

PERSONNEL COMMITTEE

12-0523R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF WATER QUALITY SPECIALIST.

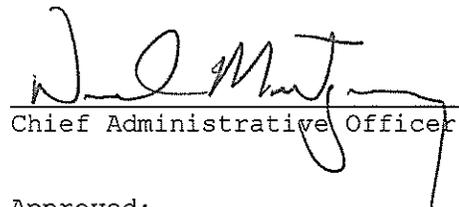
CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the civil service classification of water quality specialist, 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 31.

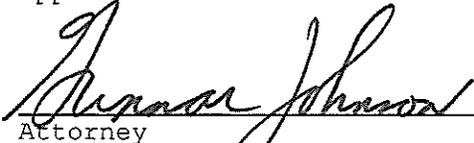
Approved:


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 pre-test audit of this classification, it was determined that minor changes were necessary to the minimum requirements to clarify the education and experience that is needed for a successful candidate in this position. The pay range negotiated for the classification is Range 31, \$3,875 to \$4,586 per month. There is no change to the pay range as a result of the classification changes.

WATER QUALITY SPECIALIST

SUMMARY/PURPOSE:

To coordinate efforts to reduce inflow/infiltration (I/I), enforce wastewater and surface water code violations, and control erosion.

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

1. Coordinate efforts to reduce inflow/infiltration (I/I), and enforce wastewater and surface water code violations.
2. Collect and analyze all applicable data; determine and document sources of inflow and infiltration, illicit discharges, etc. into the sanitary sewer system.
3. Maintain an inspection schedule of the City's sewer system to determine sources of I/I, illicit discharges, code violations, etc.
4. Inspect individual properties (residential, commercial, and municipal) for I/I or code violations, including illicit discharges; proper connections and disconnections; inspect construction sites for erosion control and storm water detention measures.
5. Document and report findings and violations; provide reports and presentations as necessary and as requested; provide written notice as required.
6. Develop and coordinate a reasonable schedule with property owners for correcting violations.
7. Issue citations for violations; assist legal staff, including testifying, in related enforcement actions.
8. Develop and present related educational information and programs.
9. Assist in the administration of grants and loans as necessary.
10. Assist in developing and enforcing a pollution prevention program.
11. Assist and participate in other related Utility Operations projects as assigned.
12. Assist in coordinating a wastewater sampling program.
13. Determine priorities, assign work, and coordinate schedules of assigned personnel.
14. Monitor work to ensure compliance with established methods, guidelines, standards, and procedures.
15. Instruct personnel in safe operating procedures.
16. Communicate with people using various and multiple means to keep them informed and knowledgeable.
17. Ensure all work is accomplished in the safest manner possible.

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. Possession of a high school diploma or equivalent; and have at least one year experience in the operation of a Class A, B, C, or D water or wastewater system or facility, or in a related field; or

- B. Satisfactory completion of a postsecondary program of courses in water or wastewater technology approved by the respective agency or department at an accredited institution; or
 - ~~C. Education and experience which demonstrates a proficiency in the knowledge, skills, and abilities listed below, and~~
 - ~~D. Verifiable, satisfactory work experience in a position of similar complexity and level of responsibility.~~
 - E. A combination of job related education and work experience, which totals at least two years and is considered by Human Resources to be equivalent.
2. License Requirements:
- A. Possession of a valid Minnesota driver's license or equivalent. ~~privilege by date of appointment and thereafter.~~
 - B. Must obtain a of SD Wastewater Treatment Operators License within 6 months of hire date and maintain until SC Water Treatment Operator License is obtained.
 - C. Must obtain a SC Wastewater Treatment Operators License within 36 months and maintain thereafter.
3. Knowledge Requirements:
- A. Knowledge of the operation, maintenance, and design of sanitary and storm water collection systems.
 - B. Knowledge of building codes related to sanitary system plumbing.
 - C. Basic knowledge of computer-based record keeping systems.
 - D. Basic knowledge of local, state, and federal regulations pertaining to waste water conveyance systems.
 - E. Knowledge of applicable safety laws and regulations.
 - F. Knowledge of City of Duluth codes pertaining to wastewater discharge.
 - G. Knowledge of proper and safe methods of excavating and shoring.
4. Skill Requirements:
- A. Skill in applying appropriate inspection techniques related to all areas of storm water, wastewater, and sewer system control and maintenance.
 - B. Skill in coordinating the efforts of governmental agencies, private industry, and the general public.
 - C. Skill in communicating orally and in writing.
 - D. Skill in preparing and presenting narrative and graphic descriptions and documentation.
5. Abilities Requirements:
- ~~A. Ability to obtain a Minnesota Pollution Control Agency Class SC Wastewater Treatment Operators License.~~
 - A. Ability to use a personal computer for data/record keeping.

- B. Ability to establish and maintain effective working relationships with all levels of City staff, outside agencies and the general public.
- C. Ability to communicate effectively, clearly, and concisely with individuals and groups, both orally and in writing to provide or obtain information.
- D. Ability to use flow metering and rain gauge equipment and software.
- E. Ability to read and interpret blueprints, plans, maps, ortho-rectified photographs, and GIS reports and maps.
- F. Ability to use GPS equipment and cellular telephone on a regular basis as needed to conduct work-related business.
- G. Ability to transport oneself to, from, and around sites of public meetings, programs, projects and customer contacts.
- H. Ability to organize, assign and direct personnel in the completion of duties.
- I. Ability to work independently.

6. Physical Abilities Requirements:

- A. Ability to remove and or replace sewer manhole covers (usually by prying and lifting) weighing 100 pounds.
- B. Ability to transport (usually by lifting and carrying) equipment weighing up to 25 pounds used in testing for infiltration and inflow entering the sanitary sewer system.
- C. Ability to stand, walk, kneel, crouch, and climb as needed to perform work activities.
- D. Ability to hear and speak sufficiently to exchange information in person and by telephone.
- E. Ability to attend work on a regular basis.

Anlst: TS	Class:	Union: Basic	Pay: 31	CSB:
CC:	Res:	EEOC:	EEOF:	WC: