PERSONNEL COMMITTEE

12-0521R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF WATER PLANT OPERATOR C.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the civil service classification of water plant operator C, which were approved by the civil service board on October 2, 2012, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 26.

Approved:

Department Director

Approved for presentation to council:

Chief Administrative Officer

Approved as to form:

Attorney

Approved:

Auditor

HR TS:ao 9/28/2012

STATEMENT OF PURPOSE: During a review of this classification, it was determined that additional language was needed to define the distinguishing features of the classification since there are four classifications within the job series. In addition, language was added that allows employees in the classification to be reclassified automatically when they obtain a higher level certification as the majority of job functions between the four classifications are the same, and are distinguished only by the level of certification achieved and the amount of guidance and instruction needed to perform duties as assigned. The pay range negotiated for the classification is Range 26, $3,166 to $3,718 per month. There is no change to the pay range as a result of the classification changes.

WATER PLANT OPERATOR "C"

SUMMARY/PURPOSE:

This is a class within the Water Plan Operator series who, under supervision, maintains a safe, reliable, and cost-efficient supply of potable water.

DISTINGUISHING FEATURES OF THE CLASS

Employees at this level are distinguished from other the Water Plant Operator levels by the level of certification achieved and the amount of guidance and instruction needed to perform duties as assigned, and are not expected to function with the same amount of knowledge as positions with higher certifications. Positions at this level exercise some independent discretion and judgment in matters related to work procedures and methods. Employees who meet the qualifications for one of the higher classes specified for Water Plan Operators and take and pass the exam to obtain the higher certification, will be automatically reclassified to the higher level operator position.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned):

1. Complete regular rounds of all Water Division facilities to ensure proper operating conditions.
2. Control the volume and pressure of raw, intermediate, and treated water to the appropriate points within the water system by monitoring and operating pumps and valves in order to meet demand for finished water.
3. Adjust feed rates of various chemicals as necessary to maintain prescribed dosage rates and meet all applicable standards for potable water treatment.
4. Ensure all phases of the water treatment process are in accordance with applicable standards.
5. Maintain equipment and processes used in treating and delivering water to produce potable water in accordance with all applicable standards.
6. Predict demand for finished, potable water in all water systems served by the City of Duluth.
7. Maintain a sufficient volume and pressure of finished, potable water delivered to all the water systems served by the City of Duluth sufficient to meet their demands.
8. Troubleshoot and correct abnormal operating conditions.
9. Operate and maintain all equipment used in the treatment and supply of water by the City of Duluth.
10. Report transmission or distribution losses to the proper individuals or agencies for correction.
11. Collaborate with other individuals, within and without the City, in order to conduct regular and emergency operations efficiently.
12. Communicate with others, orally and in writing, within and without the City, in a respectful, appropriate manner.
13. Mow lawns, clear snow, and keep grounds in order.

JOB REQUIREMENTS:

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.

1. Education and Experience requirements:
    A. Three years' experience operating a potable water treatment plant.

2. License Requirements:
    A. Possession of a Minnesota Class "C" Water Supply System Operator's Certificate.
    B. Possession of a valid Minnesota driver's license or equivalent.
    C. Must obtain a Minnesota Second Class "C" Boiler Operator's License within six

months of appointment and maintain thereafter.

3. Knowledge Requirements:

   A. Knowledge of the methods, tools, equipment, chemicals, and materials used in the treatment of water for consumption.

   B. Knowledge of mechanical systems and plumbing.

   C. Knowledge of chemistry.

   D. Basic knowledge of mathematics.

   E. Basic knowledge of electronics.

   F. Knowledge of safe work practices associated with chemicals, high voltage electricity, large, moving equipment, gasses and liquids under pressure, and other occupational hazards.

   G. Knowledge of microcomputer operation.

4. Skill Requirements:

   A. Skill in troubleshooting, maintaining, and repairing mechanical plumbing, electrical and electronic systems.

   B. Skill in accurately measuring and recording data using various means, including electronic and computers.

5. Abilities Requirements:

   A. Ability to operate an overhead crane.

   B. Ability to read information from and enter information into computers.

   C. Ability to read and interpret information from charts, maps, diagrams, gauges, meters, and computers.

   D. Ability to work shifts and overtime and be available for on-call duty as needed.

   E. Ability to think and act with good judgment during emergency situations, such as unexpected events, power outages, and sudden mechanical failures.

6. Physical Abilities Requirements:

   A. Ability to transport oneself and the tools and materials used in the job to various locations within and without pump stations, the water treatment plant, and the City of Duluth.

   B. Ability to lift and carry up to 100 pounds occasionally with assistance and 50 pounds frequently. Representative tasks include unloading and transporting bagged chemicals and carrying replacement parts and repair tools.

   C. Ability to walk, crawl, push, pull, balance, climb using ladders and stairs, to make routine rounds, unload and transport chemicals, and maintain equipment located at some height above the ground.

   D. Ability to stoop, bend, reach handle, finger, and feel while maintaining equipment.

   E. Ability to talk, hear, taste, and feel, while communicating and diagnosing equipment malfunction.

   F. Ability to see at near, mid, and far ranges and to perceive depth and distinguish

colors. Representative tasks include driving, and making rounds to detect incorrect plant operation.

Anlst: TS	Class: 4425	Union: Basic	Pay: 26	CSB:
CC:	Res:	EEOC: Technician	EEOF: Utilities/Transp.	WC: 7520

9400.0700 CERTIFICATION OF SYSTEM AND FACILITY OPERATORS.

Subpart 1. [Repealed, 21 SR 1165]

Subp. 2. **Certification in particular class.** An applicant who seeks certification must:

A. meet the qualifications for one of the classes specified in this part and take and pass an exam; or

B. meet the requirements for reciprocity under part 9400.1350.

Subp. 3. **Class A certificate.** An applicant for a Class A certificate must:

A. have been certified as a Class B operator for at least two years; and

B. have:

(1) a high school diploma or equivalent with at least eight years experience in the operation, including at least two years as a part of the management, of a Class A or B system or facility, or a similar industrial facility; or

(2) a bachelor's degree from an accredited institution in chemical, civil, environmental, mechanical, or sanitary engineering or in a physical or biological science, and submit satisfactory evidence of at least four years experience in the operation, including at least two years as a part of the management, of a Class A or B system or facility or a similar industrial facility.

Subp. 4. **Class B certificate.** An applicant for a Class B certificate must:

A. have been certified as a Class C operator for at least one year; and

B. have:

(1) a high school diploma or equivalent with at least six years experience in the operation of a Class A, B, or C system or facility, or a similar industrial facility; or

(2) a bachelor's degree from an accredited institution in chemical, civil, environmental, mechanical, or sanitary engineering or in a physical or biological science, and submit satisfactory evidence of at least two years experience in the operation of a Class A, B, or C system or facility, or similar industrial facility.

Subp. 5. **Class C certificate.** An applicant for a Class C certificate must have:

A. a high school diploma or equivalent, with at least three years experience in the operation of a Class A, B, C, or D system or facility, or similar industrial facility; or

B. a bachelor's degree from an accredited institution in chemical, civil, environmental, mechanical, or sanitary engineering or in a physical or biological science, and submit satisfactory evidence of at least one year experience in the operation of a Class A, B, C, or D system or facility, or similar industrial facility.

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Subp. 6. **Class D certificate.** An applicant for a Class D certificate must:

A. have a high school diploma or equivalent; and

B. have:

(1) at least one year experience in the operation of a Class A, B, C, or D system or facility, or in a related field; or

(2) satisfactorily completed a postsecondary program of courses in water or wastewater technology approved by the respective agency or department at an accredited institution.

Subp. 6a. **Class E certificate.** An applicant for a Class E certificate must:

A. have a high school diploma or equivalent; and

B. have:

(1) at least three months experience in the operation of a Class A, B, C, D, or E system or facility, or in a related field; or

(2) satisfactorily completed a postsecondary program of courses in water or wastewater technology approved by the respective agency or department at an accredited institution.

Subp. 7. **Type S certificate.** An applicant for a type S wastewater treatment certificate must possess the same education and experience required for a regular wastewater certificate in the same class, except experience must have been gained in a facility or type S facility and:

A. an applicant for an S-A type certificate must have been certified as an S-B or B facility operator for at least two years; or

B. an applicant for a type S-B certificate must have been certified as an S-C or C facility operator for at least one year.

Statutory Authority: *MS s 115.72; 115.79*

History: *21 SR 1165; 25 SR 1633*

Posted: *October 2, 2007*

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