

**CITY OF MARYSVILLE AGENDA BILL
EXECUTIVE SUMMARY FOR ACTION**

CITY COUNCIL MEETING DATE: 6/24/17

AGENDA ITEM:	
New Business: Water Resources Supervisor Classification	
PREPARED BY:	DIRECTOR APPROVAL:
Gloria Hirashima, Chief Administrative Officer	
DEPARTMENT:	
Executive	
ATTACHMENTS:	
1. Water Resources Supervisor Job Description	
BUDGET CODE:	AMOUNT:
SUMMARY:	
<p>The 2017-18 budget approved a new position entitled Surface Water Administrator. The position description had not been formally classified at the time of budget approval. Staff from Public Works and Human Resources completed the job description and new title of Water Resources Supervisor. An analysis was completed by an outside consultant, McGrath Consulting, to determine appropriate pay levels. The recommended classification is Pay Code M5 of the Management Pay Grid.</p>	

RECOMMENDED ACTION:
Staff recommends that Council approve the Water Resources job description and establish the position at Pay Code M5 of the Management Pay Grid.

**City of Marysville
Job Description**

Job Title: Water Resources Supervisor
Department/Division: Public Works/Wastewater, Water Quality, Storm/Sewer,
and Surface Water
Reports To: Water Resources Manager
FLSA Status: Exempt
Union Status: Non-union
Pay Grade: M5
Approval/Revision Date: March 2017

POSITION SUMMARY

This position is responsible for planning, organizing and directing the operations and maintenance activities of the Wastewater, Water Quality, Storm/Sewer and Surface Water Divisions, including supervising the division's employees, coordinating assigned activities with other public works divisions, and providing highly responsible and technically complex staff assistance to the Water Resources Manager. The work performed requires a high level of technical proficiency in water resources programs and issues.

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 Water Resources Division. Makes recommendations for new or more efficient operating strategies; implements changes; monitors outcomes.
2. 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 related to daily and project operations.
3. Supervises maintenance and operations, 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; participates in the interviewing and hiring process for new employees and promotional positions.
4. Assists with the preparation and administration of the division's budget, including monitoring and coding expenditures.
5. Prepares and maintains a variety of reports, records and files related to the divisions' maintenance, repair, inspection, and improvement activities. Assist with recordkeeping and reporting requirement in compliance with the Wastewater and Stormwater NPDES permits and other Federal, State, City and departmental standards and regulations.
6. Oversees routine and emergency maintenance and operations activities of Water Resources programs including water quality testing and assurance, sanitary sewer and storm drainage collection and conveyance systems. Responds to customer complaints.

7. Participates in reviewing design plans and specifications for storm drainage and sanitary sewer systems, and plans related to development of Temporary Erosion and Sediment Control (TESC).
8. Fosters cooperative working relationship with other city departments and divisions and outside agencies such as state and federal regulatory agencies.
9. Insures supplies, materials and equipment are purchased with Procurement Division to maintain appropriate inventory, and equipment and building needs are coordinated with Fleet and Facilities Division.
10. Serves as the City's Operator in responsible charge of the Wastewater Treatment Plant per WAC 173-230.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of water quality testing and assurance programs.
- Principles and practices of water filtration and wastewater treatment plant operations.
- Principles and practices of storm water facilities.
- Principles and practices of sewer and storm water collection and conveyance systems.
- Federal, state, and local laws, and technical manuals related to water quality, water treatment, wastewater treatment, and stormwater treatment.
- Principles and practices of supervision.
- Principles and practices of municipal budgeting.
- Windows based computers.
- Hazardous materials communications policy and protocol.
- Functions and operations of equipment used to perform essential duties.
- Routine and emergency operations of assigned divisions and crews.
- Safety regulations, standards, guidelines, and practices regarding assigned equipment and duties.
- NPDES permit compliance requirements.

Ability to:

- Apply advanced knowledge of water quality, water filtration, vector/surface water, and wastewater treatment operations.
- Read, interpret and apply engineering plans, specifications, contracts and other construction documents related to utilities construction and maintenance.
- Plan, organize and supervise the work of subordinate employees, including training them, assigning and evaluating their work, and providing job performance feedback.
- Critically analyze current policies, practices, and procedures, and recommend and implement changes as needed.
- Communicate effectively, orally and in writing, including the ability to listen effectively and to explain complex issues and applicable legal requirements, policies, and procedures to internal and external customers.
- Create and maintain a variety of records and reports including those related to financial operations, personnel, maintenance and operations activities and programs, facility needs, and equipment and supply use.

- Establish and maintain effective working relationships with city staff, city officials, the public and other agencies.
- Operate windows based computer including word processing, spreadsheet, and database software applications; and other specialized applications related to program area such as SCADA and telemetry systems.
- Work safely and comply with all safety regulations, standards, guidelines, and practices regarding assigned operations, vehicles, and equipment.

QUALIFICATIONS

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

Experience:

- Three years of increasingly responsible experience in wastewater treatment plant operations, water filtration plant operations, maintenance of sanitary and storm systems, or surface water retention facilities.
- Two years of supervisory experience.

Education and Training:

Bachelor’s Degree in engineering, chemistry, or related science degree desired.

Licenses or Certificates:

- Must possess a Washington State Driver’s License.
- Certifications in water treatment and water distribution desired.
- Must possess Group IV Wastewater Treatment Operator certification, or have the ability to obtain within 12 months of hire, if candidate can demonstrate qualification for a temporary certificate for a one year period per WAC 173-230-080 .
- Must possess, or have the ability to possess within six months of hire date, first aid and CPR certifications.

PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands and characteristics of the work environment 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 frequently lift up to 10 pounds; occasionally lift and/or move 10 to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works both in an office and outside in various weather conditions. Outside, the employee may work near moving mechanical parts. 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 near traffic 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 low to moderate indoors and moderate to loud outdoors.

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 it is subject to change as the needs of the employer and the requirements of the job change.