration as a Professional Civil Engineer in the State of California at the time of appointment. The incumbent shall maintain all required licenses and certifications and promptly report changes in status to the General Manager.

Possession and maintenance of a valid California or Nevada driver's license and a driving record acceptable to the District.

PHYSICAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and

request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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

Work is performed primarily in an office, with field visits to utility facilities and construction sites. Field work may involve uneven terrain, snow and ice, inclement weather, moving equipment, noise, fumes, chemicals, and electrical hazards. The incumbent shall follow applicable safety procedures and use required protective equipment; entry into confined spaces or other restricted work areas is permitted only with required training, authorization, and safeguards.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, that may be required by their supervisor.

RESOLUTION 2026-25

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE OLYMPIC VALLEY PUBLIC SERVICE DISTRICT APPROVING SALARY SCHEDULES FOR FISCAL YEAR 2026-2027

WHEREAS, the Board of Directors of the Olympic Valley Public Service District has reviewed and considered the costs and expenses anticipated to be incurred in the maintenance and operation of the water and sewer systems, fire department, the garbage program, and the General Fund; and

WHEREAS, the District Budget for Fiscal Year 2026-2027 was approved with employee salary and benefit costs included in the budget; and

WHEREAS, the Director of Public Works is a new position approved by the Board of Directors on November 17, 2026 and not included in the District Budget for Fiscal Year 2026-2027; and

WHEREAS, the District performed salary surveys to set salaries for the new position commensurate with similar positions at neighboring Districts; and

WHEREAS, pay schedules for public employees are public records that are required by State law and the California Public Employees' Retirement System to be available for public review; and

WHEREAS, the District's Board of Directors support and expect open-government and transparency concerning the compensation of public employees.

NOW, THEREFORE, BE IT RESOLVED that the attached salary schedules have been reviewed and approved by the District's Board of Directors.

PASSED AND ADOPTED this 17th day of November 2026 at a regular meeting of the Board of Directors duly called and held by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

_____
Bill Hudson, Board Vice-President

ATTEST:

_____
Jessica Asher, Board Secretary

OLYMPIC VALLEY PUBLIC SERVICE DISTRICT

Summary of Monthly Salary Schedules

Effective November 28, 2026

Position	MONTHLY SALARY STEP 1	2	3	4	5
ADMINISTRATION					
General Manager	Contract				25,888.96
Chief Financial Officer	14,945.76	15,693.05	16,477.70	17,301.59	18,166.67
Account Clerk II / Human Resource Specialist	9,535.96	10,012.76	10,513.40	11,039.07	11,591.02
Office Supervisor	6,583.80	6,912.99	7,258.64	7,621.57	8,002.64
Administrative Assistant	5,270.77	5,534.31	5,811.03	6,101.58	6,406.66
Program Manager / Board Secretary	10,477.57	11,001.45	11,551.52	12,129.10	12,735.56
Board Secretary / Executive Assistant	8,846.77	9,289.11	9,753.57	10,241.25	10,753.31
Program Analyst I	6,195.40	6,505.17	6,830.43	7,171.95	7,530.55
Director of Public Works	**15,907.50**	**16,702.92**	**17,538.00**	**18,414.92**	**19,335.67**
District Engineer	15,150.19	15,907.70	16,703.09	17,538.24	18,415.16
Associate Engineer	10,670.79	11,204.33	11,764.55	12,352.78	12,970.42
Assistant Engineer	10,422.99	10,944.14	11,491.35	12,065.92	12,669.22
Junior Engineer	8,868.30	9,311.71	9,777.30	10,266.17	10,779.48
OPERATIONS DEPARTMENT					
Operations Manager	13,914.53	14,610.26	15,340.77	16,107.81	16,913.20
Operations Superintendent	10,843.99	11,386.19	11,955.50	12,553.27	13,180.93
Operations Specialist III	8,678.28	9,112.19	9,567.80	10,046.19	10,548.50
Operations Specialist II	7,705.65	8,090.93	8,495.48	8,920.25	9,366.26
Operations Specialist I	6,732.10	7,068.70	7,422.13	7,793.24	8,182.90
Operations Specialist / Trainee	6,262.25	6,575.36	6,904.13	7,249.34	7,611.81
Operations Technology Specialist	7,705.65	8,090.93	8,495.48	8,920.25	9,366.26
Operations Technology Specialist/Inspector	8,192.44	8,602.06	9,032.16	9,483.77	9,957.96