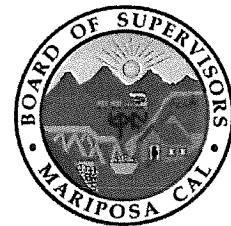




MARIPOSA COUNTY

Public Works • (209) 966-5356



RESOLUTION - ACTION REQUESTED 2016-631

MEETING: December 6, 2016

TO: The Board of Supervisors

FROM: Tony Stobbe, Public Works Director

RE: Approve Position Reclassifications in the Utilities Division of Public Works

& Budget Action

RECOMMENDATION AND JUSTIFICATION:

Approve the Position Titles and Job Descriptions for Senior Plant Operator and Plant Operator, Set the Monthly Salary Ranges at \$4,864.94 - \$5,910.61 and \$3,760.41 - \$4,570.84 Respectively, and Assign the Positions to the Service Employee International Union; Approve Reclassifying the Plant Operator Technician to a Senior Plant Operator and the Maintenance Worker III - Facilities to Plant Operator in the Plant Operations Budget Effective January 1, 2017; Approve Budget Action Transferring Funds Within the Plant Operations Budget to Fund the Reclassifications (\$38,000).

Presently the classification of Plant Operator Technician and Maintenance Worker III are used for employees working exclusively in the operation, maintenance and compliance reporting of the multiple Water and Wastewater systems throughout the County. These position classifications are representative of a time when these positions were organizationally placed within the Facilities Maintenance Division of the Department.

In a recent Public Works reorganization the Board embraced the vision of the Department to recognize the highly skilled and technical nature of operating utilities effectively within this highly regulated environment through the creation of a Utilities Manager position. The reclassifications in this request further enhance the alignment of the position titles and duties with work actually performed, and properly reflect the specialty, technical knowledge and appropriate licensure level required to work in this field.

Until recently due to the lack of adequate licensure level staffing in house the County has been required to maintain, via contract staff, a minimum Grade III Wastewater Treatment Plant Operator licensure in order to operate the Don Pedro and Yosemite West Treatment Plants. Recently, the Plant Operator Technician attained a Grade III Wastewater licensure and became the Chief Plant Operator for the two plants in question, and enabled bringing this request to amend the job descriptions forward.

If these Job Descriptions are approved, the Department intends to work with Human Resources to complete a comprehensive review of the salaries for these positions to

ensure alignment with industry trends and will return to the Board with recommended adjustments. As a bridging strategy, the Department requests a 5% increase in salary from the current Plant Operator Technician and Maintenance Worker III ranges as a starting point. It is requested this increase be effective January 1, 2017.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has approved similar requests in the past.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The Board could choose to provide alternative direction to the Department, or direct that the current classifications be left in place.

FINANCIAL IMPACT:

Sufficient funding to offset proposed salary changes will come from salary savings from a vacant position this fiscal year, with future fiscal year costs being offset by reimbursement for services by the Special Districts.

ATTACHMENTS:

- Senior Plant Operator (DOCX)
- Plant Operator (DOC)
- Budget Action - FY16-17 Job Title Changes (PDF)

CAO RECOMMENDATION

Requested Action Recommended



Mary Hodson, CAO

11/29/2016

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Marshall Long, District III Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
616	0308-580	0123	Plant Operator		2,400	
616	0308-580	0122	Senior Plant Operator Technician		35,600	
616	0308-580	0161	Maintenance Worker III			38,000
TOTALS					38,000	38,000

TRANSFER BETWEEN FUNDS

ACTION REQUESTED: (Check all that apply)

() Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies

(X) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit.

JUSTIFICATION: Allocate salary savings from vacant Maint. Wkr III to Sr. Plant Operator Technician and Plant Operator Technician.

DEPT HEAD SIGNATURE *[Signature]* DATE: 12/6/16

APPROVED BY RES NO. 16-631 CLERK Lene' La Roche DATE 12-6-16

616 Plant Operations

AUDITOR'S USE ONLY

BA#

PLANT OPERATOR

DEFINITION

To plan, coordinate, and participate in the safe and sanitary maintenance and operation of County special districts facilities, including water and wastewater systems; to ensure State and County compliance with related laws, regulations and standards; and to perform related duties and responsibilities as required.

DISTINGUISHING CHARACTERISTICS

The Plant Operator is distinguished from the Senior Plant Operator by the higher state certificate required of the Senior Plant Operator and by the staff supervision exercised by the Senior Plant Operator.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Senior Plant Operator or higher level management position.

EXAMPLES OF ESSENTIAL FUNCTIONS

Depending upon assignment, duties may include, but are not limited to, the following:

- Monitor the various instruments and general mechanical equipment involved in the operation of a water and wastewater treatment plant; take appropriate action to remedy adverse situations.
- Take readings of gauges and temperatures and record readings.
- Read meters and gauges and regulate the flow of water and wastewater.
- Test the treatment process for dissolved oxygen levels, pH and temperature.
- Perform engineering calculations such as determine chemical dosage requirements and pump sizing.
- Inspect plant facilities and related areas to ensure proper appearance and to determine maintenance, improvement and repair needs.
- Provide advice and recommendations to supervisor regarding facilities; provide technical guidance and direction to employees in maintenance work methods, materials, standards and operations.
- Keep logs and records of water samples and machinery operation.
- Ensure adherence to all health and safety standards.
- Receive and respond to inquiries, requests for assistance, concerns and complaints regarding plant policies, programs and projects.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Pertinent federal, state, and local laws, regulations, codes, and ordinances.
- County and department policies and procedures.

- Methods, materials, tools, and equipment used to monitor and maintain water distribution systems and wastewater collection and treatment facilities.
- Operation and maintenance of water distribution systems and wastewater treatment and collection systems.
- Monitoring of water and wastewater facilities.
- Principles and practices of preventive maintenance.
- Record-keeping and report preparation methods.
- English usage, spelling, grammar, and punctuation.
- Business mathematics.
- Safe work practices.

Ability to:

- Design, prepare, read and interpret plans, sketches, and diagrams; read and understand engineering plans, specifications, and blueprints, with assistance from engineering division staff.
- Understand, interpret, and apply pertinent federal, state and local laws, rules, regulations, codes, and ordinances, and County policies and procedures.
- Understand and follow oral and written instructions independently.
- Operate and maintain water and wastewater systems and treatment plant equipment.
- Maintain accurate logs and records.
- Perform required mathematical computations with accuracy.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Represent the County effectively in meetings with others.
- Meet the physical requirements necessary to safely and effectively perform assigned duties.

TYPICAL WORKING CONDITIONS

Typical Physical Requirements:

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 100 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

MINIMUM QUALIFICATIONS

Experience:

Three years of responsible experience in facilities maintenance or a related field, at least one year of which includes wastewater collection and wastewater treatment.

ADDITIONAL REQUIREMENTS:

Certificates and Licenses:

Possession of a Grade I Water Distribution and a Grade I Wastewater Treatment certification.

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date:	12/05 (B/S Res. 05-596)
Revision Date:	02/06 (B/S Res. 06-73)
	12/16 (B/S Res. 16-631)

SENIOR PLANT OPERATOR

DEFINITION

Coordinate and oversee the continuous, efficient operation of the treatment plant operations, process, equipment, and maintenance activities of the special districts facilities including all permitted public water systems with designated responsibility to Mariposa County. The Senior Plant Operator exercises field supervisory authority including scheduling and oversight of the activities of assigned operational and maintenance subordinate staff.

DISTINGUISHING CHARACTERISTICS

Senior Plant Operator is the lead/supervisory level class within the Plant Operator series requiring a Grade III Waste Treatment Plant Operator Certificate or a Grade T3 Water Treatment Plant Operators Certificate from the State of California. Employees within this class are distinguished from the Utility Manager by the higher level management responsibilities of the Utility Manager. The Senior Plant Operator does not have responsibility for managing the entire division. Employees at the Senior level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

The Senior Plant Operator is distinguished from the Plant Operator by the higher state certificate required and by the staff supervision exercised by the Senior Plant Operator.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a division manager or a higher level management position.

Exercise direct and indirect supervision over assigned staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Depending upon assignment, duties may include, but are not limited to, the following:

- Supervise, monitor, and schedule daily and monthly operational and maintenance plant activities.
- Record and compile operational and process data for review and submission to Public Works management and regulatory agency officials as required.
- Operate, clean, calibrate, and check the operation of all water treatment plant equipment, process control devices, instruments including dissolved oxygen meters, pH probes, etc. on scheduled and routine basis.

- Collect and/or ensure all required analytical process control samples are collected as required by operating permit requirements.
- Lead and/or assist with all maintenance and repair projects.
- Monitor the wastewater treatment plant and water system treatment processes and recommend changes to improve performance or correct process control issues.
- Ensure adherence to all applicable local, state, and federal regulations and guidelines.
- Generate reports as required or instructed to meet wastewater treatment plant management needs and regulatory compliance.
- Ensure tasks are performed in a safe manner that is compliant with applicable OSHA requirements and County safety programs.
- Train staff on procedures related to operations, maintenance, and safety.
- Participate in wastewater treatment plant and water systems project upgrade processes.
- Assist the Utilities Manager in budget preparation and the ordering of materials and supplies in accordance with department and County policies.
- Assist in the development and enforcement of division and department work rules and procedures.
- Manage the operation and maintenance of all electronics and communications systems in the wastewater treatment plants and water systems, and keep abreast of changes in technologies; train employees in these technologies.
- Act as a lead participant in the area of employee training, mentoring, and succession planning.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Wastewater treatment plant and water system operations.
- Causes and means to correct malfunctions of a wide variety of equipment and systems.
- Operating principles of plant equipment such as valves, pumps, and motors.
- Standard principles of the natural sciences including chemistry and biology.
- Supervisory practices and principles.
- Laboratory analysis techniques and standards for wastewater and/or water treatment.
- Safe work practices and operational and safety regulations pertaining to wastewater and/or water treatment plant operations and vehicle and equipment usage.
- Sampling methods and techniques.
- Pertinent federal, state, and local laws, codes, and regulations.
- A wide variety of maintenance practices including electrical, communications, and electronics, mechanical, and plumbing.

Ability to:

- Manage multiple projects and assignments at any given time.
- Identify potential problems and possible solutions to maintain treatment efficiency without direct supervision.
- Effectively supervise employees including hiring, discipline, training, performance management, etc.
- Maintain complete and accurate records that are subject to inspection by regulatory agencies and departmental staff.
- Coordinate and represent the department and County regarding annual utility systems site inspections by State Water Board.
- Conduct laboratory analyses that meet or exceed the regulatory requirements of the Environmental Protection Agency and State Water Board standards at all times.
- Operate the wastewater treatment plants and water systems in accordance with all local, state, and federal laws and regulations
- Read and interpret plans and specifications, sketches, and diagrams; read and understand engineering plans, specifications, and drawings with the assistance of department engineering staffs.
- Work safely with potentially hazardous chemicals and in potentially hazardous environments, such as confined spaces, in the presence of unknown hazards or diseases while following appropriate safety regulations and policies.
- Work effectively, both independently, and as part of a team.
- Direct and communicate work with contracted personnel.
- Communicate effectively, orally and in writing.
- Follow written and oral instructions.

MINIMUM QUALIFICATIONS:

Experience:

Three years of increasingly responsible experience performing wastewater or water treatment system operation duties.

Education Substitution:

An Associate degree in Environmental Science or a closely related field can substitute for one year of the required experience. A Bachelor's degree in Environmental Science or a closely related field can substitute for two years of the required experience.

TYPICAL WORKING CONDITIONS

Physical Requirements:

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time;

frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 100 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements:

Evening, weekend, standby, holiday, and overtime work may be required.

Work in all inclement weather conditions, both in daylight and at night.

ADDITIONAL REQUIREMENTS:

Certificates and Licenses:

Possession of either a Grade III Waste Treatment Plant Operator Certificate or a Grade T3 Water Treatment Plant Operators Certificate from the State of California.

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date:	12/16 (B/S Res. 16-631)
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