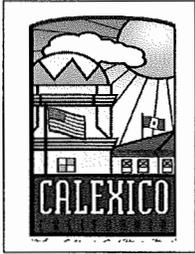


AGENDA
ITEM

14



AGENDA STAFF REPORT

DATE: October 18, 2017

TO: Mayor and City Council

APPROVED BY: Armando G. Villa, City Manager *Armando G. Villa*

PREPARED BY: David Dale, Public Works Director/Engineer
Rosalind Guerrero, HR/RM Manager *Rosalind Guerrero*

SUBJECT: Request City Council approval of the recommended Public Works reorganization and job classifications and include in the adopted FY 2017-18 position allocation list.

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Recommendation:

Approve the recommended job classifications and include in the adopted FY 2017-18 position allocation list as shown on Table 1.

Background:

Additional changes and or additions to job classifications are needed to address the needs of the city's water and wastewater operations. The second phase of the Public Works department reorganization continues to address the needs of the department to improve services provided to the community.

An Information Technology (IT) Manager is needed for the new automatic water meters. An IT Manager will perform duties to address the daily needs of general fund departments and enterprise fund departments. It is estimated the City will reduce costs to the General Fund by hiring an IT Manager versus contracting the services.

The Public Works Manager job description has been revised to reflect administrative functions, including organizational, budgetary, statistical and analytical processes.

Discussion & Analysis:

Water Administration – no change to position allocation, only the job description has been updated to meet the department needs.

Water System – add three (3) Laborer positions; add one (1) Crew Leader; add one (1) Water System Supervisor; add one (1) Accounting Assistant I; add one (1) Information Technology Manager; delete one (1) Chief WPO Distribution Operator to be reclassified as Water System Supervisor.

Wastewater System - add two (2) Laborer positions; add one (1) Wastewater Collection Operator I; add (1) Wastewater Collection Operator II; add (1)



Wastewater Collection Operator III; add (1) Wastewater Treatment Operator II. Delete job classification Wastewater Collection Operator; delete one (1) Chief WWTPO Collection and reclassify as a Wastewater System Supervisor.

Fleet – Add (1) Fleet Maintenance Supervisor.

TABLE 1

FULL TIME POSITIONS BY FUND					
FUND	EMPLOYEE GROUP	ADOPTED 2017-18	RECOMMENDED 2017-18	DIFFERENCE	
WATER SYSTEM					
	LABORER	CMEA	0	3	3
	CREW LEADER	CMEA	0	1	1
	WATER SYSTEM SUPERVISOR	SUPERVISOR	0	1	1
	CHIEF WPO DISTRIBUTION OPE	SUPERVISOR	1	0	-1
	IT MANAGER	MID MANAGEMENT	0	1	1
	ACCOUNTING ASSISTANT I	CMEA	1	2	1
WASTEWATER SYSTEM					
	LABORER	CMEA	1	3	2
	WW COLLECTION OPR I	OPERATOR	0	1	1
	WW COLLECTION OPR II	OPERATOR	0	1	1
	WW COLLECTION OPR III	OPERATOR	0	1	1
	WW TREATMENT OPR II	OPERATOR	2	3	1
	WW SYSTEM SUPERVISOR	SUPERVISOR	0	1	1
	CHIEF WWTPO COLLECTION	SUPERVISOR	1	0	-1
	COLLECTION SYSTEM MAINT OPR	OPERATOR	2	0	-2
FLEET					
	FLEET MAINTENANCE SUPERVISOR	SUPERVISOR	0	1	1
	TOTAL		8	21	15

The proposed changes increase staffing by nine (9) new positions in the Enterprise Fund Water and Wastewater departments; six (6) positions are reclassifications.

Fiscal Impact:

General Fund savings is estimated to be \$162,310 annually. The impact to the Water Enterprise Fund will be an estimated \$201,016 and the Wastewater Enterprise Fund impact will be \$410,245 estimated annually. Savings are due to the City paying for temporary labor and IT services through the General Fund. Enterprise Funds will contribute 66% of the IT Manager salary due to the work needed on the new electronic water metering system.

Coordinated With:

City Manager’s office, Public Works, and Human Resources/Risk Management Office.

Attachments:

Public Works Organizational Charts

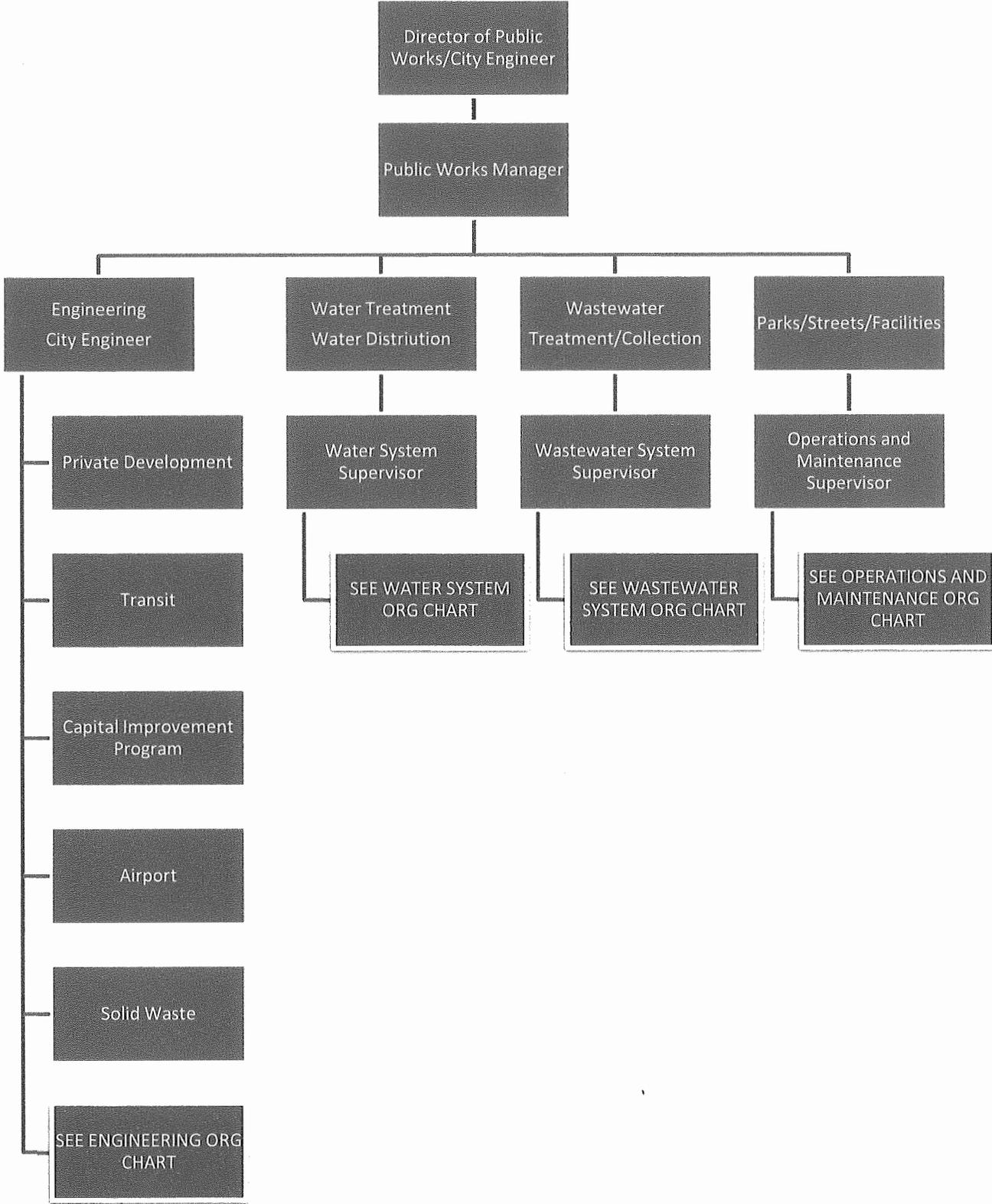
Job description: Public Works Manager, Water System Supervisor, Waste Water System Supervisor

# Needed	NEED	Total Annual Cost/Desc	General Fund Impact	Water Enterprise Fund Impact	Wastewater Enterprise Fund Impact	Assumptions
3	LABORER - WATER DISTRIBUTION SYSTEM	\$ 50,878	\$ (91,980)	\$ 152,633		New Positions - Deduct costs of Temp. Labor to GF
2	LABORER - WASTEWATER COLLECTION SYSTEM	\$ 50,878	\$ (61,320)		\$ 101,755	New positions- Deduct costs of Temp. Labor to GF
1	OPERATOR WASTEWATER COLLECTION III	\$ 95,312			\$ 47,767	New Positions / In-House
1	OPERATOR WASTEWATER COLLECTION II	\$ 91,595			\$ 91,595	New Position
1	OPERATOR WASTEWATER COLLECTION I	\$ 88,056			\$ 40,511	New Position/ In-House
1	OPERATOR WASTEWATER TREATMENT II	\$ 91,595			\$ 91,595	Needed position for plant and standby
1	WATER SYSTEM SUPERVISOR	\$ 129,356		\$ 6,032		New Position / In-House
1	WASTEWATER SYSTEM SUPERVISOR	\$ 129,356			\$ 6,032	New Position/ In-House
1	WTP MAINTENANCE WORKER TO CREW LEADER	\$ 62,239		\$ 11,361		Move WTP
1	IT MANAGER	\$ 72,500	\$ (16,075)	\$ 23,925	\$ 23,925	IT Manager needed for new Automatic Meters
1	FLEET MAINTENANCE SUPERVISOR	\$ 77,179	\$ 2,136	\$ 2,136	\$ 2,136	Shop Supervisor is vacant and needed (in -house)
1	ACCOUNTING ASSISTANT I	\$ 45,240	\$ 4,929	\$ 4,929	\$ 4,929	Reduce (1) temporary position, hire full time
Totals			\$ (162,310)	\$ 201,016	\$ 410,245	

****Total Estimated General Fund Impact \$ (162,310)**

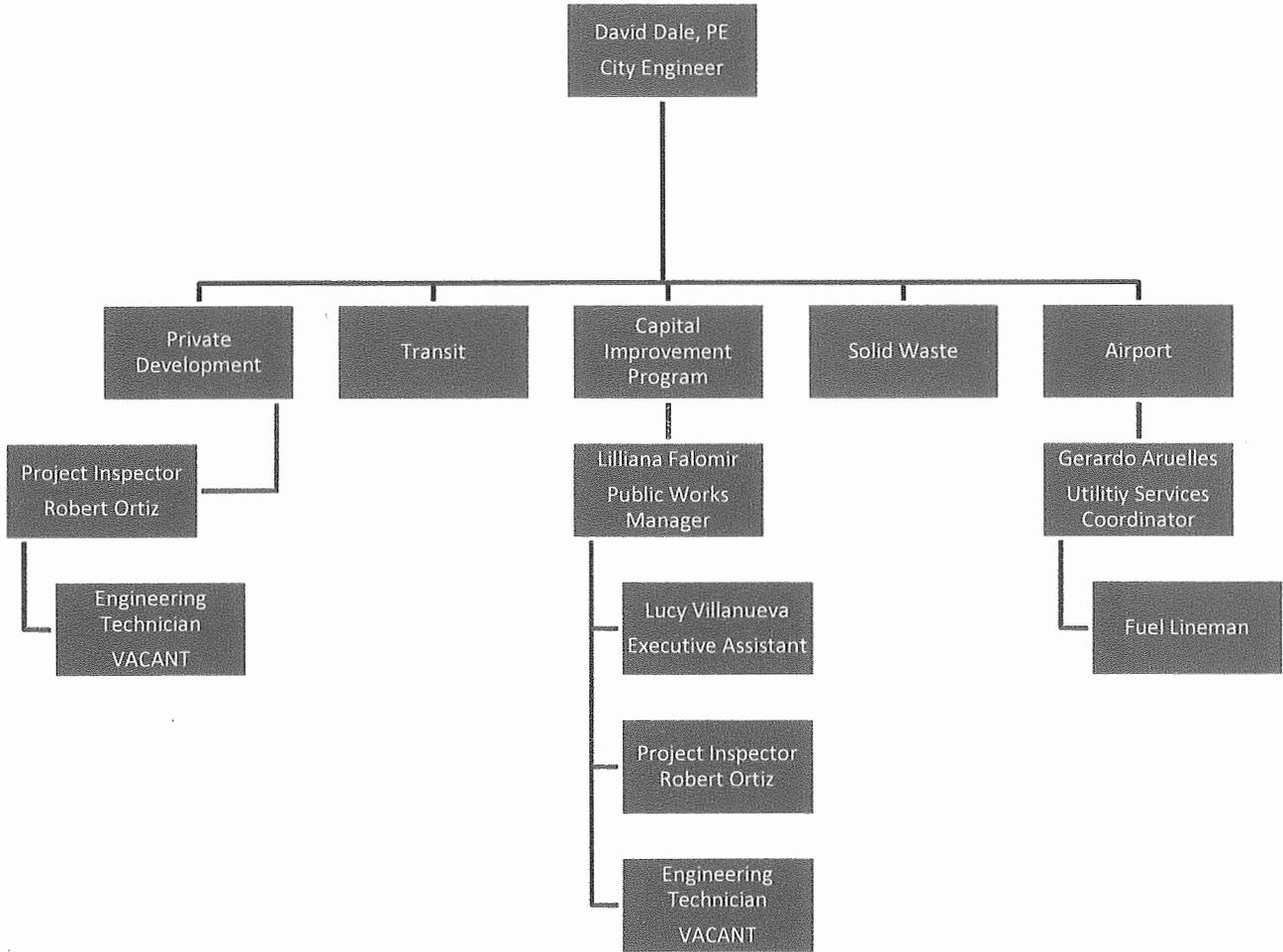
***These numbers are estimates; Step 3 was used in the estimates if Step was unknown.

Public Works Department Organizational Chart



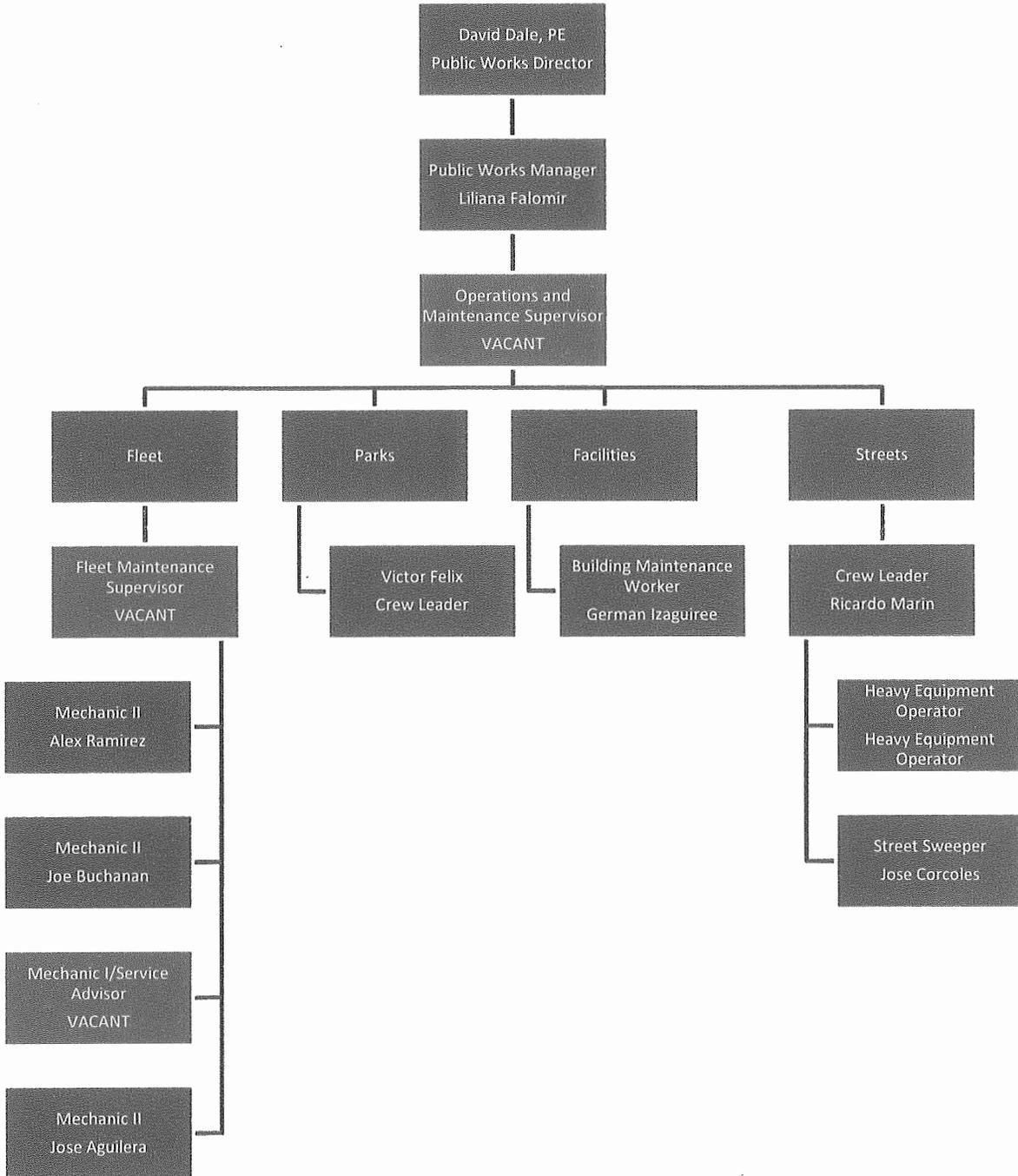
9/22/2017

Public Works Department ENGINEERING Org Chart



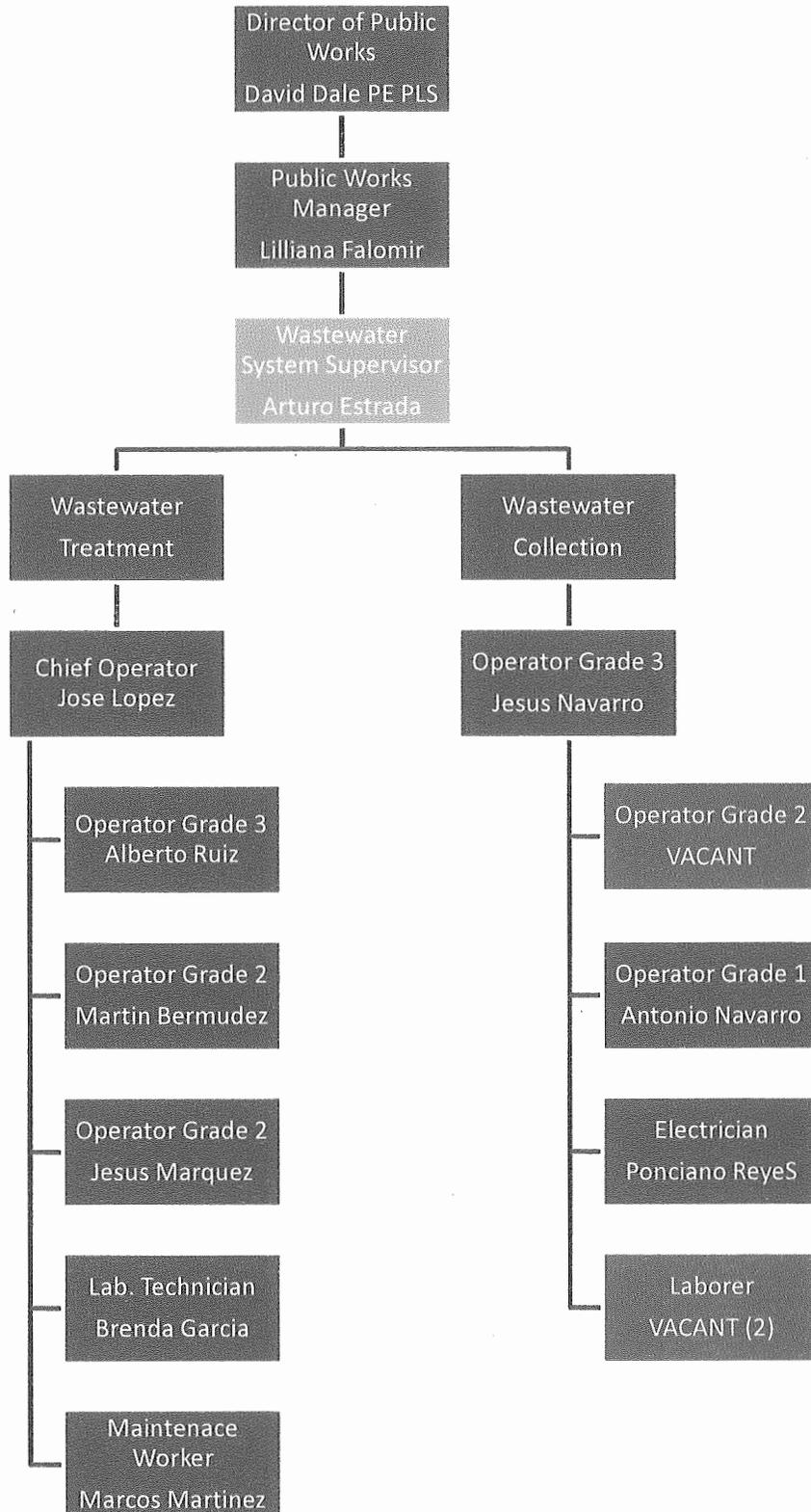
9/22/2017

Public Works Department OPERATIONS AND MAINTENANCE Org. Chart



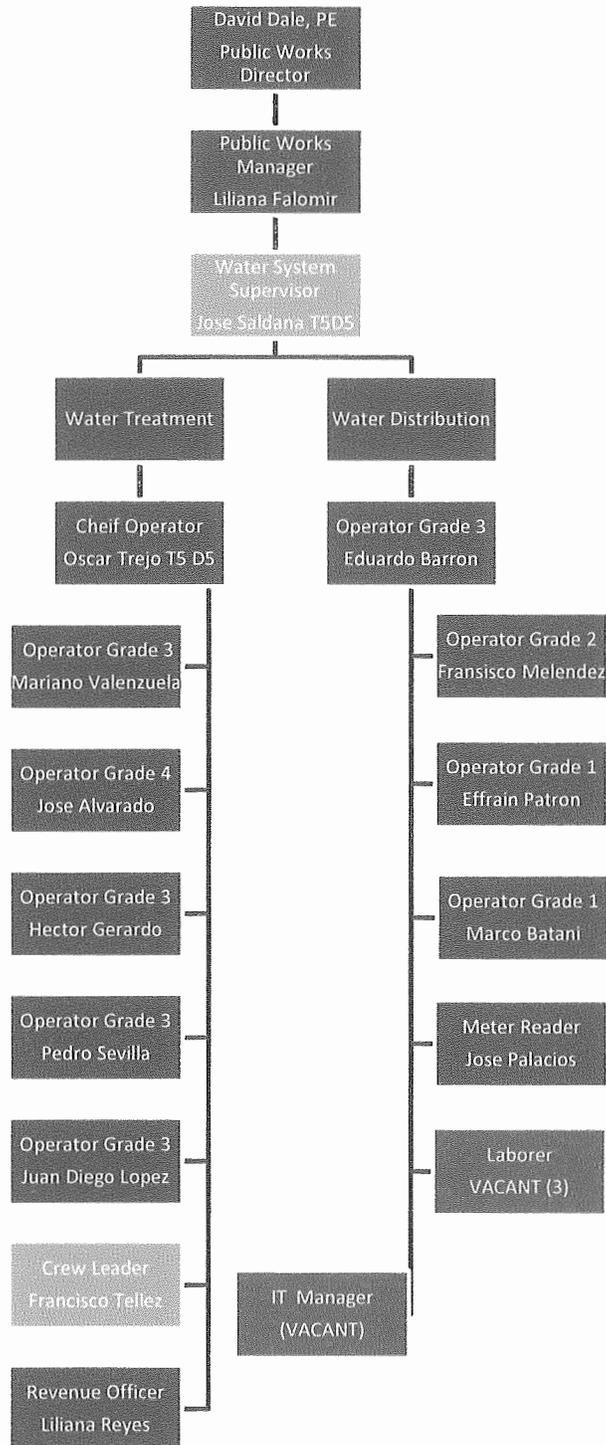
9/22/2017

Public Works Department WASTEWATER SYSTEM Organizational Chart



9/22/2017

Public Works Department WATER SYSTEM Organizational Chart





CITY OF CALEXICO

CLASS TITLE: PUBLIC WORKS MANAGER- ADMINISTRATIVE

MONTHLY - \$7,715 - \$9,378

BASIC FUNCTION:

Under the direction of Director of Public Works/City engineer, performs responsible administrative, organizational, systems, budgetary, statistical and programmatic work for the department. Contract and grant administration and supervises clerical support staff.

DISTINGUISHING CHARACTERISTICS:

This is a single position classification, characterized by the responsibility to provide complex administrative services.

REPRESENTATIVE DUTIES:

This position directs and coordinates the administrative function of the Public Works Department, including assistance with budgetary preparation and fiscal control, general orientation and training of personnel, safety and accident prevention programs, grant and contract administration, and preparation and implementation of administrative procedures. The incumbent is also responsible for providing general administrative direction to the clerical support personnel. The duties performed by the incumbent require the exercise of considerable judgment and initiative. This position reports to the Public Works Director/City Engineer.

ESSENTIAL DUTIES:

1. Manages all ongoing interaction between the department and the City of Calexico Human Resources Management Department including processing all personnel actions, recruitments, new employee orientation and training, benefit inquiries, timekeeping, and Workers' Compensation processing and claims management.
2. Serves as liaison between operational divisions of the department; coordinates the administrative activities between and among the divisions to ensure continuity, consistency and management oversight for the day-to-day administrative functions of all divisions of the department.

Public Works Manager – Administrative

3. Manage the purchase and maintenance of all equipment, furnishing and supplies needed by the department which includes the review and approval of Public Works financial transactions (claims, requisitions, budget transfers), and establishing vendor contracts consistent with City policy.
4. Manages and administers contracts (or contracts using specialty funding sources specific for the department); processes payments to contractors consistent with City and agency requirements; establishes reimbursement requests consistent with funding guidelines; establishes and maintains compliance procedures for the assigned department; and ensures that necessary approvals are in place by the City Council and other responsible agencies (or affiliated City of Calexico agencies).
5. Supervises all departmental clerical support staff.
6. Plans and organizes administrative studies relating to the activities or operations of the department or assigned functional areas.
7. Determines analytical techniques and information-gathering processes, and obtains required information and data for analysis.
8. Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staffing, facilities, equipment, cost analysis, productivity, policy or procedure modifications, etc.
9. Develops and implements departmental administrative systems, policies, and procedures, with management review, input, and approval. Prepares, directs preparation of, and/or reviews and approves a variety of reports, correspondence, and documents. Interprets and applies policies, procedures, and contracts. Oversees the preparation, maintenance, and reporting of a variety of records, data, and statistics.
10. Assist in the planning and preparation of specifications and Request for Proposals (RFP) for equipment, services, capital improvement projects to comply with City policy.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and methods of administrative, budgetary and organizational analysis.

Financial/comparative analysis principles and techniques.

Business computer applications, including data management software.

Public administration principles and practices.

Grant administration.

Collecting, evaluating and interpreting varied information and data, either in statistical or narrative form.

October 2017

Public Works Manager – Administrative

Maintaining accurate records and files.

Exercising sound judgement within established guidelines.

Written and oral communication, including preparing and presenting reports.

ABILITY TO:

Train and provide direction to subordinate personnel.

Plan and organize work effectively.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Graduation from and accredited four-year college or university with major course work in public administration, engineering, planning, business administration or related field AND five years of progressively responsible related administrative or managerial experience, preferably in a municipal government environment in Public Works. Master's degree in public administration, business administration or related field is highly desirable.

Valid California driver's license.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California Driver's License Class C.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City; strength to lift and carry materials weighting up to 10 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Bending at the waist, kneeling, crouching or reaching to retrieve and maintain files. Pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.



CITY OF CALEXICO

CLASS TITLE: WATER SYSTEM SUPERVISOR

HOURLY: \$35.28 - \$42.89

BASIC FUNCTION:

Under the direction of the Public Works Director/City Engineer, organize, direct and participate in a variety of technical work in the monitoring, testing, calibrating, repair and adjusting of water quality equipment within the City water system; monitor and adjust chemical dosages to assure adequate and safe drinking water; train and evaluate the performance of assigned staff. Direct and participate in a variety of activities involved in the installation, maintenance and repair of City water distribution systems, lines and equipment; train and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize, direct and participate in a variety of technical work in the monitoring, testing, calibrating, repair and adjusting of water quality equipment within the City water system; assist in assuring City compliance with established standards, laws, rules, regulations and requirements applicable to water distribution and treatment systems. Organize, direct and participate in a variety of activities involved in the installation, maintenance and repair of City water distribution systems, lines and equipment; oversee the water distribution pipe system and lead a variety of activities involved in assuring smooth, efficient, healthy and safe water flow, operations and services

Lead and participate in monitoring, utilizing and adjusting water treatment facilities and systems to assure compliance with water quality standards and appropriate levels of the water system; utilize a computer to monitor plant performance; collect, analyze, interpret and respond to computer-generated data; conduct jar tests; take daily and weekly water samples; deliver samples for lab testing. Lead and participate in the inspection of water distribution systems, lines and equipment; maintain and repair main water lines; troubleshoot, diagnose and repair malfunctions; replace system components and install new equipment as needed.

Adjust and maintain related chlorination systems; compute and monitor chemical dosages to be added; replace cylinders; switch chlorinators and check analyzers; unload, store, transfer and mix chemicals; make chemical feed adjustments as directed; monitor raw water influent.

Train and evaluate the performance of assigned staff; interview employees and recommend hires, transfers, reassignment, termination and disciplinary actions; assign employee duties and review

work for accuracy, completeness and compliance with established guidelines and procedures.

Oversee and participate in the digging and excavation of holes and trenches to access water lines, systems and equipment.

Test water systems and lines to assure proper water pressure levels; make necessary adjustments.

Maintain plant equipment in proper working condition; check and maintain complex electronic and mechanical equipment; troubleshoot malfunctions and alarms; repair and replace electrical and mechanical components as necessary; calibrate equipment and backwater filters; check and replace chlorine cylinders, switches and analyzers as needed.

Monitor the backwashing process of filters; remove and place filter beds in accordance with water flow changes; monitor, assess and make adjustments in response to water flow, turbidity, pressure, chemical usage, residuals, temperature and other plant operating conditions.

Operate and maintain related specialized equipment, including transfer pumps, distribution pumps, generators, air compressors, booster pumps, supply pumps, turbidimeters, testers, electrical motors, lab equipment, and various hand and power tools; drive a vehicle to conduct work.

Monitor inventory levels of water treatment parts, supplies and equipment; order, receive and maintain adequate inventory levels of water treatment parts, supplies and equipment.

Prepare and maintain related records, including lab analysis reports, CT calculations, daily readings, monthly surface water treatment regulations, chemical dosages and others as required; input data into computerized data system.

Observe operating equipment to identify possible problems, equipment failures and operating difficulties; perform preventive maintenance on systems.

Communicate with City personnel, outside agencies and the public to exchange information and resolve issues or concerns. Assist contractors concerning questions and requirements related to water hook-ups; resolve customer complaints and conflicts in a proper and timely manner.

Handle hazardous materials in accordance with established guidelines and procedures.

Operate a variety of equipment including dump trucks, backhoes, jack hammers, asphalt cutters, skip loaders, water pumps, generators and hand and power tools; drive a vehicle to conduct work.

Install, inspect and repair water and sewer lines as necessary. Perform routine or emergency work as necessary; shut down valves and reroute water and sewer flows as necessary. Turn on and off water services as directed; disconnect and reconnect water services as needed; identify and report unauthorized water usage.

Estimate and assure adequate labor, equipment and material levels to meet project needs; order

supplies as needed; work from sketches, diagrams, schematics and manuals.

Maintain plant and other assigned areas in a clean, safe, secure and sanitary condition; apply paint to plant facilities and equipment as needed.

Maintain various records related to maintenance, repairs, inventory, meters and work performed.

Respond to emergency situations as assigned.

Assist with budget preparation and development as directed.

OTHER DUTIES:

Perform grounds maintenance duties as assigned; operate related mowers and gardening tools.

Conduct plant tours for schools and customers.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the monitoring, testing, calibrating, repair and adjusting of water quality equipment within the City water system.

Operation of water treatment, storage and pumping facilities.

Sampling and water testing techniques.

Laws and regulations applicable to City water systems.

State and federal standards, rules, regulations and requirements applicable to water distribution and treatment systems.

Chemical analysis of water quality, including chlorine use and the use of a variety of test kits and equipment.

Surface water treatment regulations.

Principles of electricity, electronics, hydraulics, chemistry and math.

City of Calexico water transmission and distribution system.

Use of equipment, tools, chemicals and meters used to test water quality.

Operation, maintenance, and repair of various pumps and meters.

Principles and practices of supervision and training.

Operation and maintenance of valves, flow meters, hydraulic equipment and uses for these apparatus.

Interpersonal skills using tact, patience, courtesy and diplomacy.

Organization and direction of activities involved in the installation, maintenance and repair of City water distribution systems, lines and equipment.

Methods, materials and equipment used in the installation, operation, maintenance and repair of City water distribution systems, lines and equipment.

Preventive maintenance practices.

Mechanical and piping systems including valves, hydrants, mains and water lines.

Operation of equipment used in system maintenance and repair such as dump trucks, backhoes, jack

hammers, asphalt cutters, skip loaders, water pumps, generators and hand and power tools.
Record-keeping techniques.
Technical aspects of field of specialty.
Oral and written communication skills.
Health and safety regulations and procedures.
Proper lifting techniques.

ABILITY TO:

Organize, direct and participate in a variety of technical work in the monitoring, testing, calibrating, repair and adjusting of water quality equipment within the City water system. Also direct and participate in a variety of activities involved in the installation, maintenance and repair of City water distribution systems, lines and equipment.
Perform skilled work in the monitoring, testing and adjusting of City water quality.
Monitor, utilize and adjust water treatment facilities and systems to assure compliance with water quality standards and appropriate levels of the water system.
Train and evaluate the performance of assigned personnel.
Monitor and adjust chemical dosages to assure adequate and safe drinking water.
Perform water analysis and related procedures.
Maintain current knowledge of technological advances in the field.
Analyze situations accurately and adopt an effective course of action.
Check and maintain complex electronic and mechanical equipment.
Meet schedules and time lines.
Maintain records related to assigned activities.
Work independently with little direction.
Work courteously and tactfully with customers and employees.
Inspect systems, lines and equipment for maintenance and repair needs.
Inspect, troubleshoot, diagnose and repair malfunctions.
Maintain various records related to work performed.
Observe health and safety regulations and procedures.
Plan and organize work.
Work from sketches, diagrams, schematics and manuals.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Perform heavy physical labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by 24 units of college-level course work in math and chemistry and three years of increasingly responsible maintenance of water treatment plant and distribution systems.

LICENSES AND OTHER REQUIREMENTS:

State of California Water Treatment Plant Operator grade V certification.

Valid Class IV Water Distribution Operator certification.
Valid California driver's license.

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 a cramped or restrictive work chamber.
Working at heights.
Chemical fumes.



CITY OF CALEXICO

CLASS TITLE: WASTE WATER SYSTEM SUPERVISOR

HOURLY: \$35.28 - \$42.89

BASIC FUNCTION:

Under the direction of the Public Works Director, organize, direct and maintain the operations and activities involved in the City wastewater collection and treatment system. Organize, direct, maintain and participate in the maintenance, servicing and repair of lift stations and waste water treatment facilities; inspect, maintain and repair City sewer and waste water systems, lines and equipment; monitor, adjust and test the waste water quality within the City's waste water treatment facilities; monitor and maintain quality levels according to established guidelines; inspect, maintain and repair related equipment and systems; train and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the operations and activities, serve as chief operator of collection and treatment plant operations; oversee and assure smooth and efficient plant and collection operations, sewage system functioning, maintenance, repairs, sample collections, laboratory functions, maintenance, repairs, sample collections and work activities; assure safe and proper functioning of waste water systems and equipment and work activities.

Perform specialized work involved in the maintenance, servicing and repair of lift stations and waste water treatment facilities; assure safe and proper functioning of waste water and sewage systems, lines, facilities and equipment; troubleshoot and diagnose problems and malfunctions, adjust and test wastewater quality within the City's waste water treatment facilities; maintain quality levels according to established guidelines; inspect waste water plant facilities to assure compliance with established requirements and regulations.

Train and evaluate the performance of assigned staff; interview employees and recommend hires, transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established guidelines and procedures.

Oversee and participate in the inspection and repair of ultraviolet system; operate, inspect and maintain sewage and storm water pump stations; activate and monitor pump stations to assure proper operations; lubricate equipment as needed; clean and prepare drying beds, operate, inspect and maintain sewage and storm water pump stations by activating and monitoring pumps; monitor waste

water plant equipment and review quality control records to assure safe and sanitary operations; identify and coordinate response to waste water quality and treatment problems.

Lead and participate in the maintenance and repair of City storm drain, sewer and waste water systems, lines and equipment; maintain process control and perform visual inspections of the waste water treatment plant; perform preventive maintenance on plant processing equipment; maintain facilities in a clean and sanitary condition; pressure wash, hose down and steam clean equipment; inspect equipment and perform preventive maintenance; maintain proper and uninterrupted sewage flow of sewage to the waste water treatment plant.

Inspect, clean, flush, unplug and remove obstructions from sewer and storm drain lines; clean, maintain and service storm drains and pump stations; repair or replace gauges, pumps, filters, valves, controls, pipes, fittings and various other fixtures, parts and equipment; repair mechanical and electrical equipment. Troubleshoot and diagnose waste water facility, system and equipment problems and malfunctions; repair or replace gauges, pumps, filters and various other controls, parts and equipment as necessary; diagnose and resolve electrical and mechanical problems

Compile information and data and prepare and maintain a variety of records, reports and files related to inspections, maintenance, work orders, schedules, compliance and assigned activities; prepare mandated daily, monthly and annual reports; prepare work orders as needed.

Operate a variety of equipment including desiccators, IMHOF cone supports, meters, thermometers, balances, fume hoods, backhoes, dump trucks and hand and power tools.

Drive dump trucks and other vehicles to haul and transport equipment, supplies and materials to and from project locations.

Serve as a liaison concerning assigned maintenance functions and coordinate related communications, information and projects between other departments, personnel, vendors, outside organizations and the public; investigate and resolve maintenance-related complaints and conflicts.

Prepare and maintain a variety of records, reports and files related to collection systems, lift stations, treatment and assigned activities.

Collect, transport and distribute waste water samples in accordance with established requirements and procedures; test samples and compile and evaluate waste water treatment data.

Communicate with City personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Estimate and assure adequate labor, equipment and material levels to meet project needs; work from sketches, diagrams, schematics and manuals.

Maintain plant and other assigned areas in a safe, clean and orderly condition.

Perform emergency maintenance work and assist other maintenance crews as assigned.

Assist in the development and preparation of the annual preliminary budget for assigned maintenance functions; review and evaluate budgetary and financial data; recommend purchases in accordance with established limitations.

Supervise and participate in the operation of a variety of heavy and light equipment including skip loaders, backhoes, trenchers, forklifts and various hand and power tools; assure equipment is operated and maintained in safe and proper working order; drive a vehicle to conduct work.

Operate a computer and assigned software.

Attend and conduct a safety, staff and other meetings as assigned.

Remain on stand-by as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the maintenance, servicing and repair of lift stations and waste water treatment facilities.

Practices, procedures, methods and materials involved in the installation, cleaning, maintenance and repair of waste water and sewer lines, systems and equipment.

Mechanical and piping systems including valves, line-ups, gauges and meters.

Proper operations of waste water treatment plant equipment and instruments.

Requirements of maintaining wastewater treatment plant and related facilities in safe and proper working conditions.

Principles and practices of supervision and training.

Technical aspects of field specialty.

Oral and written communication skills.

Health and safety regulations and procedures.

Operation of hand and power tools and equipment.

Interpersonal skills using tact, courtesy and diplomacy.

Proper lifting techniques.

Basic record-keeping techniques.

ABILITY TO:

Organize, direct and participate in the maintenance, servicing and repair of lift stations and waste water treatment facilities.

Inspect, maintain and repair City sewer and waste water systems, lines and equipment.

Train and evaluate the performance of assigned personnel.

Assure safe and proper functioning of waste water and sewage systems, lines, facilities and

equipment.

Troubleshoot and diagnose problems and malfunctions.

Operate, inspect and maintain sewage and storm water pump stations.

Identify and coordinate response to waste water quality and treatment problems.

Observe health and safety regulations and procedures.

Operate a variety of heavy and light equipment including various hand and power tools.

Work independently with little direction.

Plan and organize work.

Perform heavy physical labor.

Prepare and maintain a variety of records and reports.

Work from sketches, diagrams, schematics and manuals.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work related to waste water and water treatment and two years experience at the level of a Wastewater Treatment Plant Operator II.

LICENSES AND OTHER REQUIREMENTS:

Collection System Maintenance Grade II certification.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Adverse weather conditions.

Regular exposure to fumes and odors.

Driving a vehicle to conduct work.

Evening or variable hours and emergency call-out.

PHYSICAL DEMANDS:

Standing and sitting for extended periods of time.

Climbing ladders to inspect equipment.

Dexterity of hands to operate assigned tools and vehicles.

Hearing and speaking to exchange information.

Heavy physical labor.

Seeing to perform repairs.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.

Bending at the waist, kneeling or crouching.

HAZARDS:

Working around machinery having moving parts.

Working at heights.

Working in confined spaces.

Exposure to methane gas, vapors and odors.

Contact with raw sewage and associated toxic fumes.

Infectious materials from wastewater.