



AGENDA NO: A-3

MEETING DATE: November 15, 2016

ADDENDUM #2 TO STAFF REPORT

To: Honorable Mayor and City Council
From: Dana Swanson, City Clerk
Date: November 15, 2016
Subject: ITEM A-3 APPROVAL OF REVISED JOB DESCRIPTIONS AND SALARY SCHEDULE TO INCORPORATE FUTURE UTILITIES DIVISION POSITIONS

Addendum #2

This addendum makes additional edits as noted below and highlighted in blue on the attached job descriptions:

1. Wastewater Systems Operator III – In addition to changes made on Addendum #1, Shift Supervisor has been added under the title and corrections have been made under Supervision Received and Exercised (page 1).
2. Wastewater Systems Supervisor - In addition to changes made on Addendum # 1, under Licenses and Certifications driver's license requirements have been modified (page 4).

Addendum #1

This addendum is to address the job descriptions included as Attachment 1 to item A-3. It was recently brought to staff's attention that proposed changes were not incorporated into the final staff report documents. The specific changes are highlighted yellow on the attached red-lined versions of the job descriptions.

Specifically:

1. Operator-in-Training – Changes were made under Supervision Received and Exercised and Licenses and Certifications.
2. Wastewater Systems Operator I – A change was made under Supervision Received and Exercised. In the Qualifications section, language regarding Operator II requirements has been removed.
3. For all – The weight limit listed under Physical Demands was reduced to 50 pounds to be consistent with current wastewater position requirements.

WASTEWATER SYSTEMS OPERATOR III **(Shift Supervisor)**

DEFINITION

Under direct or general supervision, operates equipment, facilities, pump/lift stations, and related appurtenances as found in a wastewater treatment plant, as well as, wastewater collection systems; takes periodic samples and performs standardized tests to ensure proper operation within established guidelines; assists with preventive maintenance and makes repairs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the ~~Lead Wastewater Systems Operator~~, Wastewater Systems Supervisor or Utilities Division Manager. Wastewater Systems Operators (WWSO) III will have responsibilities for supervising and training of less experienced personnel. WWSO III has responsibility to supervise and train wastewater systems operators in laboratory functions and projects as well as serve as the primary analyst for the laboratory. Wastewater Systems Operators III may be expected to perform the function of shift supervisor depending on staffing levels.

CLASS CHARACTERISTICS

This is the full journey-level class in the wastewater operations series that performs the full range of duties required to ensure that the wastewater treatment and collection facilities and systems operate effectively and are maintained in a safe and effective working condition. Persons in this position are required to have a complete working knowledge of the City's wastewater collection and treatment systems. Responsibilities include performing standardized tests on wastewater operations equipment, inspecting and attending to issues in a timely manner, and performing a wide variety of tasks in the preventative maintenance and minor repair of assigned facilities and systems. This class is distinguished from the Wastewater Systems Operator I and II in that the latter can perform the most complex duties assigned to the division, including mechanical maintenance of plant equipment.

Additionally, the WWSO III position is required to have a complete working knowledge of wastewater treatment plant laboratory operations. Incumbents in this class are required to perform qualitative and quantitative chemical, physical, and biological analysis of water and wastewater. This class is distinguished from the Wastewater Systems Operator II in that the latter can perform the most complex duties assigned to the division, including laboratory supervision and training.

Positions at the III level are normally filled by advancement from the II after gaining the knowledge, skill, experience, licenses, and certifications which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and adjusting to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.

- Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; makes process adjustments per information gathered, samples collected, readings, and records.
- Collects wastewater, sludge, and other samples from various phases of the treatment process; performs standard chemical and physical tests on these samples to ensure that the plant is operating effectively and that regulatory requirements are being met.
- Interprets and performs routine laboratory and process tests to optimize plant performance, monitors the results, and recommends potential operational changes to the Supervisor.
- Performs proper usage and handling of chemicals per industry standards.
- Assists in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, drive units, emergency systems, power generation systems, pressure and flow regulators, and other treatment plant fixtures and appliances.
- Lubricates pumps, motors, chains, conveyors, blowers, chlorinators, sprinklers, rotation distributors, scrapers, filter screens, and other machinery and equipment; removes blockages; replaces worn parts; participates in determining equipment problems and suggesting methods of minimizing such problems in an operational setting.
- Performs inspection, construction, maintenance, and repair activities of wastewater collection systems; checks, cleans, and repairs collection system and treatment plant lines, pits, screens, tanks, and mechanisms; shuts down appropriate parts for repair and returns to service once repair is completed.
- Performs fabrication of piping and other systems as necessary to maintain operation of plant facilities and equipment.
- Operates a variety of vehicles and heavy equipment; including but not limited to pick-up trucks, Hydro-Vac; front end loader, and forklift.
- Operates a Hydro-Vac and trailer mounted jetter for hydro-flushing City sewer lines.
- Operates and maintains a variety of hand and power tools and equipment related to work assignments as instructed.
- Locates and marks underground utilities in accordance with Underground Service Alert (USA) regulations.
- Performs pretreatment inspections and tests of industrial and commercial waste disposal systems to ensure compliance with ordinances and permit requirements.
- Performs a variety of general and ground maintenance activities, including mowing, edging, and trimming landscaped areas as scheduled, weed abatement, and painting facilities and equipment when needed; assists in maintenance painting of plant machinery, equipment, piping, and other structures; maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Responds to operations, maintenance, and repair emergency situations as required.
- Maintains records and logs of daily activities; prepares reports as necessary.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Collects water and sewage samples for laboratory tests.
- Assists in the training of other wastewater systems operators in laboratory practices and procedures.
- Serves as a Principal Lab Analyst for the wastewater treatment laboratory.
- Conducts and assists in conducting a variety of chemical, biochemical, and bacteriological tests on plant influent, effluent, and receiving waters; interprets and records data.
- Assists in keeping laboratory records and preparing laboratory reports.

- Maintains, cleans, and cares for laboratory equipment and material.
- Prepares chemical reagents and bacteriological culture media.
- Performs routine quality control checks for all reagents, media and data generated specific to subject matter.
- Responsible for the purchasing of supplies for the laboratory, and development of the annual budget for the laboratory.
- Under the direction of the Lab Director, assists in the supervision of other personnel in the laboratory.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the operation, cleaning, and preventive maintenance of wastewater treatment and collection systems, and their associated facilities, and equipment.
- Basic principles and practices of record-keeping methods.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment, disposal, and collection systems, facilities, and equipment.
- Operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of wastewater, sludge, and related materials.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- Basic equipment troubleshooting principles and practices.
- Basic mechanical, electrical, and hydraulic principles.
- Basic arithmetic and statistical techniques.
- Use computers and a variety of computer software programs. record and log data.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.
- Basic principles and practices of qualitative and quantitative chemistry, mathematics, biology, and bacteriology; sampling procedures and equipment; safe work practices.

Ability to:

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate a motor vehicle safely.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Be on standby duty and respond to after-hours emergencies.
- Operate, maintain, and repair a variety of wastewater treatment, disposal, and collection systems, facilities, and equipment.

- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- Perform the daily duties of the lab analyst.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- Handle hazardous chemicals in a safe manner.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Assist in the development and implementation of all safety programs.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Make accurate mathematical calculations.
- Diagnose operating problems and take effective courses of action.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Perform duties of shift supervisor.
- Conduct routine chemical, biological, and bacteriological examinations and analyses.
- Maintains routine documentation, including worksheet/ log sheet entries, sample documentation, and chain-of custody forms. Records data precisely and accurately.
- Perform complex mathematical calculations associated with the laboratory analysis of water and wastewater.
- Maintain analytical laboratory equipment.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Supplemental specialized training in wastewater treatment plant operations and/or maintenance or related field and three (3) years of experience in wastewater collection system treatment plant.

Licenses and Certifications:

- Possession of a valid Class B California driver's license with appropriate endorsements.
- Possession of a Grade III Wastewater Treatment Plant Operator certificate issued by the SWRCB.
- Possession of a valid Laboratory Analyst Grade I Certification from the California Water Environment Association.
- Obtain a Collection System Maintenance Grade 3 Certification from the California Water Environment Association within thirty-six (36) months of employment or the date of entry into the position

PHYSICAL DEMANDS

Must possess mobility to work in and around standard wastewater collection systems and treatment plant facilities, and in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards.

Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to ~~50+00~~ pounds, and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work partially indoors and partially in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

TOOLS & EQUIPMENT USED

Motor vehicle, heavy equipment, commercial rated vehicles, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, calculator, and a variety of lab equipment.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by the Morro Bay City Council on _____

WASTEWATER SYSTEMS SUPERVISOR

DEFINITION

Under general supervision, operates equipment, facilities, pump/lift stations, and related appurtenances as found in a wastewater treatment plant, as well as, wastewater collection systems; takes periodic samples and performs standardized tests to ensure proper operation within established guidelines; assists with preventive maintenance and makes repairs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Utilities Manager or Public Works Director. The Wastewater Systems Supervisor has responsibility to regularly direct the crew lead in collection system and/or wastewater plant functions and projects. Assists the Utility Manager in exercising technical and functional supervision over wastewater staff. When the Utility Manager is unavailable, this person may have the responsible charge for all Utility Division operations.

CLASS CHARACTERISTICS

This is the supervisor class in the wastewater operations series and serves as the senior member of the wastewater systems crew. This position is required to have a complete working knowledge and understanding of the City's collection and treatment systems. Responsibilities include assisting the Utility Manager organizing, supervising, reviewing, and evaluating the work of wastewater collections and treatment plant operations and maintenance staff. Incumbents are expected to independently perform the full range of wastewater collections and treatment plant operations and maintenance duties, including a complete working knowledge of wastewater treatment plant laboratory operations. Incumbents in this class may be required to perform qualitative and quantitative chemical, physical, and biological analysis of water and wastewater. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This position also acts as chief plant operator and laboratory director.

ESSENTIAL DUTIES & RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Supervises and trains assigned personnel in the operation and maintenance of wastewater treatment plant and collection system; performs or assists with performance evaluations.
- Supervises and participates in the daily operation of the wastewater section, including providing for adjustment of plant operations within prescribed limits to meet N.P.D.E.S. permit standards, changing conditions, and emergencies; and supervises and assists a crew of assigned personnel engaged in operating and maintaining collection system facilities and appurtenances.
- Makes inspections and reports plant conditions to assure adherence to maintenance and operations procedures; assures and assists in work necessary to keep plant in a clean and orderly condition.
- Requisitions materials, supplies, and equipment; reports the need for unusual items; may recommend plant repairs and improvements.
- Provides for the instruction of new operators; is responsible for safe working conditions.
- Supervises and/or performs general electrical and SCADA diagnostics and repairs.
- Maintains surveillance of the operating efficiency of mechanical and electrical systems.
- Assists in the development and implementation of goals, objectives, policies, and priorities; works

- closely with contractors and engineers on improvement projects.
- Utilizes computerized asset management and maintenance software (i.e. CityWorks or equal); issues and monitors work orders and closes work orders when complete; maintains employee work time and schedules; keeps records; prepares necessary reports, logs, and activities.
- Supervises and conducts a variety of chemical, biochemical, and bacteriological tests on plant influent, effluent, and receiving waters and records and analyzes data using
- Delegates work orders for collection system and drainage related activities, assigns and supervises personnel engaged in operation and maintenance of municipal wastewater lines, pumps and wastewater system facilities and appurtenances.
- Develops up-to-date specifications for National Pollutant Discharge Elimination System (NPDES) permitting programs, water quality management, source control, environmental monitoring programs, pollution prevention and control programs, new equipment and similar tasks.
- Reviews work projects in process and at completion, including contractor coordination and direction.
- Keeps records and makes reports on materials, equipment used, and employees' time spent on various projects.
- Responds to customer inquiries; evaluates situations; makes determinations.
- Develops, implements and oversees a variety of safety programs. Facilitates safety meetings and enforces safety regulations.
- Operates heavy equipment as needed.
- Keeps apprised of changes in wastewater and storm water regulations and practices.
- Supervises, performs and prepares records-keeping for monitoring the City's water quality programs, including sampling of the collection system, performs flow testing, metering, system inspections and other analyses and records-keeping and prepares and submits reporting requirements for the system to regulatory agencies.
- Preparation and implementation of scheduled system cleaning of trouble areas and preventive maintenance; reports to Division Manager status of wastewater collection system and related activities. Inspects various facilities for needed maintenance and repair.
- Assures all operations are conducted in conformance with established policies, procedures, and standards established by the City and Cal OSHA.
- Coordinates with other divisions and departments concerning common issues.
- Coordinates and/or conducts monitoring and sampling of suspected pollutant discharge violations; and implementation of source control measures.
- Keeps records and prepares reports.
- As Chief Plant Operator, responsible for reporting plant operations to all applicable regulatory agencies in accordance with all permits for the various wastewater facilities.
- Reports activities and conditions to utilities division manager.
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, tools, and materials as they relate to the operation, cleaning, and preventive maintenance of wastewater treatment and collection systems, and their associated facilities, and equipment.
- Basic principles and practices of record-keeping methods.

- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment, disposal, and collection systems, facilities, and equipment.
- Operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of wastewater, sludge, and related materials.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures.
- Basic equipment troubleshooting principles and practices.
- Basic mechanical, electrical, and hydraulic principles.
- Basic arithmetic and statistical techniques.
- Use computers and a variety of computer software programs. record and log data.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.
- Basic principles and practices of qualitative and quantitative chemistry, mathematics, biology, and bacteriology; sampling procedures and equipment; safe work practices.
- Knowledge of principles and practices of effective supervision.

Ability to:

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate a motor vehicle safely.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Be on standby duty and respond to after-hours emergencies.
- Operate, maintain, and repair a variety of wastewater treatment, disposal, and collection systems, facilities, and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- Perform the daily duties of the lab analyst.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- Handle hazardous chemicals in a safe manner.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Assist in the development and implementation of all safety programs.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.

- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Make accurate mathematical calculations.
- Diagnose operating problems and take effective courses of action.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Conduct routine chemical, biological, and bacteriological examinations and analyses.
- Maintains routine documentation, including worksheet/ log sheet entries, sample documentation, and chain-of custody forms. Records data precisely and accurately.
- Perform complex mathematical calculations associated with the laboratory analysis of water and wastewater.
- Maintain analytical laboratory equipment.
- Communicate effectively, both oral and in written form.
- Effectively supervise subordinate staff.
- Establish and maintain effective working relationships.
- Organize time, staff and materials to meet deadlines.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.
- Be available for standby duty.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Associate degree or completion of sixty (60) semester units at a college or university, either of which includes fifteen (15) units of basic science courses; and a minimum of five (5) years of progressively responsible experience in the operations of a wastewater treatment facility including two (2) years in a supervisory or lead position; and

Licenses and Certifications:

- Possession of a valid Class C California driver's license. Possession of a valid Class B California driver's license with appropriate endorsements, is desired.
- Possession of a Grade IV Wastewater Treatment Plant Operator certificate issued by the State Water Resources Control Board (SWRCB).
- Possession of a valid Laboratory Analyst Grade 1 Certification from the California Water Environment Association.
- Obtain a Collection System Maintenance Grade 3 Certification from the California Water Environment Association within thirty-six (36) months of employment or the date of entry into the position.

Note: The education requirement may be waived with four (4) or more years of experience performing the functions of a Wastewater Treatment Plant Operator while certified as a Grade III operator or above.

PHYSICAL DEMANDS

Must possess mobility to work in and around standard wastewater collection systems and treatment plant facilities, and in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to **50+00 pounds**, and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work partially indoors and partially in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, odors, and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

TOOLS & EQUIPMENT USED

Motor vehicle, heavy equipment, commercial rated vehicles, generators, pumps, gauges, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, calculator, and a variety of lab equipment.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by the Morro Bay City Council on _____