

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: May 9, 2016

AGENDA ITEM: Wastewater Treatment Plant Supervisor Classification & Compensation	
PREPARED BY: Kristie Guy DEPARTMENT: Human Resources	DIRECTOR APPROVAL:
ATTACHMENTS: Classification & Compensation Analysis	
BUDGET CODE:	AMOUNT:
SUMMARY:	

The Public Works Wastewater Treatment Plant (WWTP) is now classified as a Class IV plant and in need of an additional supervisory position due to increased work load and regulatory requirements. State laws related to a Class IV WWTP define the requirements for those who serve as treatment plant operators. The highest level is the “operator in responsible charge” and the next level is the “operator in charge of each shift”.

The current supervisory structure of the WWTP includes the Water Resources Manager who manages the operations of the Wastewater, Water Quality, and Surface Water Divisions. The next level of supervision is the Lead Worker classification which is the “operator in charge of each shift.” The City is in need of a supervisory position to serve as the “operator in responsible charge”. This level of operator is someone who is routinely on-site and in direct charge of day to day operations of the plant. This position is required to be certified as a Wastewater Treatment Plant Operator - Group IV.

A classification and compensation analysis was conducted that included external and internal comparables of similar positions. Based on the findings, the proposed job description accurately captures the responsibilities assigned to the position and the knowledge, skills and abilities required to perform them. Additionally, placing the position on the management classification grid at range M-4 reflects its market value and preserves internal equity among the management positions.

RECOMMENDED ACTION: Staff recommends that Council authorize the Mayor to: 1. Adopt the proposed job description for Wastewater Treatment Plant Supervisor, which captures the responsibilities, knowledge, skills, and abilities required to perform the duties of this position. 2. Place the Wastewater Treatment Plant Supervisor at level M-4 on the Management classification grid.
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CLASSIFICATION AND COMPENSATION ANALYSIS OF WASTEWATER TREATMENT PLANT SUPERVISOR

APRIL 2016

I. BACKGROUND

Human Resources was asked to conduct a classification and compensation analysis for an additional supervisory position at the Wastewater Treatment Plant within the Public Works Department due to increased work load and regulatory requirements. The City's Wastewater Treatment Plant is now classified as a Class IV plant and must at all times properly operate and maintain facilities and systems of treatment and control (and related appurtenances), which are installed to achieve compliance with the terms and conditions of the National Pollutant Discharge Elimination System (NPDES) Waste Discharge Permit.

Until 2008, the city had a Wastewater Treatment Plant Supervisor classification which was at the M4 level on the city's management salary grid. This position supervised the activities related to the operation and maintenance of the wastewater treatment plant (WWTP), lift stations, and pretreatment program.

This position was reclassified in 2009 to Water Quality Manager, M8 level, when additional duties and responsibilities were assigned. The City had recently opened the Stillaguamish Filtration Plant. In addition to oversight of the wastewater treatment division, the Water Quality Manager assumed responsibility for a new water quality division created within the public works department. The water quality division is responsible for sampling and treatment of the city's drinking water, the cross connection program, and operation and maintenance of the filtration plant and Edward Springs, and Lake Goodwin well source.

Another re-organization occurred in 2014. The Water Quality Manager position was reclassified to Water Resources Manager. In addition to wastewater treatment and water quality, this position also administers the operations of the surface water division and requirements of the City's Surface Water Management Comprehensive Plan. Activities of the surface water division include routine maintenance of storm water retention facilities and conveyance systems as well as emergency response to sewer backups and storm water drainage issues.

The present Water Resources Management classification is an upper level management position that requires a high level of technical expertise. The position ensures compliance with a broad range of federal, state, city and departmental standards and regulations as well as requirements of the Wastewater and Stormwater NPDES permits. Additionally, this position has administrative oversight of the city's wastewater treatment plant which is now a Class IV plant as determined by state law.

State laws related to a Class IV WWTP clearly define requirements for those who serve as treatment plant operators. The highest level is the "operator in responsible charge." This operator is someone who is routinely on-site and in direct charge of day to day operations of the plant. This position is required to be certified as a Wastewater Treatment Plant Operator - Group IV. In order to achieve this certification the incumbent must have four years of college and four years of experience with at least two years at a Class III plant. There are some substitutions allowed for education and experience. Each certificate holder must stay current in their field by meeting certain professional growth requirements, such as college level coursework, and be re-certified every three years.

State law defines the next highest level as “operator in charge of each shift.” This is an operator whose primary responsibility is to operate the plant on a regularly run shift and is subordinate to the “operator in responsible charge.” Presently, this function is performed by a crew lead classification assigned to wastewater treatment plant operations and the pretreatment programs. An “operator in charge of each shift” is required to obtain and maintain Wastewater Treatment Operator – Group III certification.

The present Water Resources Manager administers programs that provide services to a growing city while at the same time ensures compliance with increasingly complex regulatory requirements. This is an administrative position whose focus is no longer on day to day operation and maintenance activities. There is need for an additional supervisory position within the wastewater treatment division. This position would report to the Water Resources Manager and would routinely be onsite and in direct charge of overall operations. This position would meet the state’s definition of “operator in responsible charge” and would oversee crew leads as well as operators and maintenance positions performing work in the wastewater plant, pretreatment, and lift station maintenance programs.

Our present Public Works Superintendent has maintained certification as a Wastewater Treatment Plant Operator – Group IV that was acquired in a previous position. However, the new wastewater treatment plant supervisory position would be the appropriate classification to maintain this certification as required under state law.

This project includes:

1. Developing a new job description for Wastewater Treatment Plant Supervisor and the requirements of this position.
2. Recommend placement of this position in the City’s pay grid.

II. JOB CLASSIFICATION ANALYSIS

WASTEWATER TREATMENT PLANT SUPERVISOR

This position is responsible for planning, organizing, and directing Wastewater Treatment Division operations, including operation and maintenance of the City’s wastewater treatment plant, sewer lift stations, and industrial pretreatment program. Responsibilities include ensuring compliance with all local, state, and federal regulations; supervision and training of personnel as well as planning and scheduling maintenance and up-grade projects, and assisting in establishing capital projects, and contractual agreements relating to maintenance activities.

[A proposed job description is included]

III. COMPENSATION ANALYSIS

The focus of the compensation analysis is to evaluate placement of this position within the City’s classification and compensation grid. The goal is to assign a compensation level that accurately reflects the responsibilities and accountabilities of the position and the skills, knowledge, and abilities required to perform the job while preserving the internal equity of the City’s classification and compensation system by compensating the position fairly relative to other City job classifications. It is also appropriate to look at external market comparables (since the City’s compensation philosophy is generally a market-value approach) to ensure that qualified candidates will be attracted to the position.

External comparisons:

To measure external equity, we looked at other cities that are located the closest to Marysville that also have a Class IV wastewater treatment plant. The closest cities were the City of Edmonds and the City of Everett. Historically, Everett is not used as a comparable due to its larger population and assessed valuation. However, in this case we are considering Everett due to the limited number of cities that run wastewater treatment plants in the area.

Both the City of Edmonds and City of Everett operate more complex systems. While Marysville operates a lagoon system, Edmonds uses a Fluidized Bed Incinerator and return activated sludge process, and Everett operates two systems – a lagoon and mechanical plant. Additionally, Edmonds and Everett process a considerable higher level of flow than Marysville. Despite these operational differences, the new Wastewater Treatment Plant Supervisor at the City of Marysville will require a similar level of technical proficiency, have direct charge of day to day operations, and must meet and maintain the certification requirements of a Wastewater Treatment Operator Group IV operator.

The City of Edmond's Wastewater Treatment Plant Supervisor is a non-represented management position. This position plans, organizes and coordinate the operations, maintenance, laboratory and safety activities at the City's wastewater treatment plant. The requirements of this position is an Associate's Degree in a related field and five years progressively responsible experience in wastewater treatment operations that include two years of supervisory responsibility; preferably in a municipal or public sector environment; OR equivalent combination of education, training and experience. This position requires certification as a Wastewater Treatment Operator – Group IV and Incinerator Operator's License.

As mentioned previously, the City of Edmond's wastewater treatment plant processes a considerably higher level of flow. The City of Edmond's plant is a regional facility for two other cities, Mountlake Terrace and Lynnwood, as well as two wastewater and sewer districts. This supervisory position oversees two lead positions as well as eight operator and maintenance workers. The 2015 monthly salary range for the City of Edmond's Wastewater Treatment Supervisor is \$6381 - \$8551.

At the City of Everett the classification routinely on-site and in direct charge of day to day operations of the plant is the Senior Wastewater Treatment Plant Operator classification. This is a non-represented position that requires a Bachelor's Degree in a related field and four years experience in wastewater treatment plant operations, including 2 years in a supervisory position. This is the position that is required to hold and maintain certification as a Wastewater Treatment Operator IV.

The City of Everett plant treats a higher level of flow and operates a more complex system that includes two different processes – a lagoon and mechanical plant. The Senior Wastewater Treatment Plant Operator oversees a larger staff of plant operators and maintenance technicians. There are nine other treatment operators who hold different levels of certification. Three operators are classified at the Group III level, four at the Group II level and two at the Group I level. Everett's organizational structure is larger and necessitates a division of supervisory duties. Pre-treatment activities and laboratory functions report to different managers within the water and sewer utility organization in the public works department. The 2015 monthly salary range for the City of Everett's Senior Wastewater Treatment Plant Operator is \$5930 to \$7711.

Internal comparisons:

To gauge internal equity, we looked at the responsibilities and the knowledge, skills, and abilities required by other positions at the City of Marysville including those within the Public Works Department as well as another manager position in a different department that oversees maintenance and operations activities.

As mentioned previously, there are three incumbents in the City of Marysville's WWTP/Water Quality Lead classification. These positions coordinate the material, equipment, and personnel needs for a particular program. Presently, there are three employees who report to each lead position. These lead positions require a High School diploma or GED and four years of experience in a variety of the essential duties of the position or a related position in applicable specialty area. Certification requirements vary depending on the program to which they are assigned. For example, the lead assigned to WWTP operations and pre-treatment must maintain a Wastewater Treatment Operator Group III certificate while the water quality lead must maintain a Water Distribution Manager III certificate. All three of these positions are represented by the Teamsters Union.

The information on the lead positions was included above since these incumbents require a similar technical knowledge and proficiency in a highly complex regulatory arena. The three WWTP/Water Quality Lead positions are the highest paid positions on the represented job salary grid. The Water Treatment Plant Supervisor is unique in that this position requires a high degree of technical proficiency and supervisory responsibility of overall plant, lift station, and pre-treatment operations and maintenance activities. The 2015 monthly salary range for the City of Marysville's WWTP/Water Quality Lead is \$5247 - \$6662.

A more comparable position at the City of Marysville would be the Parks Maintenance Manager. This position is also responsible for maintenance and operations activities performed by field crews. This includes overall maintenance of city-owned parks, athletic fields, marina, trails, and city building landscapes. This position supervises and trains a staff of five maintenance positions.

In addition to responsibility of maintenance and operations activities performed by field crew, the Parks Maintenance Manager has a higher level of authority and scope of responsibility that includes managing new and existing contracts, supervision of construction and development projects, and management of capital improvement planning. The incumbent develops and presents reports to various groups such as advisory committees, city administration, and City Council. Similar to the Parks Maintenance Manager, the Wastewater Treatment Plant Supervisor will assist with capital improvement projects and contractual agreements, however, the Water Resources Manager will maintain overall responsibility for these duties as well as oversight of operational records and reports and regulatory compliance. The 2015 monthly salary range for the City of Marysville's Parks Maintenance Manager classification is \$6139 to \$8022.

IV. RECOMMENDATIONS

1. Adopt the proposed job description for Wastewater Treatment Plant Supervisor, which captures the responsibilities, knowledge, skills, and abilities required to perform the duties of this position.
2. Place the Wastewater Treatment Plant Supervisor at level M4 on the Management classification grid.

The salary range for this position may be reviewed in the future as the incumbent grows in their role to provide increasingly complex assistance to the Water Resources Manager. This will require an increase level of authority and responsibility. Examples of this area of growth in knowledge, skills, and abilities include managing new and existing contracts, supervision of construction and development projects, and management of capital improvement planning as well as a larger role in the oversight of operational records and reports and regulatory compliance.

CITY OF MARYSVILLE
Job Description

Job Title: Wastewater Treatment Plant Supervisor
DEPARTMENT: Public Works Department
Reports To: Water Resources Manager
FLSA Status: Exempt
Union Status: Non-union
Approval/Revision date: April 2016

POSITION SUMMARY

This position is responsible for planning, organizing, and directing Wastewater Treatment Division operations, including operation and maintenance of the City's wastewater treatment plant, sewer lift stations, and industrial pretreatment program. Responsibilities include ensuring compliance with all local, state, and federal regulations; supervision and training of personnel as well as planning and scheduling maintenance and up-grade projects, and assisting in establishing capital projects, and contractual agreements relating to maintenance activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned as needed.

1. Develops, plans, and coordinates programs, projects and activities related to the operation and maintenance of the City's wastewater treatment plant. Makes recommendations for new or more efficient operating strategies; implements changes; and monitors outcomes.
2. Assists in planning, organizing and coordinating design and development of capital improvement projects related to the wastewater treatment facilities.
3. Coordinates division activities with other departments and outside agencies and organizations; provides assistance to the Water Resources Manager and other superiors as necessary; prepares and presents reports and other correspondence.
4. Supervises wastewater treatment plant operations, maintenance, and industrial pretreatment staff, including assigning tasks, providing appropriate training, reviewing employees' work processes and products, counseling employees, giving performance evaluations, recommending disciplinary action, administering labor agreements and responding to grievances. Assists in the development of the Wastewater Treatment division operating and capital budgets; including the forecasting of staffing, purchasing of equipment, materials, and supplies; and monitoring program expenses and revenues.
5. Ensures that the operations of the facility produces effluent water of acceptable quality; assures that water quality meets Federal and State discharge permit standards.
6. Prepares and maintains a variety of reports, records and files related to the divisions' maintenance, repair, inspection, and improvement activities.
7. Insures proper inventory levels and appropriate maintenance records of tools, equipment, supplies, and operating systems.
8. Trains and coaches employees in adhering to policies and procedures. Reviews and approves technical training and safety programs for division staff. Compiles training materials and coordinates regularly scheduled safety meetings.
9. Coordinates equipment and building needs with Fleet/Facilities Division.
10. Communicates with personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information. Represents the City at a variety of meetings.

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

- Principles and practices of wastewater treatment operations, including treatment equipment systems, controls systems, and pretreatment programs.
- Principles of electronics, instrumentation, pumping systems and hydraulics.
- Federal, state, and municipal laws and regulations governing wastewater treatment plants and pretreatment programs.
- Standard methods and laboratory operations used to test and analyze wastewater treatment processes for permit compliance.
- Principles and practices of management and supervision.
- Principles and practices of municipal budgeting, purchasing, and contract requirements.
- Windows based computer.
- Safety regulations, standards, guidelines, and practices regarding assigned equipment and duties.

Ability to:

- Analyze and evaluate operations, prioritize projects, develop work plans, calculate costs, meet schedules and time lines, monitor outcomes, and develop and implement corrective action to resolve problems.
- Apply advanced knowledge of maintenance and operation activities related to the wastewater treatment plant, lift stations, and pretreatment programs.
- Troubleshoot process control problems and various electro-mechanical systems, such as pumps and hydraulic systems.
- Plan, organize, and supervise the work of subordinate, including training, assigning and evaluating their work, and providing job performance feedback.
- Understand and administer policies and procedures, contracts, professional service agreements, and collective bargaining agreements.
- Establish and maintain effective working relationships with city staff, city officials, the public, and other agencies.
- Communicate effectively, orally and in writing, including the ability to listen effectively and to explain complex issues and requirements, policies, and procedures to internal and external customers.
- Effectively operate windows based computer, including word processing, spreadsheet, database and specialized software applications related to assigned division(s).
- Create and maintain a variety of records and reports including those related to financial operations, personnel, maintenance and operations activities and programs, and facility needs, and equipment and supply use.
- Critically analyze current policies, practices, and procedures, and recommend and implement changes as needed.
- Critically analyze and resolve or recommend action to management about complex issues or problems.

QUALIFICATIONS

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

Experience:

- Four years experience in wastewater treatment plant operations.
- Two years experience in a lead or supervisory capacity.

Education:

- High School diploma or GED is required.

- Bachelor's degree in biology, engineering, chemistry, environmental science, physics or a related field.

Certifications/Licenses:

- Must possess, or have the ability to possess within three months of hire date, a valid Washington State Drivers License.
- Must possess Group III Wastewater Treatment Operator certification.
- Must possess, or have the ability to obtain within 18 months of hire, Group IV Wastewater Treatment Operator certification.
- Must possess, or have the ability to possess within 6 months of hire date, First Aid and CPR certification.

PYSICAL DEMANDS

The physical demands described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; kneel, bend, or climb and to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee must lift up to 25 pounds on a frequent basis; lift 25 - 50 pounds on an occasional basis; and lift and/or move between 50 - 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position regularly works outside in various weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to vibration. The employee may be exposed to physical hazards from mechanical and electrical equipment and also will sometimes work in hazardous areas under hazardous conditions. The employee occasionally works in traffic, near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and the risk of electrical shock and radiation. The noise level in the work environment is usually moderate to loud.

This position works a regular schedule however incumbents may be called in to work at irregular times in emergency situations. Regular and reliable attendance is an essential function of this position.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.