

City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

**TO: THE HONORABLE MAYOR
AND CITY COUNCIL**

DATE: June 17, 2008

SUBJECT: Approve Environmental Operations
Reorganization and Job Descriptions

Report in Brief

A reorganization of Environmental Operations will better align the City with industry standards and will facilitate the retention and recruitment of key Waste Water Operator positions for the City's Grade V Waste Water Treatment Plant facility. The reorganization will result in the elimination of the Environmental Services Manager position, thus adding duties to the current Chief Plant Operator and the Laboratory Analyst. The changes are proposed to only Enterprise Funded positions therefore the General Fund will not be impacted. The changes being made will result in an annual savings for the Enterprise Fund.

Staff recommends that the City Council approve the reorganization of Environmental Operations, changes to the job descriptions, and associated change in salary grades as described herein.

Background

The City of Woodland's Water Pollution Control Facility is classified as a Grade V facility. The state requirements (Section 3680, Title 23, California Code of Regulations) for operator certification for a Grade V facility are as follows:

- (a) Chief Plant Operator – for all plant classes, each chief plant operator shall possess a valid operator certificate for a grade at least equivalent to the class of plant operated.
- (b) Supervisors and Shift Supervisors – in Class V plants, shift supervisors shall possess at least a valid Grade III certificate and supervisors shall possess at least Grade IV certificates.

Presently the City has one Chief Plant Operator (Grade V), one Grade IV Operator, two Grade III Operators, one Grade II Operator and a Plant Mechanic. A vacant III/IV Operator position has necessitated the Chief Plant Operator to work one standby week each month at no extra pay (since June 2004) and has not provided relief for the remaining three staff members as it relates to standby

SUBJECT: Approve Environmental Operations
Reorganization and Job Descriptions

PAGE: 2

ITEM:

work. Additionally, duties that would have been done by this additional person have had to go undone or be added to the regular assignments of the existing staff.

The City has tried, unsuccessfully, three times to recruit an Operator III/IV since mid-2006 (May/June 2006, September/October 2006, and November/December 2007). Letters inviting state certified Grade III/IV Operators to apply for the vacant position were mailed to over 1400 individuals in 2007. While offers were made to three candidates in 2007, all candidates declined the position due to low pay (as stated by the candidates). It should also be noted that since 2006 there has been a highly competitive job market which is also a factor for the City not recruiting viable candidates.

Discussion

While Public Works and Human Resources were working to develop a plan to recruit an Operator III/IV, the Environmental Services Manager resigned from her position. This staff change created an opportunity to reassess the structure of the Environmental Services Branch and resulted in the recommendation by the Deputy Director of Public Works to eliminate the Environmental Services Manager position. Consistent with industry standards, duties of the Environmental Services Manager have been distributed to the Public Works Director, Chief Plant Operator, and the Laboratory Analyst. Additionally, the continued unsuccessful recruitments were evaluated and it was determined that the recruitments were likely unsuccessful because of low compensation, the high cost of living/housing in Woodland compared to other regions, and the highly competitive job market.

Previous compensation studies were reviewed and it was determined that these studies did not always include comparisons of jobs with the same certification requirements. Furthermore, none of the benchmark cities used for the comparison has a Grade V facility. As a result, the compensation study always compared positions for Woodland's Grade V facility to those of a Grade IV facility and typically compared the salary of a Grade IV operator in Woodland to that of a Grade III operator in the benchmark cities. Both of these factors resulted in non-competitive and lower salaries in the previous compensation studies conducted by the City.

The following describes changes to job descriptions and salary grades resulting from the elimination of the Environmental Services Manager job classification, a review of the unsuccessful recruitments for the Operator Grade III/IV position, and a refocused compensation study.

Water Pollution Facility Control Superintendent: With the merging of some of the duties of the Environmental Services Manager and the Chief Plant Operator, a new job description for a "Water Pollution Control Facility Superintendent" has been created. The proposed salary range for the Water Pollution Control Facility Superintendent is MM 141 (\$7,011.20-\$8,522.15). The Mid-Management Association has approved the job description and salary. Additional duties of this position include:

- Oversee the operation and maintenance of the Water Pollution Control Facility

SUBJECT: Approve Environmental Operations
Reorganization and Job Descriptions

PAGE: 3

ITEM:

- Direct and indirect supervision of Laboratory and Industrial Pretreatment staff and programs
- Ensure compliance with City's Waste Water Pollution Control Facility Producers National Pollutant Discharge Elimination System Permit (NPDES) and City/Pacific Coast Producer's joint Industrial Waste Water NPDES permit.
- Compile, sign, and submit monitoring and compliance reports to appropriate state and federal agencies
- Monitor and make recommendations concerning legislation and compliance issues related to NPDES, pretreatment program, and storm water program
- Ensure proper management, operations, and maintenance of assigned City properties
- Change in reporting structure (will now report to Director of Public Works instead of Environmental Services Manager)

Laboratory Analyst: With the proposed changes, the "Laboratory Analyst" job title would change to "Laboratory Supervisor". The proposed salary range for the Laboratory Supervisor is MM 127 (\$4,962.02-\$6,031.36). The Mid-Management Association has approved the changes to the job description and salary. Duties added to this position include:

- Direct, plan, and coordinate the functions of the Industrial Wastewater Pretreatment Program (WPP) and related programs as assigned. Ensuring that the WPP is in compliance with Federal, State, and local requirements and fulfills its primary function of protecting the City's WPCF, wastewater collection system, and storm water collection system.
- Exercise direct supervision over Environmental Compliance Specialist and indirect supervision over Environmental Compliance Inspector I/II.
- Coordinate pretreatment program activities for the Sanitary Sewer Management Plan and Storm Water NPDES Phase II compliance (including the construction storm water pollution prevention plan inspection program).
- Change in reporting structure (will now report to Water Pollution Control Facility Superintendent instead of Environmental Services Manager)

Minor changes were made to the following job descriptions:

Chief Plant Operator: change in reporting structure from Environmental Services Manager to Water Pollution Control Facility Superintendent. The proposed salary range for the Chief Plant Operator is MM 133 (\$5,754 - \$6,994). The Mid-Management Association has approved the

SUBJECT: Approve Environmental Operations
Reorganization and Job Descriptions

PAGE: 4

ITEM:

changes to this job description and salary. Staff recommends retaining this job description in the event that this position is needed in the future; however, it is not recommended that this position be filled at this time.

Water Pollution Control Operator IV: based on Title 23 of the CA Code of Regulations, this position fills the role and responsibilities of a “supervisor”. Clarified essential functions for supervisory responsibilities and knowledge regarding advanced wastewater treatment operations. Added staff evaluations to essential job functions and qualifications. Changed reporting structure from Chief Plant Operator to Water Pollution Control Facility Superintendent. The proposed salary range for the Water Pollution Control Operator IV is GS 63 (\$5,207.48-\$6,351.67). The Woodland City Employees Association has approved the changes to the job description and salary.

Water Pollution Control Operator III: based on Title 23 of the CA Code of Regulations, this position fills the roles and responsibilities of a “shift supervisor”. Changed reporting structure from Chief Plant Operator to Water Pollution Control Facility Superintendent. The proposed salary range for the Water Pollution Control Operator III is GS 59 (\$4,734.07-\$5,754.29). The Woodland City Employees Association has approved the changes to the job description and salary.

Water Pollution Control Operator II, Treatment Plant Mechanic, Water Pollution Control Operator I, and Operator-In-Training: change in reporting structure from Chief Plant Operator to Water Pollution Control Facility Superintendent. The proposed salary range for the WPCF Operator II is GS 55 (\$4,288.83-\$5,213.11). The proposed salary range for the Treatment Plant Mechanic is GS 54 (\$4,184.23-\$5,085.96). The proposed salary range for the WPCF I is GS 51 (\$3,885.47-\$4,722.82). There is no change in salary proposed for the Operator in Training. The Woodland City Employees Association has approved the changes to the job descriptions and salaries.

Environmental Compliance Specialist: change in reporting structure from Environmental Services Manager to Laboratory Supervisor. There is no change in salary and the Woodland City Employees Association has approved the changes to this job description.

Environmental Resource Analyst: change in reporting structure from Environmental Services Manager to Director of Public Works. There is no change in salary and the Mid-Management Association has approved the changes to this job description.

Fiscal Impact

The reorganization of Environmental Operations will have no impact to the General Fund. The reorganization of Environmental Operations and changes in job descriptions and salary grades will result in an approximate annual savings of \$48,806 to the Enterprise Fund. It is also anticipated that approximately \$39,376 will be saved as a result of the anticipated time from starting a new Operator IV recruitment and filling the position based on the assumption that four months will be needed to complete this process.

SUBJECT: Approve Environmental Operations
Reorganization and Job Descriptions

PAGE: 5

ITEM:

Public Contact

Posting of the City Council agenda.

Alternative Courses of Action

1. Approve the reorganization of Environmental Operations, changes to the job descriptions, and associated change in salary grades as described herein.
2. Cease further consideration of the proposed changes.

Recommendation for Action

Staff recommends that Council approve Alternative No. 1.

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Human Resources Analyst

Reviewed by: Gregor Meyer
Public Works Director

Mark G. Deven
City Manager

Attachments: Job Descriptions (Water Pollution Control Facility Superintendent; Chief Plant Operator; Laboratory Supervisor; Water Pollution Control Operator OIT/I, II, III, and IV; Plant Mechanic; Environmental Resource Analyst; and Environmental Compliance Specialist)



Water Pollution Control Facility Superintendent

DEFINITION

To plan, organize and manage the Water Pollution Control Facility Plant Operations, Laboratory Operations and the Industrial Pretreatment Program. Ensures the City's Water Pollution Control Facility Plant Operations are in compliance with applicable Federal, State and Local regulations which include the Water Pollution Control Facility NPDES discharge permit.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Public Works or designee. Provides direct or indirect supervision of all assigned personnel. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class but are not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Ensure the proper management, operation, and maintenance of wastewater and selected stormwater treatment facilities, including the Wastewater Treatment Plant, as well as, additional City properties assigned to the Water Pollution Control program. Work in a coordinated effort with the co-permittee for the City's industrial wastewater disposal site. Develop and implement goals, objectives and priorities. Monitor and make recommendations concerning legislation and compliance issues related to wastewater NPDES issues. Ensure the proper management of the Laboratory, the Industrial Pretreatment Program, and other programs assigned to Laboratory and Industrial Pretreatment staff. Represent the City on routine basis with State and Federal agencies, and other public bodies. Participate in professional groups and committees and the general public regarding wastewater, stormwater treatment, pre-treatment, and related programs. Coordinate maintenance operations and contract activities with vendors, contractors, and with other City Divisions as needed. Prepare and administer the annual budget for assigned program areas. Hire, train, supervise and evaluate personnel. Develop and review progress of projects and work assignments with assigned personnel and assist them in organizing resources. Compile, sign, and submit monitoring and compliance reports to appropriate State and Federal agencies. Works in coordination with or in the absence of the Chief Plant Operator. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Comply with applicable guidelines regarding the purchase of equipment. Develop or assist in developing equipment specifications and requisition of supplies and materials. Plan safety and training programs and ensure that safety precautions and regulations are adhered to by personnel assigned to the branch and those working at sites under the purview of this position. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices necessary in operation and maintenance of a Class V 10.4 MGD Tertiary Wastewater Treatment Facility. State and Federal water pollution control rules and regulations governing the treatment and disposal of wastewater, laboratory operations, and industrial pretreatment programs. Handling, use, storage and disposal of hazardous materials associated with treatment and analysis of water and wastewater. Occupational hazards and safety precautions related to the collection, treatment, reuse, and disposal of wastewater. Basic understanding of chemical, biological and physical laboratory testing methods and procedures. Basic understanding of municipal storm water NPDES requirements, specifically construction site runoff control and post construction requirements. Work safety and accident prevention programs. Budget development and expenditure control, including development of capital improvement plans. SCADA control systems and the data management needed for evaluating treatment plant efficiency and overall performance. Personnel principles and practices including supervising, training, and performance evaluation. Principles and practices of leadership, motivation, team building and conflict resolution.

Skill to:

Develop, interpret and implement Department policies. Plan, organize, and implement a comprehensive program for the maintenance and operations of the Water Pollution Control Facility, Industrial Waste Water Treatment Site, and Storm Water Treatment Facilities. Read, write, and provide critical review of technical reports. Read and understand legislative and legal text of laws and permits which must be complied with in the operation of the facilities assigned to this position. Read and interpret blueprints and plans. Prepare and present clear, concise, and competent reports, both orally and in writing. Manage, coordinate, and evaluate the work of assigned personnel.

Ability to:

Manage and direct a 10.4 MGD Class V Wastewater Tertiary Treatment Facility, Laboratory Operations and the Industrial Pretreatment Program. Use a variety of computer software to control plant process and prepare a variety of reports, spreadsheets and records. Work independently making appropriate decisions in fast paced, high-pressure situations. Communicate clearly and concisely, both orally and in writing. Supervise and train assigned personnel. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Minimum Education and Experience:

Education:

Associates degree in a technical field related to wastewater plant operations or closely related field, such as engineering, mechanical science, chemistry or biology. A Bachelors degree is desirable.

Experience:

Five years of work experience involving the maintenance and operation of a water pollution control facility, including laboratory, with at least three years of supervisory experience.

License and Certificate:

Required upon hire: possession of a valid California Driver's License. Possession of a current Grade V Wastewater Treatment Plant Operators Certificate by the State of California Water Resources Control.

Council Action:



LABORATORY SUPERVISOR

DEFINITION

Supervise, plan and coordinate the functions of the Laboratory, Industrial Wastewater Pretreatment Program (WPP), and related environmental compliance programs. Performs and reviews analysis of potable water, wastewater, stormwater and related materials. Ensures sampling, monitoring, testing, reporting, WPP, and other environmental compliance programs comply with Federal, State and local requirements for potable water, wastewater and stormwater utilities.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Water Pollution Control Facility (WPCF) Superintendent. Exercises direct supervision over Lab Technicians I/II, Environmental Compliance Specialist, and indirect supervision over Environmental Compliance Inspector I/II. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class but are not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Plan, program and supervise monitoring, sampling, and testing to ensure WPCF processes, potable water production, potable water distribution, and stormwater runoff comply with State and Federal standards. Supervise and coordinate laboratory quality assurance and quality control programs; develop new methods of laboratory analysis consistent with Federal and State guidelines. Work with and direct outside labs or environmental firms on water quality matters. Plan, program and supervise the goals and objectives of the Industrial Wastewater Pretreatment program. Coordinate pretreatment program activities for the Sanitary Sewer Management Plan and Stormwater NPDES Phase II permit. Review and approve quarterly and annual pretreatment reports. Interpret and enforce regulations related to pretreatment, wastewater collection and stormwater collection. Prepare detailed draft budgets, assist in preparation of final budgets and administer adopted budgets. Monitor legislation and make recommendations concerning compliance issues related to potable water, wastewater, stormwater, pretreatment and related programs. Compile, sign and submit monitoring and compliance reports to appropriate State and Federal Agencies. Perform advanced analysis on data to provide information for decision making. Represent the City on routine basis with State and Federal agencies, and other public bodies. Participate in professional groups and committees and with the general public regarding potable water, wastewater and stormwater, pretreatment and related programs. Participate in the hiring, training, supervision and evaluation of subordinates. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Assist with studies to audit and improve plant operations; conduct and assist with tours and regulatory inspection; respond to questions and requests from the general public. Ensure laboratory and pretreatment shop are maintained in a safe, clean and orderly condition. Ensure that maintenance, repair and calibration of laboratory and pretreatment equipment complies with process safety manual and manufacture recommendations. Observe safe work methods, practices and precautions; use appropriate safety devices and equipment in accordance with laboratory and pretreatment standard operating procedures. Plan safety and training programs and ensure that safety precautions and regulations are adhered to by subordinates. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

State and Federal and local rules and regulations governing potable water, wastewater, stormwater, industrial pretreatment and related programs. Principles of supervision and training. Principles and practices of potable water production, wastewater treatment, stormwater management, industrial pretreatment and related environmental compliance programs. Chemistry and microbiology as applied to potable water, wastewater, stormwater, industrial pretreatment and related environmental compliance programs. Methods and techniques of advanced data manipulation and analysis used in quantitative and statistical analysis of laboratory data. Occupational hazards and necessary safety precautions.

Ability to:

Supervise, train, and evaluate personnel. Prepare a wide variety of reports and records. Communicate clearly and concisely, both orally and in writing. Participate in public presentations of technical issues. Analyze and interpret laboratory test results, understanding nuances of testing protocols upon results. Maintain accurate and complete records. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Minimum Education and Experience:

Education:

Bachelor of Science degree with major course work in chemistry and biology or a closely related field.

Experience:

Two years of experience conducting chemical or biological laboratory analyses including two years of experience performing laboratory analysis of water, wastewater or stormwater. Two years of increasingly responsible experience in pretreatment and environmental compliance desirable.

License and Certificate

Required upon hire, possession of a valid California Driver's License.

Possession of a current California Water Environment Association Grade II

Laboratory Analyst certificate within 18 months of appointment.

Possession of a current California Water Environment Association Grade I Environmental Compliance Inspector certificate is desirable.

Council Action:



ENVIRONMENTAL RESOURCE ANALYST

DEFINITION

Develop, implement, and promote environmental programs to include Water Conservation, Solid Waste Reduction, and Phase II Storm Water Compliance and provide a wide variety of technical and administrative assistance related to environmental compliance on Public Works projects.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the **Director of Public Works** or designee. Responsibilities include direct supervision of the Conservation Coordinators and may include direct or indirect supervision of volunteer, part-time or technical staff. **Exercises discretion and independent judgment with respect to assigned duties.**

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, and are not an all-inclusive or limiting list.

ESSENTIAL JOB FUNCTIONS

Oversee the solid waste franchise program, ensuring compliance with Local, State and Federal requirements. Oversee the Water Conservation Program and related issues. Implement NPDES Phase II requirements, including planning, organizing, and administering the permitting, monitoring, inspection, enforcement, pollution prevention, and data management activities of the Storm Water Program in accordance with federal, state, and local laws and the City municipal NPDES permit. Provide environmental resource management support to the Public Works Department on city land stewardship issues. Supervise the development and implementation of City resource conservation and related outreach and education programs, to include supervision of the development and distribution of appropriate curriculum materials for presentation to schools, community groups and neighborhood groups. Respond to citizen concerns and requests for information and assistance. Identify, track, analyze and monitor State and regional environmental activities with the potential to affect existing and future City resources, including utilities, solid waste and energy issues. Develop alternatives and make recommendations regarding City resource management programs including utilities, solid waste and energy issues. Track and analyze related legislation and make recommendations for City involvement in pending legislation and compliance with existing legislation. Accumulate data, conduct research, analyze and summarize statistical data and prepare reports including Council Communications,

information flyers, newsletters, and press releases. Prepare detailed draft budgets, assist in preparation of final budgets, and administer adopted budgets. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Make presentations regarding water resource and environmental issues for both large and small group settings. Develop and analyze long-range financial needs. Administer vendor contracts and agreements. Make recommendations, track and monitor the budgets applicable to the programs supported by environmental resource specialist (water supply and conservation/solid waste/energy). Represent the City at State, Regional, Community, and professional meetings as needed. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of resource management, including implementing outreach and education programs to adhere with the intention and direction of policy makers. Techniques used in the long range planning, analysis and forecasting of resource needs and methods of achieving those needs. Customer relations concepts and techniques including measuring and predicting behavioral changes. Recent developments, current literature and sources of information regarding natural resource management. Conducting environmental audits and protocols for natural resource assessments. Advanced computer skills including the use of analytical and statistical modeling, database, presentation, and telecommunications software. Methods and requirements for grant proposals and grant administration. Principles, techniques and requirements for writing and administering Service contracts.

Skill to:

Plan, coordinate, and prioritize work in assigned areas of responsibility. Work with a minimum of supervision and exercise initiative and sound judgment. Prepare technical analysis and reports. Work cooperatively with other departments, outside agencies and the public. Communicate effectively, both orally and in writing. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Do field reconnaissance and inspections of areas affecting City natural resources.

Minimum Education and Experience:

Education:

Bachelor's degree from an accredited college or university with major coursework in environmental studies, biology, water resources or a closely related field.

Experience:

Two years of increasingly responsible work experience in environmental studies, water resources, or a closely related field with experience in outreach and education programs. Prefer some experience in a supervisory capacity.

License or Certificate:

Required upon hire, possession of a valid California Driver's License.

COUNCIL ACTION:



CHIEF PLANT OPERATOR

DEFINITION

Plan and direct technical work involving process control, plant operation, repair and maintenance of the Water Pollution Control Facility and other facilities and programs as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the **Water Pollution Control Facility Superintendent**. Exercises direct supervision over certified plant operators and other maintenance staff. **Exercises discretion and independent judgment with respect to assigned duties.**

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class but are not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, schedule and operate the Wastewater Treatment Plant to ensure compliance with all applicable regulations. Plan preventative maintenance functions. Interpret alarms, meters, gauges, computerized SCADA programs, control panels, and test results to determine process control criteria. Make daily decisions regarding need for adjustments and changes in plant operation to gain improvements in plant efficiency and economy. Schedule operation and maintenance work, ordering of materials, and maintain records. Implement an ongoing preventative maintenance program and accurately maintain and compile records and reports. Hire, train, supervise and evaluate personnel. Develop and review progress of projects and work assignments with assigned personnel and assist them in organizing resources. Oversee all plant operations and maintenance, to include telemetry communications with SCADA to the remote liftstations and storm water pump stations. Establish training of plant personnel in processes, operation of equipment, preventative maintenance, plant control, sampling and safety practices and recordkeeping. Prepare detailed operating budgets for the Water Pollution Control Facility. Compile and sign plant maintenance reports. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Review data, analyze results and prepare reports as required. Coordinate with other environmental services programs, such as the laboratory or pretreatment, ensuring tests and analysis are complete and a record of results are available for use. Respond

to inquiries or concerns from citizens and other departments and agencies. Participate with tours and public presentations related to environmental services programs. Work with consultants and contractors for plant expansions and operations. Oversee and manage maintenance contracts for plant operations. Plan and direct safety and training programs for the plant and the facility. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices necessary in operation and maintenance of a Class V 10.4 MGD Tertiary Wastewater Treatment Facility. Supervisory and training principles and practices of first line management. Use, handling and disposal of hazardous chemicals associated with wastewater treatment. Principles and practices of leadership, motivation, team building and conflict resolution. General chemical, biological and physical laboratory testing methods and procedures. Operation, use and applications of computer systems and related software. Work safety and accident prevention programs as related to wastewater treatment facilities. Budget development and expenditure control, including development of capital improvement plans. SCADA control systems and the data management needed for compliance with local, state and federal regulations. State and Federal water pollution control rules and regulations governing the treatment and disposal of wastewater and related programs. Safety programs related to wastewater treatment facilities.

Skill to:

Develop, interpret and implement Department policies. Manage, direct, coordinate, and evaluate the work of assigned personnel. Read and interpret blueprints and plans; interpret and apply laws and regulations. Prepare and present clear, concise, and competent reports, both orally and in writing. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Supervise and operate a 10.4 mgd Class V Wastewater Tertiary Treatment Facility. Use a variety of computer software to control plant process and prepare a variety of reports, spreadsheets and records. Work independently making appropriate decisions in fast paced, high-pressure situations. Interact effectively with the public and employees. Communicate clearly and concisely, both orally and in writing. Supervise and train assigned personnel.

Minimum Education and Experience:

Education:

Associate degree in a technical field related to wastewater plant operations, such as engineering, mechanical science, chemistry or biology.

Experience:

Four years of experience in work involving the maintenance and operation of a water pollution control facility, including laboratory, with at least two years of supervision in related facilities or programs.

License and Certificate:

Required upon hire possession of a valid California Driver's License. Possession of a current Grade V Wastewater Treatment Plant Operators Certificate by the State of California Water Resources Control.

Council Action:



TREATMENT PLANT MECHANIC

DEFINITION

To perform a variety of skilled tasks necessary to maintain the equipment and structures of the Water Pollution Control Facility.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the **Water Pollution Control Facility Superintendent or designee**. The Treatment Plant Mechanic is the journey level position.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job series, but are not an all inclusive or limiting list.

ESSENTIAL JOB FUNCTIONS

Performs a variety of preventative maintenance on equipment and facilities to include lubricating, cleaning, and painting. Performs corrective maintenance on plant equipment and process systems such as parts replacement, equipment changes, cleaning of tanks and basins. Maintains equipment and structures on remote sites, including pumps, wet wells, and lift stations, which may require the use of self contained breathing apparatus. Maintains accurate maintenance and repair records. Prepares specifications and procures parts and equipment. Evaluates the cost effectiveness of repair versus replacement. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Follow all safety precautions and regulations. Work weekends and holidays as assigned. Serve in a stand-by status after regular working hours and respond to emergency call-outs. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Maintenance of pumps, motors, piping and control systems found in wastewater treatment plants and related facilities. Mechanical, electrical and hydraulic principles. Operation of water treatment plant equipment and facilities. Safe work practices.

Ability to:

Operate and perform maintenance work on water and wastewater system equipment. Diagnose and repair mechanical problems. Work independently in the absence of specific instructions. Maintain accurate records. Communicate effectively and follow oral and written directions. Work effectively with co-workers and supervisors.

Minimum Education and Experience:

Education:

High School diploma or equivalent.

Experience:

Two years experience in the maintenance of pumps, motors, piping and wastewater treatment plant operations.

Licenses and Certificates:

Required upon hire, possession of a valid California Driver's license and a current Grade I Wastewater Treatment Plant Operators certificate, issued by the California State Water Resources Control Board. Possession of Grade I CWEA Mechanical Technologist certificate, prior to permanent appointment.

Council Action:



WATER POLLUTION CONTROL OPERATOR IN TRAINING/ I

DEFINITION

To assist in Wastewater Plant operations and maintenance involving plant process and control, preventative maintenance to include equipment repairs, laboratory procedures.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the **Water Pollution Control Facility Superintendent or designee**. The Water Pollution Control Operator-in-Training is the training/entry level position in the Water Pollution Control Operator series. Incumbents work under the direct supervision of more experienced facility personnel. It is distinguished from the Water Pollution Control Operator I position in that it performs the more routine operator tasks and progressively performs the more technically complex tasks in accordance with a formal training program. The Water Pollution Control Operator I may receive technical and functional supervision by higher level Operators. Positions in this class are flexibly staffed and normally filled by advancement from the classification of Water Pollution Control Operator-in-Training.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job series, but are not an all inclusive or limiting listing: (Note: The Water Pollution Control Operator-in-Training assists in the following duties, but is not expected to perform them independently until properly trained).

ESSENTIAL JOB FUNCTIONS

Assist in the operation of the Water Pollution Control Facility to ensure compliance with State regulations. Interpret alarms, meters, gauges, SCADA system and test results to determine process and control criteria. Perform routine maintenance and repair work on pumps, valves, Ultra Violet Disinfection equipment and filtration equipment. Monitor and adjust chlorine feeders, change chlorine and sulfur dioxide tanks. Participate in ongoing preventative maintenance program and accurately maintain and compile records and reports. Work weekends and holidays as assigned. Regular and consistent attendance required.

OTHER JOB FUNCTIONS

Follow all safety precautions and regulations. Serve in a stand-by status after regular working hours and respond to emergency call-outs. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Water Pollution Control Operator-in-Training:

Basic mechanical and electrical systems. Uses and purposes of general construction tools and equipment. Safe work practices.

Water Pollution Control Operator I:

(In addition to the foregoing:)

Functions and purposes of water pollution control systems. Operations and maintenance of wastewater treatment facility and machinery. Hazardous chemicals associated with the treatment of wastewater. Occupation hazards and necessary safety precautions.

Ability to:

Water Pollution Control Operator-in-Training:

Learn the principles and practices necessary in the operation of water pollution control facility. Learn routine repairs and adjustments to motors, pumps and other equipment. Understand and carry out both oral and written instructions. Learn to read meters and gauges correctly. Learn to collect samples and perform routine laboratory tests. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Water Pollution Control Operator I:

Use tools necessary to make general repairs to motors, pumps and other equipment. Read and interpret meters and gauges. Collect samples and perform laboratory tests. Prepare simple written reports.

Minimum Education and Experience:

Education:

Water Pollution Control Operator-in-Training and Water Pollution Control Operator I:

High School diploma or equivalent. Prefer additional coursework in biology, chemistry or related field.

Experience:

Water Pollution Control Operator-in-Training:

One year of experience in handling of mechanical equipment and tools.

Water Pollution Control Operator I:

One year of experience in the operation and maintenance of wastewater treatment plant and/or related facilities or programs.

Licenses and Certificates:

Required upon hire, possession of a valid California Driver's license.

Water Pollution Control Operator-in-Training:

Must obtain an Operator-in-Training certificate, issued by the California State Water Resources Control Board within two months of appointment to this class. Possession of a Grade I Wastewater Treatment Plant Operators certificate, issued by the California State Water Resources Control Board is required within two years of employment.

Water Pollution Control Operator I:

Possession of a current Grade I Wastewater Treatment Plant Operators certificate, issued by the California State Water Resources Control Board.

Council Action:



WATER POLLUTION CONTROL OPERATOR II

DEFINITION

To perform Wastewater Plant operations and maintenance assignments involving plant process and control, preventative maintenance to include equipment repairs, laboratory procedures.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the **Water Pollution Control Facility Superintendent or designee**. May provide training and work direction to subordinate personnel. The Water Pollution Control Operator II is the journey level position in the Water Pollution Control Operator series.

EXAMPLE OF DUTIES

The following are typical illustrations of duties encompassed by the job class, but are not all inclusive or limiting.

ESSENTIAL JOB FUNCTIONS

Operate the Water Pollution Control Facility, to ensure compliance with State Regulations. Interpret alarms, meters, gauges, SCADA system and test results to determine process and control criteria. Perform maintenance and repair work on pumps, valves, Ultra Violet Disinfection equipment and filtration equipment. Participate in ongoing preventative maintenance program and accurately maintain and compile records and reports. Work weekends and holidays as assigned. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Follow all safety precautions and regulations. Serve in a stand-by status after regular working hours and respond to emergency call-outs. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

State and Federal water pollution control rules and regulations, governing the treatment and disposal of wastewater and related programs. Principles and practices necessary in the operation of a Water Pollution Control Facility and related programs and facilities. Wastewater Treatment Plant equipment maintenance procedures. Advanced wastewater treatment plant operations, to include tertiary treatment equipment.

Hazardous chemicals associated with wastewater treatment. Standard Methods of sampling and analyzing wastewater. Hydraulics, measuring devices, pumps and other wastewater related equipment. Repair and calibration of equipment. Occupational hazards and necessary safety precautions. Computer operation and software as related to a wastewater treatment facility, to include Microsoft Word and Excel. Repair and calibration of equipment.

Ability to:

Lead and train new and semi-skilled personnel and work independently while making appropriate decisions. Read and interpret blue prints and plans. Wear and use SCBA units as regulated by Cal/OSHA. Communicate clearly and concisely, both orally and in writing. Operate and implement changes to the plant SCADA computer system. Repair and calibrate instrumentation as related to operations. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Minimum Education and Experience:

Education:

High School diploma or equivalent, supplemented by training or coursework in the areas of chemistry, biology or related wastewater operations.

Experience:

Two years of experience in work involving the maintenance and operation of a water pollution control facility and/or related facilities and programs.

License and Certificates:

Required upon hire, possession of a valid California Driver's License and a current Grade II Wastewater Treatment Plant Operators certificate, issued by the California State Water Resources Control Board.

Council Action:



WATER POLLUTION CONTROL OPERATOR III

DEFINITION

To perform complex Wastewater Plant operations and maintenance assignments involving plant process and control, preventative maintenance to include equipment repairs, laboratory procedures.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the **Water Pollution Control Facility Superintendent or designee**. The Water Pollution Control Operator III is the advanced journey level position in the Water Pollution Control Operator series. **Acts as a shift supervisor, as defined by Title 23 of the California Code of Regulations, overseeing and directing the operation or a phase of operation of a waste water treatment plant during a specific work period.** Provides work direction, leadership and training to subordinate personnel.

EXAMPLE OF DUTIES

The following are typical illustrations of duties encompassed by the job class, but are not all inclusive or limiting.

ESSENTIAL JOB FUNCTIONS

Operate the Water Pollution Control Facility, to ensure compliance with State Regulations. Interpret alarms, meters, gauges, SCADA system and test results to determine process and control criteria. May perform required laboratory tests, analyses, and record the results. Perform maintenance and repair work on pumps, valves, Ultra Violet Disinfection equipment, filtration equipment, laboratory equipment and storm water pumping stations. Participate in ongoing preventative maintenance program and accurately maintain and compile records and reports. Operate a personal computer to retrieve data from the SCADA system and then makes adjustments to plant operations; and create spreadsheets and word processing documents. Train and provide work direction to subordinate personnel. Work weekends and holidays as assigned. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Participate in the department safety program and follow all safety precautions and regulations. Serve in a stand-by status after regular working hours and respond to emergency call-outs as assigned. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

State and Federal water pollution control rules and regulations, governing the treatment and disposal of wastewater and related programs. Principles and practices necessary in the operation of a Water Pollution Control Facility and related programs and facilities. Wastewater Treatment Plant equipment maintenance procedures. Advanced wastewater treatment plant operations, to include tertiary treatment equipment. Hazardous chemicals associated with wastewater treatment. Chemical and bacteriological wastewater characteristics. Standard methods of sampling and analyzing wastewater. Hydraulics, measuring devices, pumps and other wastewater related equipment. Repair and calibration of equipment. Occupational hazards and necessary safety precautions. Computer operation and software as related to a wastewater treatment facility, to include Microsoft Word and Excel.

Ability to:

Lead and train new and semi-skilled personnel and work independently while making appropriate decisions. Read and interpret blue prints and plans. Wear and use SCBA units as regulated by Cal/OSHA. Communicate clearly and concisely, both orally and in writing. Operate and implement changes to the plant SCADA computer system. Repair and calibrate instrumentation as related to operations. Establish and maintain effective work relationships with those contacted in the performance of required duties. Work independently making appropriate decisions in critical situations.

Minimum Education and Experience:

Education:

High School diploma or equivalent, supplemented by training or coursework in the areas of chemistry, biology or related wastewater operations.

Experience:

Three years of experience in work involving the maintenance and operation of a water pollution control facility and/or related facilities and programs.

License and Certificates:

Required upon hire, possession of a valid California Driver's License and a current Grade III Wastewater Treatment Plant Operators certificate, issued by the California State Water Resources Control Board.

Council Action:



WATER POLLUTION CONTROL OPERATOR IV

DEFINITION

To perform and supervise the most complex work involving process control, plant operations, laboratory procedures, repair and maintenance of the City's Water Pollution Control Facility (WPCF) Tertiary Treatment Plant.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the **Water Pollution Control Facility Superintendent or designee. Acts as a "supervisor" as defined by Title 23 of the California Code of Regulations (oversees and directs the operation of the plant, inspects the performance of other operators, and reports to the Superintendent).** The Operator IV provides direct supervision and training for the semi-skilled and skilled operations and maintenance personnel. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of a **Class V** treatment plant.

EXAMPLES OF DUTIES

The following are typical duties performed by the job class, not an all inclusive or limiting list.

ESSENTIAL FUNCTIONS

Monitors and maintains the operation of wastewater treatment plant pumps, motors, **headworks**, oxidation ditches, filters, disinfection process, and pump stations. Learns all phases of the plant operations and makes or supervises necessary operating changes and adjustments. Maintains and updates accurate logs of the plant operations, preventative maintenance and safety programs. Assists in the establishment and supervision of procedures, maintenance schedules and methods for assigned areas of operation. Assigns and supervises work for **subordinate** WPCF operators and plant mechanic, while checking on the work progress throughout the day. Assists the WPCF Superintendent in a variety of personnel actions including; selection, training, promotions, performance evaluations, and disciplinary actions. Monitors and interacts with the automated plant computer/SCADA systems. Interprets data and information received by SCADA then makes adjustments to plant operations. Implement and supervise proper safety precautions that are followed by all staff members. Work on standby rotation to include working on weekends and holidays. Oversees collection of a variety of samples for laboratory tests and on occasion performs basic laboratory testing and analysis. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Review data, analyze results and prepare reports as required. Coordinate with other environmental services programs, such as, the laboratory or pretreatment, ensuring tests and analysis are complete and a record of results are available for use. Respond to inquiries or concerns from citizens and other departments or agencies. Assist in budget preparation and monitoring of expenditures. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, methods, materials, tools, and equipment used in wastewater treatment plant operations, servicing, and maintenance. Principles of various wastewater treatment processes, to include, adjustment procedures for wastewater treatment plant equipment, repair and preventative maintenance procedures. Safe work practices. Principles of supervision and training. Advanced wastewater treatment operations, to include **oversight and direction of all tertiary treatment processes and** equipment. Hazardous chemicals associated with wastewater treatment. Chemical and bacteriological wastewater characteristics. Standard methods of sampling and analyzing wastewater. Hydraulics, measuring devices, pumps and other wastewater related equipment. Computer operation and software as related to a wastewater treatment facility, to include Microsoft word and Excel.

Ability to:

Provide work direction, scheduling, supervision and evaluations of assigned staff. Read and interpret gauges and other recording devices reflecting plant operations and make operating adjustments based upon recorded data. Maintain accurate logs and records. Work collectively as a team member. Communicate clearly and concisely, both orally and in writing. Work independently making appropriate decisions in critical situations. Wear and use SCBA units as regulated by Cal/OSHA.

Minimum Education and Experience:

Education:

High School diploma supplemented by college, trade school or advanced course work in wastewater technology, laboratory, and chemistry.

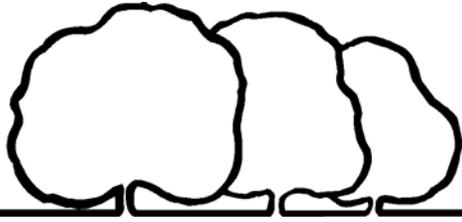
Experience:

Four years of increasingly responsible work experience in the operation and maintenance of a wastewater treatment plant, including some lead or supervisory experience.

License and Certificate:

Required upon hire, possession of a valid California Driver's License and a current Grade IV Wastewater Treatment Plant Operators Certificate, issued by the California State Water Resources Control Board

Council Action:



City of Woodland

ENVIRONMENTAL COMPLIANCE SPECIALIST

DEFINITION

To perform a variety of tasks necessary to ensure that the City's Industrial Wastewater Pretreatment Program is in compliance with all Federal, State and Local requirements and to ensure protection of the City's wastewater treatment facility, including the wastewater and stormwater collection systems.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the **Laboratory Supervisor**, or designee. This position is the senior level in the series, providing lead supervision and training to subordinate personnel.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, but are not all inclusive or limiting:

ESSENTIAL JOB FUNCTIONS

Implements the goals and objectives of both the Industrial Pretreatment Program and the Pollution Prevention Program. Inspects and coordinates enforcement actions for construction sites and illegal discharges for Stormwater NPDES Phase II compliance. Maintains and monitors Industrial User records. Inspects industrial facilities to ensure compliance with all EPA, RWQCB and City pretreatment regulations and prepares reports of inspections. Prepares quarterly and annual Industrial Pretreatment reports. Interprets and enforces pretreatment and the wastewater and stormwater collection systems regulations. Issues industrial discharge permits for new and existing industries. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Assists in budget preparation. Collects wastewater samples from industrial plants and wastewater collection system for laboratory analysis. Provides lead supervision and training to subordinates. Performs Treatment Plant Operator duties and works weekend and holidays as assigned and responds to emergency call outs. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Wastewater treatment processes and of the tests used in checking the effectiveness of such processes. Chemical and bacteriological wastewater characteristics. Standard methods of sampling and analyzing water and wastewater. Hydraulics, measuring devices, pumps, and other wastewater related equipment. Repair and calibration of equipment. Basic principles and practices as they relate to wastewater treatment and related programs. Knowledge of State and Federal water pollution control laws and regulations governing the treatment and disposal of industrial wastewater and related programs. Hazardous chemicals associated with treatment of wastewater. Occupational hazards and necessary safety precautions. Procedures for troubleshooting equipment. Principles and practices as they relate to industrial wastewater treatment. State and Federal Stormwater NPEDES Phase II regulations, best management practices, public education and outreach programs.

Ability to:

Communicate clearly, both orally and in writing. Apply and enforce EPA, RWQCB and City regulations. Interpret pretreatment facility plans, inspect pretreatment facilities and sample waste discharges. Read and interpret laws and ordinances, prepare reports, and maintain records. Establish effective working relationships with the public, City staff and outside agencies. Read and interpret basic blue prints and plans. Understand and carry out oral and written directions.

Minimum Education and Experience:

Education:

High School Diploma or equivalent. College level coursework in chemistry, biological sciences and wastewater technology is highly desired.

Experience:

Three years experience in the wastewater treatment field and two years of Industrial Pretreatment and Stormwater Phase II compliance.

License and Certificate:

Required prior to hire, possession of a valid California Drivers License and a Grade I Environmental Inspection Certificate issued by California Water Environment Association.

Council Action: