

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

**CITY COUNCIL MEETING DATE: 6/24/17**

<b>AGENDA ITEM:</b>	
New Business: Water/Solid Waste Operations Supervisor Classification	
<b>PREPARED BY:</b>	<b>DIRECTOR APPROVAL:</b>
Gloria Hirashima, Chief Administrative Officer	
<b>DEPARTMENT:</b>	
Executive	
<b>ATTACHMENTS:</b>	
1. Water/Solid Waste Operations Supervisor Job Description	
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>
<b>SUMMARY:</b>	
<p>The Public Works Department has identified a need for a new position entitled Water/Solid Waste Operations Supervisor as part of a reorganization of the management structure. This will improve the management/employee reporting ratio. Current budget is sufficient to fund the position for current budget. Public Works and Human Resources staff completed the position job description. An employment consultant, McGrath Consulting, provided the recommended pay classification based on external and internal analysis of comparable positions. The recommended classification is Pay Code M4 of the Management Pay Grid.</p>	

<b>RECOMMENDED ACTION:</b>
Staff recommends that Council approve the addition of the position for the 2017-18 Budget, approve the Water/Solid Waste Operations Supervisor job description and establish the position at Pay Code M4 of the Management Pay Grid.

**City of Marysville  
Job Description**

<b>Job Title:</b>	<b>Water/Solid Waste Operations Supervisor</b>
<b>Department/Division:</b>	Public Works/Water Distribution Operations & Maintenance, Solid Waste, and SCADA/Telemetry
<b>Reports To:</b>	Water/Solid Waste Operations Manager
<b>FLSA Status</b>	Exempt
<b>Union Status:</b>	Non-union
<b>Pay Grade:</b>	M4
<b>Approval/Revision Date:</b>	March 2017

**POSITION SUMMARY**

This position is responsible for planning, organizing and directing the operations and maintenance activities of the Water Distribution Operations & Maintenance, Solid Waste, and SCADA/Telemetry 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/Solid Waste Operations Manager. The work performed requires a high level of technical proficiency in water distribution and solid waste operations and maintenance.

**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/Solid Waste Operations 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/Solid Waste Operations Manager and other superiors as necessary; prepares and presents reports and other correspondence related to daily and project operations.
3. Supervises maintenance and operations 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; 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. Supervises solid waste collection and curbside commercial recycling programs, including resolving customer complaints.
6. Oversees water distribution system operations and maintenance programs, including maintenance of automated meter reading system, maintaining records and reports, and responding to customer complaints such as problems related to water pressure, dirty water, taste, and odor.

7. Coordinates the City's standby program and supervises personnel associated with the standby program.
8. Supervises maintenance and operations activities of the water distribution system, including coordinating emergency response and supervising locating and marking activities.
9. Assists in the development, evaluation and maintenance of plans and routes for solid waste collection.
10. Supervises administration of the SCADA/Telemetry system for the water, wastewater, and surface water utilities.
11. Participates in reviewing design plans and specifications for water maintenance and operations as well as plans related to garbage/recycling enclosures.
12. Fosters cooperative working relationship with other city departments and divisions and outside agencies such as State and Federal regulatory agencies.
13. 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.
14. Serves as the City's certified operator in responsible charge as defined in Chapter 246.292 Washington Administrative Code.

#### **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 the maintenance and operation of water and solid waste utilities.
- Principles and practices of solid waste collection and curbside/commercial recycling programs.
- Principles and practices of SCADA and Telemetry systems.
- Federal, state, and local laws, and technical manuals related to operation and maintenance of water and solid waste utilities.
- Principles and practices of supervision.
- Principles and practices of municipal budgeting, purchasing, and contract requirements.
- Windows based computers.
- Hazardous materials communications policy and protocol.
- Functions and operations of equipment used to perform essential duties.
- Safety regulations, standards, guidelines, and practices regarding assigned equipment and duties including traffic control, work zone safety, trenching, and confined space entry.
- Routine and emergency operations of assigned divisions and crews.
- Federal and State regulations and City's municipal code applicable to assigned division(s).

#### **Ability to:**

- Apply advanced knowledge of utility construction and maintenance.

- Apply advanced knowledge of solid waste collection and curbside/commercial recycling.
- Read, interpret and apply engineering plans, specifications, contracts and other construction documents related to utilities construction and maintenance; and take appropriate actions to ensure compliance with applicable codes and regulations.
- Plan, organize and supervise the work of subordinate employees, including training, assigning and evaluating their work, and providing job performance feedback.
- Critically analyze current policies, procedures, and recommend and implement changes as needed.
- 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.
- 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.
- Identify, estimate, calculate, and project costs, time equipment, supplies needed for assigned tasks/projects.
- 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 and solid waste routing.
- 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 water distribution and solid waste maintenance and operations programs and SCADA/Telemetry systems
- Two years supervisory experience is required.

### **Education and Training:**

- High School diploma or GED is required.
- Bachelor's degree in engineering technology, construction management, or a related field desired.

### **Licenses or Certificates:**

- Must possess a Washington State Driver's License.
- Must possess certification as Water Distribution Manager 4.
- Water Treatment Plant Operator 2 certification desired.
- 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.*