

# PLATTE CANYON WATER & SANITATION DISTRICT

  

## TRAINING & EDUCATION POLICY

APPROVED – March 23, 2018

### Contents

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- 1.0 POLICY & PURPOSE .....2
- 2.0 GENERAL INFORMATION.....3
- 3.0 PROCEDURES FOR APPROVAL .....4
- 4.0 ALL STAFF TRAINING & EDUCATION .....5
- 5.0 OPERATOR TRAINING & EDUCATION .....6
- 6.0 PROJECT COORDINATOR TRAINING & EDUCATION .....9
- 7.0 BUSINESS PROGRAMS SPECIALIST TRAINING & EDUCATION .....11
- 8.0 MANAGEMENT TRAINING PROGRAM.....13
- 9.0 PROGRAM ADMINISTRATION .....15
- APPENDIX A TRAINING AUTHORIZATION FORM .....16

## 1.0 POLICY & PURPOSE

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It is the policy of the District to encourage employee training and education when it benefits the employee's performance and career goals.

The purpose of the Training & Education Policy is to provide a comprehensive overview of the training and education requirements associated with key positions within the District. It also sets forward a management training program for staff who are interested in developing their skillset for future job growth.

This document focuses on the requirements for the following positions:

- Operators (including Supervisor & Foreman)
- Project Coordinator
- Business Programs Specialist

It should be noted that the training outlined in Section 4.0 is required for all District staff, including those positions not explicitly referenced in this Policy.

It is expected that other District positions have education and training expectations that will vary depending on the qualifications of the individual hired into those positions and the needs of the District at that time.

## 2.0 GENERAL INFORMATION

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The District identifies two types of training opportunities. Mandatory training is required for successful performance of the job duties associated with the specific role (i.e. obtaining Training Units to maintain an operator's license). Opportunities for optional trainings are provided to enhance the skillset and promote the potential for job growth within the District positions.

*Mandatory Training* – The District will pay the full amount associated with all mandatory training, seminar, and conference expenses subject to compliance with the following conditions:

1. The training activity is related to the employees present or anticipated job duties.
2. The proposed expenses are reasonable in comparison to other similar opportunities.
3. The expense has been preauthorized by the Training Coordinator and District Manager.

*Optional Training* – Full time employees may be eligible for reimbursement for the cost of registration or tuition for academic or vocational course, seminars, conferences and other educational programs which the District believes are job related or which enhance their job skills. For training that is considered *Optional*, the District will provide up to \$1,500 in educational assistance per calendar year. Eligibility is limited to full time employees who have completed 90 days of continuous employment.

For courses at state accredited institutions and schools, reimbursement for tuition, fees, and books up to a maximum of \$1,500 per calendar year may be provided upon prior approval of the District Manager. Reimbursement requires verification of successful completion of the course (grade report showing a grade "C" or better) and a copy of the receipt for payment of expenses to be reimbursed.

*Management Training* – For those employees accepted into the Management Training Program, the full amount associated with participation in all required training, seminar, and conferences will be covered.

### 3.0 PROCEDURES FOR APPROVAL

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All conference, seminar, education and training expenses must be preauthorized by the Training Coordinator or the District Manager.

A Training Authorization Form (Appendix A) must be completed and submitted to the Training Coordinator for approval. Any available information regarding the purpose, time, location, and cost of the training activity should be attached to the Training Authorization Form. If travel outside of the Denver metro area is required, a Travel Cost Estimate Form (refer to the Expense Reimbursement Policy for this form) must be completed and submitted with the Training Authorization Form.

The Training Coordinator shall inform the employee within two weeks if the training request is approved or denied.

If approved, the Training Authorization Form with all supporting information shall be submitted to the Financial Administrator. If appropriate, immediate payment of costs (i.e. for event/course registration) shall be made in accordance with the Expense Reimbursement Policy. Any other expenses incurred during the training or education event shall be reimbursed in accordance with the procedures set forth in the Expense Reimbursement Policy.

## 4.0 ALL STAFF TRAINING & EDUCATION

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Due to the roles and responsibilities of District staff, there are some training requirements that are universal to all positions, including those not explicitly referenced in this Policy. When scheduled and administered by the Training Coordinator, staff is required to successfully attend the trainings listed below.

**REQUIRED safety training for all Operators and Project Coordinator:**

- First aid, CPR, AED administration
- OSHA Confined Space Entry

**REQUIRED safety training for all administration/management staff:**

- First aid, CPR, AED administration

**Other general REQUIRED training:**

- Customer service training:
  - Completion of [AWWA Customer Service Certificate Program](#)
- Business writing:
  - Completion of Write it Right (Employers Council)
- Workplace collaboration:
  - Generations Working Together (Employers Council)
- Special district ethics training:
  - This training will explore the basic concepts of ethics and why ethics considerations are important to special district staff. Covered topics include defining "ethics," understand its origins in society, and analyze everyday ethics problems.

**Table 4.1 – Timeframe to Acquire Training**

<b>Training</b>	<b>Timeframe to Acquire</b>
First aid, CPR, AED	Annually as scheduled
Confined Space Entry (as applicable)	Within 90 days with refreshers as scheduled
Customer service training	As scheduled
Business writing	Within first year of employment
Workplace collaboration	Within first year of employment
Special district ethics	As scheduled

## 5.0 OPERATOR TRAINING & EDUCATION

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This section details the training and education program that applies all District operators. The trainings listed in this section are considered pre-approved training options for staff to select from. Staff may bring other training options forward for consideration. Those will be reviewed by the Training Coordinator for compliance with this training program. For either the pre-approved or substitute trainings, staff must be preauthorized to participate in accordance with the procedures outlined in Section 3.0. Reference Table 5.1 for the timeframe in which the required certifications and licenses must be obtained.

### Facility Operator Certification licensure (REQUIRED):

Operations staff will obtain and maintain the minimum licensure required by the Colorado Water Quality Control Division and the District, which is the Level 2 Distribution and Collection. Operators must continue to work towards obtaining Level 3 licenses in both categories. They may utilize the following training courses for exam preparation:

- AWWA Operator Study Guide books
  - Owned by the District and available to operators for use in exam preparation
- Leadville Operator School (can attend once every two years)
  - May use for either training or exam preparation
- [American Water College](#)
  - Includes guarantee of passing exam if operator completes entire online review course
  - The District will reimburse course fee upon operator passing the required exam
  - Required after two failed attempts

### Ongoing water/wastewater training for Training Unit (REQUIRED PER LICENSURE):

- Joint Annual Conference (RMWEA/RMSAWWA):
  - Attend sessions
  - Visit exhibition hall and meet with equipment vendors
- RMWEA Collection Systems Seminars:
  - June event focused on operators
  - December event attendance for those wanting to move into management role
- RMSAWWA/RMWEA Action Now seminars:
  - Several offered throughout the year, look for ones that are local and relevant
- WEF/AWWA National Conferences (as appropriate and local):
  - AWWA Annual Conference & Exposition is held in Denver, CO every six years – look for free/low-cost registration options

### OPTIONAL technical trainings available:

- RMWEA/RMSAWWA:
  - Joint Technical Activities Committee luncheons
  - Other activities as appropriate
- Red Rocks Community College – Distribution and Collection Systems Certificate Program
  - WQM 109 Water Distribution Systems
  - WQM 118 Wastewater Collection Systems

Other certifications/licenses (REQUIRED PER DISTRICT POLICY):

- Colorado Commercial Driver's License (Class B)
  - Because of the type of vehicles the operator will be driving, they are required to obtain a Colorado Class B CDL with airbrake and tanker endorsements
  - All employees required to have a CDL are subject to all applicable local, state, and federal laws and regulations, and the District's Drug and Alcohol Policy in compliance with the Federal Omnibus Transportation Employee Testing Act
  - Information on local driving schools will be provided upon request
- Pipeline Assessment Certification Program
  - Identifies that the operator has been sufficiently trained on the standardization and consistency to the methods in which pipeline conditions are identified, evaluated and managed
  - Certification is valid for three years
  - <https://www.nassco.org/content/pipeline-assessment-pacp>
- Pesticide certification – Certified Operator (minimum) or Qualified Supervisor
  - Identifies that the operator has been trained in the application of restricted use pesticides without the on-site supervision of a qualified supervisor
  - Need 113 testing – Metam Sodium for Root Control in Sewers
  - Licensed applicators must recertify every 3 years with required credits (7 + one in Category 113)
  - <http://cepep.agsci.colostate.edu/>
  - [Pesticide Section Licensing & Examination Guide](#)
- Backflow prevention & cross connection control
  - Obtain ASSE Backflow Prevention Assembly Tester certification
  - Obtain ASSE Cross-Connection Control Surveyor certification
  - <http://www.iapmodwbp.org/Pages/TrainingandCertification.aspx>

GIS training:

The following GIS coursework is **REQUIRED** for all operators:

- ESRI Getting Started with GIS (online course)
  - <https://www.esri.com/training/catalog/57630434851d31e02a43ef28/getting-started-with-gis/>
- ESRI The Power of Maps
  - <https://www.esri.com/training/catalog/57660e39bb54adb30c945496/the-power-of-maps/>

For those interested in completing additional coursework or obtaining an official certificate in GIS, the following programs are approved. Completion of these is **OPTIONAL**:

- Red Rocks Community College GIS courses
  - GIS 101 Introduction To Geographic Information Systems
  - GIS 110 Introduction To Cartography
  - GIS 210 Intermediate GIS
  - <http://www.rrcc.edu/catalogs/17-18/gis--geographic-information-systems-courses.htm>
- Michigan State University Professional Certificate in GIS
  - <http://ongeo.msu.edu/certificates/>

The Operator position must also successfully complete the **REQUIRED** safety training and other general **REQUIRED** training as described in Section 4.0.

**Table 5.1 – Timeframe to Acquire Training**

<b>License/Certification</b>	<b>Timeframe to Acquire</b>
Class 1 and Class D Operators License	Within six months of date of employment
Class 2 and Class C Operators License	Within three years of obtaining Class 1/D license
CDL Class B with required endorsements	Within first 90 days of employment
Pipeline Assessment Certification Program	Within first year of employment
Pesticide Certified Operator	Within two years of employment
Backflow prevention	Within two years of employment
GIS coursework	Within first year of employment



## 6.0 PROJECT COORDINATOR TRAINING & EDUCATION

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This section details the training and education program that applies the Project Coordinator position. The trainings listed in this section are considered pre-approved training options to select from. Staff may bring other training options forward for consideration. Those will be reviewed by the Training Coordinator for compliance with this training program. For either the pre-approved or substitute trainings, staff must be preauthorized to participate in accordance with the procedures outlined in Section 3.0. Reference Table 6.1 for the timeframe in which the required certifications and licenses must be obtained.

The following project management coursework is **REQUIRED** for this position:

- Project Management Foundations (Employers Council)
- Project Management Intermediate (Employers Council)

For those interested in completing additional coursework or obtaining a Project Management Certificate, the following program is approved. Completion of this certificate is **OPTIONAL**:

- Project Management Certificate from Arapahoe Community College:
  - This certificate is designed to enable individuals to initiate, plan, execute and control project events and to bring project events to a timely conclusion. The certificate concentrates on teaching task specialists to work cross-functionally and in ad hoc project teams.
  - [http://catalog.arapahoe.edu/preview\\_program.php?catoid=3&poid=379&returnto=67](http://catalog.arapahoe.edu/preview_program.php?catoid=3&poid=379&returnto=67)

The following infrastructure inspection training applies to this position:

- NASSCO Pipeline Assessment Certification Program (**REQUIRED**)
  - Identifies that the staff has been sufficiently trained on the standardization and consistency to the methods in which pipeline conditions are identified, evaluated and managed
  - Certification is valid for three years
  - <https://www.nassco.org/content/pipeline-assessment-pacp>
- NASSCO Inspector Training and Certification Program (**REQUIRED**)
  - Provides staff with comprehensive learning and tools to understand and inspect trenchless pipeline renewal technology
  - Two programs currently offered – Cured In Place Pipe (CIPP) and Manhole Rehabilitation
  - <https://www.nassco.org/content/inspector-training-itcp>

The following GIS coursework is **REQUIRED** for the Project Coordinator position:

- ESRI Getting Started with GIS (online course)
  - <https://www.esri.com/training/catalog/57630434851d31e02a43ef28/getting-started-with-gis/>
- ESRI The Power of Maps
  - <https://www.esri.com/training/catalog/57660e39bb54adb30c945496/the-power-of-maps/>

The Project Coordinator position must also successfully complete the **REQUIRED** safety training and other general **REQUIRED** training as described in Section 4.0.

**Table 6.1 – Timeframe to Acquire Training**

<b>Training</b>	<b>Timeframe to Acquire</b>
Project management coursework	Within first year of employment
Pipeline Assessment Certification Program	Within first year of employment
GIS coursework	Within first year of employment
Inspector Training and Certification Program	Within two years of employment

## 7.0 BUSINESS PROGRAMS SPECIALIST TRAINING & EDUCATION

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This section details the training and education program that applies to the Business Programs Specialist position. The trainings listed in this section are considered pre-approved training options for staff to select from. Staff may bring other training options forward for consideration. Those will be reviewed by the Training Coordinator for compliance with this training program. For either the pre-approved or substitute trainings, staff must be preauthorized to participate in accordance with the procedures outlined in Section 3.0. Reference Table 7.1 for the timeframe in which the required certifications and licenses must be obtained.

The following project management coursework is **REQUIRED** for this position:

- Project Management “Lite” (Employers Council)

Staff is **REQUIRED** to be certified in pipeline condition assessment & inspection:

- NASSCO Pipeline Assessment Certification Program
  - Identifies that the staff has been sufficiently trained on the standardization and consistency to the methods in which pipeline conditions are identified, evaluated and managed
  - Certification is valid for three years
  - <https://www.nassco.org/content/pipeline-assessment-pacp>

The following business, contract & procurement training is **REQUIRED** for this position:

- Membership in and training from Rocky Mountain Governmental Purchasing Association (<https://www.rmgpa.org/>) including successful completion of the following NIGP courses:
  - [Introduction to Public Procurement](#)
  - [Developing and Managing Requests for Proposals](#)
  - [Financial Analysis for Procurement Professionals](#)
  - Annual attendance at a conference produced by this organization
- Procurement Training offered by the Colorado Office of State Controller (free trainings)
  - <https://www.colorado.gov/pacific/osc/procurement-training-0>

For those interested in completing additional coursework or obtaining a Business Foundations Certificate, the following program is approved. Completion of this certificate is **OPTIONAL**:

- Business Foundations Certificate from Red Rocks Community College
  - <http://www.rccc.edu/catalogs/17-18/business-foundations-certificate.htm>

The following GIS coursework is **REQUIRED** for this position:

- ESRI Getting Started with GIS (online course)
  - <https://www.esri.com/training/catalog/57630434851d31e02a43ef28/getting-started-with-gis/>
- ESRI The Power of Maps
  - <https://www.esri.com/training/catalog/57660e39bb54adb30c945496/the-power-of-maps/>

The following accounting/finance coursework is **REQUIRED** for this position:

- Financial Acumen: Accounting for Non-Accountants (Employers Council)

The Business Programs Specialist position must also successfully complete the **REQUIRED** safety training and other general **REQUIRED** training as described in Section 4.0.

**Table 7.1 – Timeframe to Acquire Training**

<b>Training</b>	<b>Timeframe to Acquire</b>
Project management coursework	Within first year of employment
Pipeline Assessment Certification Program	Within first year of employment
GIS coursework	Within first year of employment
Accounting/finance coursework	Within first year of employment
Completion of the NIGP courses	Within 18 months of employment

## 8.0 MANAGEMENT TRAINING PROGRAM

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The Management Training Program is the voluntary next step in the employee training program. Completion of this program positions the employee to successfully moving into supervisory and/or management positions. This program is divided into two phases – Introductory and Advanced. More details on each are provided below.

### **INTRODUCTORY MANAGEMENT TRAINING PROGRAM**

The Introductory Management Training Program is the first phase of the management training program. This phase focuses on providing training and education on the basic skills needed for management positions – supervision, writing, project management, accounting and finances. It also provides opportunities for the staff to expand their technical skills and represent the District at local and national conferences.

Interested employees must submit a letter of interest to the Training Coordinator detailing why they want to enter the Management Training Program. The letter will be reviewed by the Coordinator, District Manager and their immediate supervisor. An in-person meeting/interview may be required before approval is granted for the operator to enter into this training program.

#### License requirements for entry (for operators):

- Minimum necessary to participate in Management Training Program:
  - Level 3 Distribution and Collection
- Management Training Program Advanced level:
  - Must already have or be working towards Level 4 in both Distribution and Collections

#### Management training (**REQUIRED**):

- Transitioning to leadership positions –
  - Supervision: Is It For Me? (Employers Council)
  - Supervision: Buddy to Boss (Employers Council)
- Business writing – Technical Writing for the Real World (Employers Council)
- Project management – Project Management “Lite” (Employers Council)
- Accounting & finances – Financial Acumen: Accounting for Non-Accountants (Employers Council)

#### Technical training opportunities (**REQUIRED**):

- WEF/AWWA National Conferences – One every other year (as appropriate & topic dependent)
  - WEF Collection Systems
  - AWWA Water Infrastructure Conference
  - WEFTEC or ACE
- RMWEA/RMSAWWA Joint Annual Conference (on alternating years)
  - Focus more on utility and program management coursework – Asset management programs, financial management, workforce development
- Other national conferences as appropriate for the specific position

Other training options, such as those related to asset management and staff management, may be provided as relevant courses are identified.

## **ADVANCED MANAGEMENT TRAINING PROGRAM**

The Advanced phase of this training program is available to an employee two years after their entry into the Management Training Program. After two years, and if the Introductory phase training requirements are fulfilled, the employee will meet with the Coordinator, District Manager and their supervisor to discuss their progression through the program and their desire to “graduate” into the next level of the Management Training Program. If granted approval to begin the Advanced phase, the employee must sign a letter of commitment to the District. This letter outlines the expectations associated with the employee’s participation in this level including the employee’s willingness to dedicate personal time to the coursework and District dedication of time during work hours for completion of required training components.

Progression into the Advanced Management phase allows employees more exposure to topics and programs that are directed to those interested in transitioning into a CEO/GM/District Manager position. Participation in this program involves a greater commitment of personal time to successfully complete the required coursework as listed below:

- Develop skills in strategy & alignment – Business Essentials (Employers Council)
- Presentation Skills – Fundamentals (Employers Council)
- Colorado SDA Leadership Academy (year-long program)
- AWWA [Effective Utility Management Seminar](#)
- The Complete Supervisor Program (Employers Council)

Other training options may be provided as relevant courses are identified.

Participants of this program may also seek out other training opportunities that may be more specific to their current or future role within the District. Those trainings must be approved by the Training Coordinator before staff signs up for the course.

## 9.0 PROGRAM ADMINISTRATION

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This program is subject to revision at any time by the District Manager or Board of Directors. If a termination of any part of this program occurs, reimbursement commitments made to staff will be honored.





# PLATTE CANYON WATER & SANITATION DISTRICT

## Training Authorization Form

Employee Name(s): \_\_\_\_\_

Date: \_\_\_\_\_

Type of Activity\*: \_\_\_\_\_ Conference    \_\_\_\_\_ Workshop/Seminar    \_\_\_\_\_ Training Event    \_\_\_\_\_ Other

If "Other" is selected, provide details: \_\_\_\_\_

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Name and Dates of Activity: \_\_\_\_\_

Location\*\* : \_\_\_\_\_

Time of Activity: \_\_\_\_\_

Cost per Employee: \_\_\_\_\_

Total Cost of Activity: \_\_\_\_\_

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Purpose of Activity:

\_\_\_\_\_  
Name of Person Submitting Form

\_\_\_\_\_  
Signature of Person Submitting Form

Training Coordinator Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**Accounting Use Only:** Payable To: \_\_\_\_\_

Date Needed: \_\_\_\_\_

**SUBMIT THIS COMPLETED FORM TO THE TRAINING COORDINATOR**

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\* Registration form and applicable course or activity description must accompany this request.

\*\* If travel is required, a Travel Approval Cost Estimate form must accompany this request.