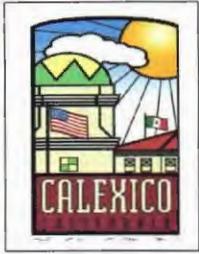


**AGENDA
ITEM
9**



AGENDA STAFF REPORT

DATE: September 18, 2019

TO: Mayor and Council Members

APPROVED BY: David B. Dale, City Manager *DD*

PREPARED BY: Denise Garcia HR/RM Manager *Denise Garcia*

SUBJECT: Approve & Adopt Job Description for Water Distribution Operator/Sewer Lead

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Recommendation:

Approve and adopt the attached job description for the position of Water Distribution Operator/Sewer Lead.

Background:

The underground water and sewer lines of the City are in dire need of repair. With the completion of the City's Water Master Plan recommending the replacement of over 60,000 lineal feet of cast-iron pipeline, comes the need for staffing qualified employees. Historically during an emergency water or sewer line break or replacement, the City has had to contract out for these services. Contracting out involves a number of steps needed to comply with the bidding process standards which prolongs the repair or replacement process. This also causes the City to incur additional expenses that would not normally be incurred if the repairs were performed by in-house staff. Because of the complex regulations associated with water and wastewater line repairs, the State of California requires that this position hold a Distribution Operator Certification Grade D-3.

Discussion & Analysis:

This certificated position will focus on the maintenance, replacement and repairs as the City moves forward with plans to improve the failing infrastructure. 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 Distribution Operator/Sewer Lead 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 Distribution Operator/Sewer Lead job description as presented, so that staff may recruit and fill this position and proceed with repairing the City's underground utility lines.

Fiscal Impact:

Cost savings are anticipated due to in-house staff repairs in lieu of contracting at prevailing wages, but figures are unknown at this time. Salary schedule is provided to reflect the base wage ranges.

Coordinated With:

Public Works Manager
Finance Department

Attachments:

1. Water Distribution Operator/Wastewater Lead Job Description
2. Proposed Salary Schedule

CITY OF CALEXICO

CLASS TITLE: WATER DISTRIBUTION OPERATOR/SEWER LEAD

HOURLY: \$25.98 - \$31.58

BASIC FUNCTION:

Under general supervision, organize, coordinate, lead, assign, check and participate in the work of field crews in installing, tapping, maintaining, repairing and relocating water and sewer lines; oversee monitoring of water pressure to ensure proper water flow to customers; perform related responsibilities as required. This position receives supervision from the Division Supervisor, provides functional direction to the Water and Sewer Maintenance Worker II and Worker I.

REPRESENTATIVE DUTIES:

ESENTIAL DUTIES:

All of the Water and Sewer Maintenance Worker II and Worker I responsibilities plus:

Receives daily work assignments, work orders, and determines how tasks will be allocated to work crewmembers.

Determines equipment, tools and materials needed for work assignments and directs crewmembers to stock vehicles properly.

Trains employees and demonstrates specialized work methods, techniques and skilled use of equipment.

Answers questions from public and other crewmembers as to work operations and layout.

Checks work in progress and upon completion for conformance with department quality, productivity and safety standards.

Installs, replaces and relocates water and sewer lines.

Taps and repairs water and sewer line breaks.

Operates backhoes, dump trucks and loaders to excavate trenches and back fill holes and to haul materials to and from work sites.

Uses hand and power tools and equipment to perform maintenance tasks.

Replaces, repairs and installs fire hydrants and connections to waterlines.

Conducts chlorine and water pressure testing.

Maintains correct water pressure by servicing and changing water meters as required.

Repairs or replaces concrete sections for curbs, gutters, sidewalks, storm drains, ramps, driveways and other improvements.

Installs temporary water services.

Uses equipment and small hand tools such as jackhammers, hand and electric saws, pipe wrenches, ratchets, crescent wrenches, channel locks, concrete saw, power saw, hydraulic cutters, water pump, router, generator, and tamping machine.

Completes daily work records on behalf of work crew.

Assists with asphalt repairs as directed.

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

The preceding activities has been provided as examples of the essential functions 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:

Work organization, layout, task assignments and proper use of tools and equipment; supervisory principles; plumbing and construction mechanics, methods and procedures related to the installation, repair and maintenance of water and sewer lines; proper and efficient use of hand and power tools and construction equipment; work safety rules and procedures; chlorination and water pressure testing methods.

ABILITY TO:

Ability and skilled to operate and demonstrate use of backhoes, dump trucks, skip loaders, forklifts and related equipment

Ability and skilled in the use of small hand and power tools such as tampers, power saw, ratchet, hydraulic cutters, water pumps, jackhammer, generator, tamping machine, router, and hand and electric saws

Ability and skilled in the use of oxygen tanks and related safety equipment.

Ability to train employees, assign work activities or tasks, determine and explain proper work methods, procedures and use of equipment and answer related work questions

Ability to organize, layout and check work in progress and upon completion for compliance with productivity, quality and safety standards

Ability to install, maintain, repair, relocate and replace water and sewer lines

Ability to communicate and work cooperatively with workers, supervisors, managers and the general public

Ability to provide oral or written instructions

Ability to complete work crew activity records and time reports

EDUCATION AND EXPERIENCE:

Education equivalent to a High School graduation. Three (3) or more years of water and sewer maintenance or field operations experience, including at least six months of experience in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENT:

State of California Distribution Operator Certification Grade D-3

Possession of a valid Class B California Driver License and an acceptable driving record is required.

Ability to work in traffic, inside excavated holes and intense heat given seasonal conditions.

Ability to work at night or on weekends to perform emergency maintenance assignments as needed.

Ability to be on stand-by 24 hours per day for a one to two week period a month as needed.

WORKING CONDITIONS:

ENVIRONMENT:

Wastewater Treatment Plant Facility

Driving a vehicle to conduct work.

Regular exposure to fumes and odors.

Adverse and extreme weather conditions.

Excavated holes

Night Shift

Regular exposure to traffic

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be performed by an employee to successfully perform the essential functions of this position.

The employee is frequently required to use hands to finger, handle, grip objects, tools or controls.

The employee is frequently required to reach forward, upward, downward with hands and arms.

The employee is required to listen to noises and sounds emitted by operating equipment.

The employee is frequently required to stand on concrete, asphalt and soft soil surfaces.

The employee is occasionally required to use a ladder and must maintain balance during this activity.

The employee is frequently required to stoop, kneel, crouch, or crawl to perform duties.

The employee must frequently lift and/or move up to 90 pounds and occasionally up to 100 pounds.

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	30.07414
	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