

RESOLUTION NO. 3387-2010

RESOLUTION OF THE FORT BRAGG CITY COUNCIL APPROVING POSITION CLASSIFICATION AND SALARY FOR TREATMENT PLANT OPERATOR, LEAD

WHEREAS, it is the desire of the City Council to help enhance the level of leadership efficiency and support for the Public Works Department (Water/Wastewater); and

WHEREAS, the establishment of a Treatment Plant Operator, Lead classification will help with the management of our Water and Wastewater facilities and provide operational support for the department; and

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

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

WHEREAS, based on the approved reorganization of the Public Works Department (Water/Wastewater), the City Council finds that the Treatment Plant Operator, Lead position will provide the critical leadership and operational support necessary to carry out the mission and organizational goals of the Public Works Department (Water/Wastewater).

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby approve the Treatment Plant Operator, Lead position classification, and the proposed FY 2010-11 salary for the Treatment Plant Operator, Lead position in the Public Works Department (Water/Wastewater) is established as follows:

Treatment Plant Operator, Lead

Annual \$48,647.04 \$51,079.39 \$53,633.36 \$56,315.03 \$59,130.78


The above and foregoing Resolution was introduced by Councilmember Turner, seconded by Councilmember Gjerde, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 12th day of July, 2010, by the following vote:

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



DOUG HAMMERSTROM,
Mayor

ATTEST:



Cynthia M. VanWormer, CMC
City Clerk

EXHIBIT A

CITY OF FORT BRAGG JOB DESCRIPTION

JOB TITLE: TREATMENT PLANT OPERATOR LEAD

CLASS CODE:

REPORTS TO: Public Works Director or Designee

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:

Under the general supervision of the Public Works Director, works in a lead capacity under the direction of the Public Works Director or designee and provides assistance in coordinating the operations of the City's 2.2 MGD Surface Water Treatment Plant (SWTP) and 1.0 MGD Wastewater Treatment Plant (WWTP) facilities and associated equipment, including Distribution Booster station and six Wastewater lift stations. Perform inspections, repair work and various reports and operation logs. Collect and analyze samples for water quality and regulator requirements. This position is responsible for managing the water treatment and or wastewater treatment plants.

ESSENTIAL FUNCTIONS:

Ability to lift items of up to 100 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; frequent bending, squatting and kneeling; ability to read instructions and write information on reports.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Direct work of employees in Water and or Wastewater treatment plants and is the authorized Lead technician and is responsible for shift operations, when required.
- Direct, coordinate, and perform monitoring and adjustments to the operation of water and wastewater treatment plant fluid and chemical pumps, motors and other associated equipment.
- Direct, coordinate, and perform the reading of gauges, dials and other instruments that provide data for recording.
- Service, maintain, and repair a variety of plant equipment, including pumps, valves, motors, filters, meters, and related plant equipment.
- Direct, coordinate, and perform inspection of treatment plant equipment and facilities to locate needed maintenance and repairs, and schedule repairs to various plant equipment as required.
- Inspect and maintain water booster stations and lift stations, water sources, and storage tanks.
- Direct, coordinate, and perform the training of other water/wastewater treatment plant personnel.
- Collect samples and conduct a variety of chemical and physical water/wastewater analysis
- Lead and participate in maintaining logs and record; prepare necessary reports, and assist with regulatory agency reports.
- Review and analyze technical information, log regulatory requirements, Operation and Maintenance manuals, and test results, determine and implement appropriate adjustments and respond as necessary to assume treatment plant operation optimization.

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- Lead and participate in the performance of general plant maintenance work such as sweeping, cleaning, painting, and landscaping.
- Direct, coordinate, and operate a front-end loader and other vehicles.
- Respond to emergencies and alarms at water and wastewater facilities during non-business hours and holidays as needed.
- Respond to customer complaints and take the necessary evaluation and action. Provide a reasonable explanation and response for corrections.
- Be responsible for the SWTP and WWTP with minimal supervision as described in the operating permits.
- Supervise and train Operator-in-Training and Treatment Plant Operator I staff.
- Order chemicals, reagents, and replacement parts, etc.
- Perform other related duties as required.

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, personal computer, adding machine, chain saw, calculator, compressors, valve wrenches, hand tools, drills and drill press, chop saw, welding, gauging, soldiering equipment, PVC, copper and steel piping, generator, measuring tools, and other related equipment.

SPECIAL REQUIREMENTS:

California Class C Drivers License.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Regulatory requirements and operating permit limitations.
- Occupational hazards and safety practices relative to water and wastewater treatment.
- Principles and practices of treatment plant operations as would be acquired through certification as a Water or Wastewater Treatment Plant Operator.
- Treatment associated math to calculate flow performance, chemical dosing, volumes and operation strategy.
- Operating principles of valves, pumps, motors and various types of electrical and electronic equipment.
- Set up and calibration of chemical feed systems.
- SCADA system and monitoring equipment.
- The appropriate use of hand and power tools used in the maintenance and repair of plant equipment.
- General maintenance skills in electric, carpentry, mechanical and pneumatics

Ability to:

- Work around objectionable odors associated with waste water facilities.
- Operate, repair and maintain treatment plant facilities and equipment.
- Read and interpret gauges, chart recorders, flow meters, elapse timers, level sensors, and other recording devices reflecting treatment plant operations.
- Perform various laboratory tests and document the result values.

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- Diagnose operating problems and take effective course of action. Adjust chemical dosing to optimize operating performance.
- Understand and carry out oral and written directions. Interpret Operation and Maintenance manuals.
- Work cooperatively with others and coordinate with other departments when necessary.
- Keep records and maintain reports. Provide reports when requested by Superintendent, Project Manager, and Public Works Director.
- Wear and use self-contained breathing apparatus and other safety-protection devices.
- Supervise and train others in the procedures of treatment plant operations.
- Work weekends and holidays, and to respond to emergency calls during off-duty hours.
- Calibrate, clean and maintain analytic equipment.

MINIMUM EDUCATION/EXPERIENCE:

- High School graduate or General Equivalency Diploma (GED); and
- Possession of a valid Class C or higher California driver's license; and
- Grade 3 (T3) Water **and** Grade 3 Wastewater Treatment Plant Operators' Certificate (dual certification); and
- Three-years experience performing the duties of a Water Treatment Plant Operator, and one-year experience performing the duties of a Wastewater Treatment Plant Operator based on the certified requirements (may be concurrent).

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 100 pounds.

Preparer's Initials: _____

Date

Department Head Signature

Date

City Manager's Signature

Date

I have read and understand the contents of the job description for this classification:

Employee Signature: _____

Date

ESTABLISHED: 06/10

REVISED: 06/10