

RESOLUTION NO. 3486-2011
RESOLUTION OF THE FORT BRAGG CITY COUNCIL

and

RESOLUTION NO. ID 340-2011

**RESOLUTION OF THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT BOARD
AUTHORIZING A TREATMENT PLANT OPERATOR-IN-TRAINING CLASSIFICATION WITHIN
THE PUBLIC WORKS DEPARTMENT, APPROVING A SALARY RANGE FOR THE POSITION,
AND AMENDING THE FY 2011-12 BUDGET TO ALLOCATE \$31,500 FROM UNDESIGNATED
FUND BALANCE OF FUNDS 610 AND 710 FOR SALARY AND BENEFITS**

WHEREAS, on August 30, 2011, the Personnel Committee ("Committee") of the City Council met with City staff to discuss the establishment of a Treatment Plant Operator-In-Training job classification and salary range; and

WHEREAS, the Committee reviewed the job description and salary range recommended by staff; and

WHEREAS, in order to initiate a recruitment for the Treatment Plant Operator-In-Training position, the classification and salary level must be authorized by the City Council; and

WHEREAS, the proposed job description for the Treatment Plant Operator-In-Training position is included as Exhibit A and incorporated herein; and

WHEREAS, the proposed salary range for the Treatment Plant Operator-In-Training position is included as Exhibit B and incorporated herein; and

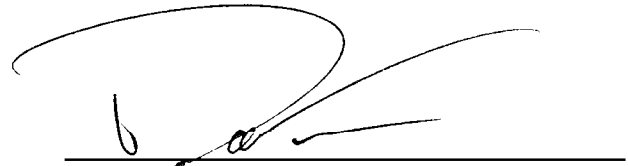
WHEREAS, based on all the evidence presented, the City Council finds that the proposed Treatment Plant Operator-In-Training classification is necessary to support the Public Works Department and Treatment Plant operations.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg/District Board of the Fort Bragg Municipal Improvement District No. 1 does hereby authorize the Treatment Plant Operator-In-Training position classification, approve the salary range for the position, and amend the FY 2011-12 budget to allocate \$31,500 from Undesignated Fund Balance of Funds 610 and 710 for Salary and Benefits.

The above and foregoing Resolution was introduced by Council/Board Member Gjerde, seconded by Council/Board Member Courtney, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 11th day of October, 2011, by the following vote:

AYES: Councilmembers Courtney, Gjerde, Hammerstrom, and Mayor Turner.
NOES: None.
ABSENT: None.

ABSTAIN: None.

A handwritten signature in black ink, appearing to read 'Dave Turner', written over a horizontal line.

**DAVE TURNER,
Mayor/Chair**

ATTEST:


**Cynthia M. VanWormer, CMC
City/District Clerk**

EXHIBIT A

CITY OF FORT BRAGG JOB DESCRIPTION

JOB TITLE: TREATMENT PLANT OPERATOR-IN-TRAINING **CLASS CODE:** 133

REPORTS TO: Treatment Plant Superintendent **TYPE:** FBE0 – Non-Exempt

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this classification. Specifications are not to reflect all duties performed within the job.

POSITION SUMMARY:

This is a trainee level of the Treatment Plant Operator series. Under close supervision, learns and performs the duties of the journey-level operator in maintaining and operating the equipment and facilities of the water and wastewater treatment plants. Work is performed in conjunction with home study from California State University, Sacramento. Courses shall include:

- Operations of wastewater treatment plant, Volumes I
- Water treatment plants operation, Volumes I

ESSENTIAL FUNCTIONS:

Ability to lift items of up to 60 pounds to level of waist; small motor skills; sense of feel, smell; ability to hear and give oral instructions and equipment sounds; walking on hard and uneven surfaces; working on ladders and scaffolding; climbing ladder of up to 40 feet in height; bend and twist to adjust equipment; squatting and kneeling; perform simple and power grasping, pushing pulling and fine manipulation; ability to read instructions and write information on reports; understand and follow written and oral instructions; perform routine to moderately complex mechanical maintenance.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Monitors and adjusts the operation of water and wastewater treatment plant pumps, motors and other equipment.
- Reads gauges, dials and other instruments that depict and/or record data.
- Checks and calibrates chemical feed equipment.
- Services, maintains, and repairs a variety of plant equipment, including pumps, valves, motors, filters, meters, and related plant equipment.
- Assists in performing laboratory tests and interprets results for the purpose of plant control.
- Inspects treatment plant equipment and facilities to locate needed repairs, and make repairs to various plant equipment as required.
- Inspects and maintains water and wastewater distribution and collection facilities.
- Keeps records and prepares necessary reports.
- Assists in conducting a variety of chemical and physical tests.
- Maintains logs and records.
- Inspects water sources and water storage tanks.
- Performs general plant maintenance work such as sweeping, cleaning, painting, and landscaping.
- Performs chemical tank changes while using appropriate safety equipment.
- Operates the plant computer systems.
- Performs other related duties as required.

JOB TITLE: TREATMENT PLANT OPERATOR-IN-TRAINING

MATERIALS, EQUIPMENT AND TOOLS:

Electrical testing equipment, grinders, torches, hammers, pneumatic chipping tools, landscape loader, motor vehicles, face shields, gloves, goggles, laboratory meters and equipment, shovels, rakes, wrenches, personnel hoist, adding machine, chain saw, calculator, electric meters, computers, self contained breathing apparatus, chemical/oxygen sensors and safety equipment.

SPECIAL REQUIREMENTS:

Possession of a valid Class C or higher California driver's license.

Wear respiratory protection equipment and pass an annual respiratory fitness test.

Persons employed in this classification will be required to complete a training program and successfully pass examinations to obtain grade TII water certification and grade 2 wastewater treatment plant operator certification within the first 30 months of employment. Persons employed in this classification must make continued progress in training course work, completing the course work within the first 18 months of employment.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Operating principles of valves, pumps, motors and various types of electrical and electronic equipment.
- Operations and routine maintenance of mechanical equipment including pumps and electric motors.
- Principles and practices of work safety.
- Principles and methods of water and wastewater treatment, including basic chemistry and hydraulics as applied to water/wastewater treatment.
- Chemical and biological tests used in monitoring water and wastewater treatment plant processes.
- Mechanics of pumps and motors.
- Purposes and uses of tools and equipment used in the overhaul, repair, adjustment and modification of plant equipment.
- Operations and maintenance requirements of light and heavy power driven equipment.

Ability to:

- Operate, repair and maintain treatment plant facilities and equipment.
- On a continuous basis, know and understand all aspects of the job and observe safety rules.
- Read and interpret gauges and other recording devices reflecting treatment plant operations.
- Perform various laboratory tests and document the results of same.
- Diagnose operating problems and take effective course of action.
- Operate a front-end loader.
- Understand and carry out oral and written directions.
- Lift heavy objects.
- Work cooperatively with others; establish and maintain effective working relationships with those contacted in the course of daily operations.
- Maintain good personal hygiene.
- Keep records and maintain reports.
- Perform chemical tank changes utilizing appropriate safety equipment.

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- Work in confined spaces.
- Work weekends and holidays, and to respond to emergency calls during off-duty hours.

DESIRABLE EXPERIENCE/EDUCATION:

Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying.

PHYSICAL REQUIREMENTS:

Constant exposure to sun, working in low temperatures and high humidity environment, exposure to loud noise and vibration, walking on slippery and hard surfaces, exposure to airborne dust, bending, kneeling, squatting; frequent walking on uneven surfaces, uses senses of vision, hearing and smell to diagnose problems, work on ladders and structures up to 40 feet in height, work in confined space or cramped body position; occasional use of self-contained breathing apparatus, lifting of items weighting up to 60 pounds.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

Human Resources: _____ **Date:** _____

Department Head: _____ **Date:** _____

Approved by: _____ **Date:** _____
(City Manager Signature)

I have read and understand the contents of the job description:

Employee Signature: _____ **Date:** _____

Established 09/01

Last Updated 08/06; Revised 08/11

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EXHIBIT B

TREATMENT PLANT OPERATOR-IN-TRAINING

SALARY RANGE

Treatment Plant Operator-in-Training (FBEO)	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Hourly	16.07170	16.87529	17.71905	18.60500	19.53525
Bi-Weekly	1,285.74	1,350.02	1,417.52	1,488.40	1,562.82
Monthly	2,785.76	2,925.05	3,071.30	3,224.87	3,386.11
Annual	33,429.14	35,100.60	36,855.63	38,698.41	40,633.33