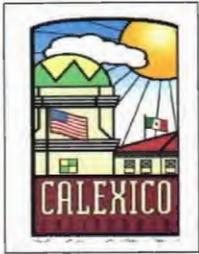


**AGENDA
ITEM**

8



AGENDA STAFF REPORT

DATE: September 18, 2019
TO: Mayor and Council Members
APPROVED BY: David B. Dale, City Manager *DBD*
PREPARED BY: Denise Garcia HR/RM Manager *Denise Garcia*
SUBJECT: Approve & Adopt Job Description for Water Treatment Plant Lead Operator

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Recommendation:

Approve and adopt the attached job description for the position of Water Treatment Plant Lead Operator

Background:

The Water Department's objective to provide the best quality water and customer service possible. The water division is responsible for the treatment and distribution of safe drinking water to residents, businesses, and industry as set out through local, state and federal water quality regulations and standards. The day to day operations of the Water Treatment facility requires experienced and certificated employees to perform and oversee these functions. The position of Water Treatment Plant Lead Operator will act on behalf of the Chief Water Treatment Plant Operator in their absence. With the anticipated underground water line replacement project, it is imperative for each subdivision in the Water Department to be staffed adequately. The level of responsibility for a lead of this nature, requires this position to hold a T-4 Water Treatment Plant Operator Certification and a Grade D-4 Distribution Operator Certification.

Discussion & Analysis:

This certificated position will focus on leading, coordinating and assigning tasks to subordinate operators. The Lead position will also be responsible for preparing and submitting governmental water quality reports in the absence of the division supervisor. Currently, there is not an approved job description on file for this position. The job description that has been provided for the position of Water Treatment Plant Lead Operator enables the employee and the department to have a clearer prospective as to what duties and functions this position will perform and the needs the City will expect of them. This will also allow supervisors to set performance measures and organize accountability within the position, easing the completion of annual evaluations. Additionally, job descriptions can provide legal protection



when assigning duties, or hiring with respect to disability accommodations and discrimination claims.

At this time, it is preferred for Council to take action to approve the Water Treatment Plant Lead Operator job description as presented, so that staff may recruit and fill this position.

Fiscal Impact:

Salary schedule is provided to reflect the base wage ranges.

Coordinated With:

Public Works Manager
Finance Department

Attachments:

1. Water Treatment Plant Lead Operator Job Description
2. Proposed Salary Schedule



CITY OF CALEXICO

CLASS TITLE: WATER TREATMENT PLANT LEAD OPERATOR

MONTHLY SALARY: \$5,764 – \$7,007 RANGE: O-33

BASIC FUNCTION:

Under general supervision, operates and maintains pump stations, water treatment plant and facilities to ensure that water quality meets local, state and federal water quality regulations and standards; leads, trains and assigns tasks to subordinate plant operators; and performs related responsibilities as required.

This position reports to the Water System Supervisor. This position leads, coordinates and assigns tasks to the Water Treatment Plant Shift Operators and related positions. This position also may act on behalf of the Water System Supervisor during absences.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Leads, trains, coordinates and inspects the work of subordinate operators.

Calculates water usage rates and required chemical feed rates for daily cycles.

Takes plant and field samples and performs standardized tests water quality for proper turbidity, color, ph level, temperature and odor.

Monitors portable pressure recorders in distribution system and changes in recording charts.

Logs and checks pump operation hours, water flow levels and chemical usage levels.

Assists in the administration of the Cross-Connection Program.

Investigates and takes corrective measures to solve quality problems.

Responds to emergencies when on 24-hour stand-by duty.

Inspects stations to ensure pumps, motors, valves and alarms are in satisfactory working condition.

Trouble-shoots and resolves varied and complex electrical and mechanical problems.

Applies and monitors application of copper sulfate on water storage ponds and overall pond water levels for the purpose of controlling algae and weeds.

Prepares monthly or periodic governmental water quality reports in the absence of the Water System Supervisor.

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Uses small hand tools such as saws, pipe wrenches, ratchets, crescent wrenches and channel locks in assisting other Water treatment Plant Operators.

Cleans and maintains water pumps, filters, motors, chlorinators and related equipment.

Contacts local vendors to order parts and supplies.

Maintains and repairs water shed embankments and asphalt collection ponds.

Performs general and emergency maintenance work and assists other water and field maintenance crews as assigned.

Conducts public tours.

OTHER DUTIES:

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change or rescind work assignments as needed.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE:

Knowledge in state and federal water treatment regulations.

Knowledge in potable water treatment methods; plumbing and construction mechanics, methods and procedures related to the installation, repair and maintenance of water treatment plant facilities.

Knowledge in complex plant equipment trouble-shooting procedures.

Knowledge in the proper and efficient use of hand and power tools; work safety rules and procedures.

Knowledge in advanced math; supervisory methods and techniques.

ABILITY TO:

Ability and skilled in the operation of small hand and power tools.

Ability and skilled in the operation of a calculator to compute chemical feed rates and basic water flow and consumption rates.

Ability to maintain, inspect and service water treatment plant equipment, facilities and grounds and chlorination equipment.

Ability to lead, train, coordinate and inspect the work of subordinate personnel performing maintenance, testing and repair activities.

Ability to perform consumption computations and accurately project water storage and transmission needs.

Ability to diagnose and solve complex and varied electrical and mechanical problems involving water treatment plant equipment.

Ability to communicate and work cooperatively with co-workers, supervisors, vendors, governmental officials and the general public.

Ability to understand and carry out oral and written instructions.

Ability to prepare laboratory analysis and water treatment records.

Ability to complete monthly and periodic reports in absence of supervisor.

Ability to work in traffic, inside excavated holes, and in intense heat given seasonal conditions. Must be able to work on stand-by status on nights or weekends to perform emergency plant operations or maintenance assignments as needed.

EDUCATION AND EXPERIENCE:

Educational attainment equivalent to graduation from high school. Seventy-two (72) or more hours of specialized instruction in general chemistry, microbiology, hydraulics or a related area. Three (3) or more years of experience in water treatment, maintenance and laboratory analysis work.

LICENSES AND OTHER REQUIREMENTS:

State of California Grade T-4 Water Treatment Plant Operator Certification.
State of California Grade D-4 Distribution Operator Certification
Must possess a valid Class C California driver's license and an acceptable driving record.

WORKING CONDITIONS:

ENVIRONMENT:

Water Treatment Plant environment.
Driving a vehicle to conduct work.
Regular exposure to fumes and odors.
Adverse and extreme weather conditions.

PHYSICAL DEMANDS:

Climbing ladders and steps to storage tanks.
Standing and sitting for extended periods of time.
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
Bending at the waist, kneeling or crouching to take water samples.
Dexterity of hands and fingers to operate hand and power tools.

Reaching overhead, above the shoulders and horizontally.
Hearing and speaking to exchange information.
Seeing to inspect systems and read a variety of materials.
Walking.

HAZARDS:

Working around and with machinery having moving parts.
Working in cramped or restrictive work chamber.
Working at heights.
Chemical fumes.



WATER/WASTEWATER GENERAL SALARY SCHEDULE 80 HOURS

RANGE	(Incr. by 2.5%)	STEP (Increase by 5%)				
		1	2	3	4	5
O-19	Pay Period	1,883	1,977	2,076	2,180	2,289
	Monthly	4,080	4,284	4,498	4,723	4,959
	Annual	48,955	51,402	53,972	56,671	59,505
O-20	Hourly	24.12425	25.33046	26.59698	27.92683	29.32317
	Pay Period	1,930	2,026	2,128	2,234	2,346
	Monthly	4,182	4,391	4,610	4,841	5,083
O-21	Annual	50,178	52,687	55,322	58,088	60,992
	Hourly	24.727	25.964	27.262	28.625	30.056
	Pay Period	1,978	2,077	2,181	2,290	2,405
O-22	Monthly	4,286	4,500	4,725	4,962	5,210
	Annual	51,433	54,005	56,705	59,540	62,517
	Hourly	25.34554	26.61281	27.94345	29.34063	30.80766
O-23	Pay Period	2,028	2,129	2,235	2,347	2,465
	Monthly	4,393	4,613	4,844	5,086	5,340
	Annual	52,719	55,355	58,122	61,029	64,080
O-24	Hourly	25.97918	27.27813	28.64204	30.07414	31.57785
	Pay Period	2,078	2,182	2,291	2,406	2,526
	Monthly	4,503	4,728	4,965	5,213	5,473
O-25	Annual	54,037	56,739	59,575	62,554	65,682
	Hourly	26.62865	27.96009	29.35809	30.82600	32.36730
	Pay Period	2,130	2,237	2,349	2,466	2,589
O-26	Monthly	4,616	4,846	5,089	5,343	5,610
	Annual	55,388	58,157	61,065	64,118	67,324
	Hourly	27.29437	28.65909	30.09204	31.59665	33.17648
O-27	Pay Period	2,183.55	2,293	2,407	2,528	2,654
	Monthly	4,731	4,968	5,216	5,477	5,751
	Annual	56,772	59,611	62,591	65,721	69,007
O-28	Hourly	27.97673	29.37557	30.84435	32.38656	34.00589
	Pay Period	2,238	2,350	2,468	2,591	2,720
	Monthly	4,849	5,092	5,346	5,614	5,894
O-29	Annual	58,192	61,101	64,156	67,364	70,732
	Hourly	28.67615	30.10996	31.61545	33.19623	34.85604
	Pay Period	2,294	2,409	2,529	2,656	2,788
O-30	Monthly	4,971	5,219	5,480	5,754	6,042
	Annual	59,646	62,629	65,760	69,048	72,501
	Hourly	29.39305	30.86271	32.40584	34.02613	35.72744
O-31	Pay Period	2,351	2,469	2,592	2,722	2,858
	Monthly	5,095	5,350	5,617	5,898	6,193

WATER DISTRIBUTIC



WATER/WASTEWATER GENERAL SALARY SCHEDULE 80 HOURS

RANGE	(Incr. by 2.5%)	STEP (Increase by 5%)				
		1	2	3	4	5
O-29	Annual	61,138	64,194	67,404	70,774	74,313
	Hourly	30.12788	31.63427	33.21599	34.87679	36.62063
	Pay Period	2,410	2,531	2,657	2,790	2,930
	Monthly	5,222	5,483	5,757	6,045	6,348
	Annual	62,666	65,799	69,089	72,544	76,171
O-30	Hourly	30.88108	32.42513	34.04639	35.74871	37.53614
	Pay Period	2,470	2,594	2,724	2,860	3,003
	Monthly	5,353	5,620	5,901	6,196	6,506
	Annual	64,233	67,444	70,816	74,357	78,075
	O-31	Hourly	31.65310	33.23576	34.89755	36.64242
Pay Period		2,532	2,659	2,792	2,931	3,078
Monthly		5,487	5,761	6,049	6,351	6,669
Annual		65,838	69,130	72,587	76,216	80,027
O-32		Hourly	32.44443	34.06665	35.76998	37.55848
	Pay Period	2,596	2,725	2,862	3,005	3,155
	Monthly	5,624	5,905	6,200	6,510	6,836
	Annual	67,484	70,859	74,402	78,122	82,028
	O-33	Hourly	33.25554	34.91832	36.66423	38.49745
Pay Period		2,660	2,793	2,933	3,080	3,234
Monthly		5,764	6,053	6,355	6,673	7,007
Annual		69,172	72,630	76,262	80,075	84,078
O-34		Hourly	34.08693	35.79128	37.58084	39.45988
	Pay Period	2,727	2,863	3,006	3,157	3,315
	Monthly	5,908	6,204	6,514	6,840	7,182
	Annual	70,900.81	74,446	78,168	82,077	86,180

WATER TREATMENT

WATER/WASTER GENERAL SALARY SCHEDULE 84 HOURS

RANGE	(Incr. by 2.5%)	STEP (Increase by 5%)				
		1	2	3	4	5
O-10-84	Hourly	24.13861	25.34554	26.61281	27.94345	29.34063
	Pay Period	2,028	2,129	2,235	2,347	2,465
	Monthly	4,393	4,613	4,844	5,086	5,340
	Annual	52,718.72	55,355	58,122	61,029	64,080
	O-11-84	Hourly	24.74207	25.97918	27.27813	28.64204
Pay Period		2,078	2,182.25	2,291.36	2,405.93	2,526.23
Monthly		4,503	4,728	4,965	5,213	5,473
Annual		54,036.69	56,739	59,575	62,554	65,682