

PERSONNEL COMMITTEE

14-0115R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE EXISTING CIVIL SERVICE CLASSIFICATION OF UTILITY OPERATIONS SUPERVISOR.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the existing civil service classification of utility operations supervisor, which were approved by the civil service board on March 4, 2014, 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 supervisory unit employees and compensated at Pay Ranges 1080-1095, \$4,989 to \$6,530 per month.

Approved:

  
\_\_\_\_\_  
Department Director

Approved for presentation to council:

  
\_\_\_\_\_  
Chief Administrative Officer

Approved as to form:

  
\_\_\_\_\_  
Attorney

Approved:

  
\_\_\_\_\_  
Auditor

HR TS:ao 2/28/2014

STATEMENT OF PURPOSE: The utility operations supervisor position supervises, plans, schedules, and reviews activities related to the operations and maintenance of the city's water, sewer and stormwater systems, including transmission, distribution, storage and pump facilities, sewer and stormwater pump facilities, and sewer collection system. Based on a review of the division's classifications, and since many of the duties that are performed by staff are related to the water utility, the minimum qualifications have been expanded to include the option to possess a water licensure or a wastewater licensure. In addition, candidates would have the licensures needed, rather than

obtain them within certain timeframes after appointment. The specifications have also been updated to use current language and to meet the new job description format. There is no change in the rate of pay, which is Ranges 1080-1095, \$4,989 to \$6,530 per month.

## **UTILITY OPERATIONS SUPERVISOR**

### **SUMMARY/PURPOSE**

To supervise, plan, schedule, and review activities related to the operations and maintenance of the City's gas, water, sewer and stormwater systems including transmission, distribution, storage and pump facilities, sewer and stormwater pump facilities, and sewer collection system. Provides administrative direction and technical assistance and training to division staff, and does related work as required. This classification is responsible for the work of all assigned crews installing, operating, maintaining and repairing City-owned utility systems and associated equipment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)**

1. Establish and implement policies and procedures for Utility Operations.
2. Plan, organize and direct the installation, operation, maintenance and repair of City-owned utility systems and associated equipment.
3. Evaluate the effectiveness of Utility Operations.
4. Establish and maintain records of operations; produce reports as required and requested.
5. Receive, investigate and respond to public inquiries, concerns, and complaints, and requests for service.
6. Participate in budget development; approve budgetary expenditures.
7. Assist in the development and monitoring of capital improvements and the Capital Equipment plan.
8. Coordinate Utility Operations projects and programs with other City departments, outside contractors, customers and the general public.
9. Supervise assigned staff.
10. Participate in interviewing and selection of new employees under the position's responsibilities, and training of employees in work procedures, standards and safety practices.
11. Establish work standards, prepare and provide input into employee performance evaluations, including setting and assessing goals, provides coaching and feedback, and makes recommendations regarding discipline.

### **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, skills, and abilities required.

1. Education & Experience Requirements
  - A. Possess a bachelor's degree in engineering or science plus two (2) years of experience in supervising the operation of a Minnesota Class S-A Wastewater System or Facility or a Minnesota Class A Water Treatment Facility, or
  - B. At least six (6) years of experience in the operation of a Minnesota Class S-A Wastewater system or Facility or a Minnesota Class A Water Treatment Facility, with at least two (2) years of that being supervisory level experience.
2. License Requirements
  - A. Possess a valid Minnesota Driver's License or equivalent.
  - B. Possess a Minnesota Class S-A Wastewater Treatment License and a Minnesota Class D Water Treatment License; or a Minnesota Class A Water Operator's License and a Minnesota Class D or S-D Wastewater Treatment License.
  - C. Must have Natural Gas Operator Qualification (OQ) certification by the date of hire.

3. Knowledge Requirements
  - A. Thorough knowledge of municipal utilities, particularly as related to the construction, maintenance and operation of water, gas and sewer systems.
  - B. Knowledge of electronics, electricity, hydraulics and mechanics.
  - C. Knowledge of large pumps and pumping systems.
  - D. Knowledge of large electric motors and electrical/electronic/computer control systems, including SCADA systems.
  - E. Knowledge of applicable safety laws, rules and regulations.
  - F. Knowledge of the principles of project planning, implementation and evaluation.
  - G. Knowledge of budgeting, including the principles of cost accounting.
  - H. Knowledge of the basic specifications, operating capabilities and applications of equipment and vehicles used in Utility Operations maintenance, such as piping systems, large pumps, light and heavy duty maintenance construction equipment, electric motors and electrical/electronic controls.
  - I. Knowledge of accepted supervisory practices.
  - J. Knowledge of labor relations and the labor agreements.
  - K. Knowledge of local, state and federal laws and regulations related to Utility Operations.
  - L. Knowledge of other agencies related to Utility Operations activities.
  - M. Knowledge of safe working practices and ability to perform work in a safe manner.
  
4. Skill Requirements
  - A. Skill in evaluating and analyzing operations and procedures related to divisional activities.
  - B. Skill in effectively communicating and preparing concise written and oral reports.
  - C. Skill in resolving customer complaints and concerns.
  - D. Skill in supervising others in an open and participative work environment.
  - E. Skill in applying accepted principles of utility operations.
  - F. Computer skills, specifically spreadsheet and word processing applications.
  
5. Ability Requirements
  - A. Ability to read and interpret plans, specifications and other technical literature.
  - B. Ability to transport oneself to, from and around construction projects throughout the City.
  - C. Ability to design and deliver presentations.
  - D. Ability to set performance standards and goals.
  - E. Ability to interpret and analyze collected data and descriptive statistics such as reports to the Environmental Protection Agency, Minnesota Pollution Control Agency, Minnesota Department of Health, Minnesota Office of Pipeline Safety, and the Western Lake Superior Sanitary District.
  - F. Ability to research new products and contract services, collect bids and make price comparisons.
  - G. Ability to establish and maintain effective working relationships with coworkers, customers and the general public.
  - H. Ability to use good judgment during emergency situations, such as unplanned events, power outage and sudden mechanical failures.
  
6. Physical Ability Requirements
  - A. Ability to work outside year round and in inclement weather.
  - B. Ability to work at height above an excavation; and climb into and out of excavations.
  - C. Ability to lift and carry up to 50 pounds occasionally and frequently lift and carry up to 25 pounds.
  - D. Ability to attend work on a regular basis.

HR: TS	WC: 7502	EEOC: Skilled Craft	EEOF: Utilities & Transportation	Class No: 1550
Union: Supervisory	Pay: 1080-1095	CSB:	Resolution:	CC:

## UTILITY OPERATIONS SUPERVISOR

**PURPOSE:** Responsible for the work of all assigned crews installing, operating, maintaining, and repairing City-owned utility systems and associated equipment.

### **FUNCTIONAL AREAS:**

1. Plan, direct, organize, and evaluate Utility Operations programs the work of all assigned crews installing, operating, maintaining, and repairing City-owned utility systems and associated equipment.
  - \* A. Establish and implement policies and procedures for Utility Operations.
  - \* B. Plan, organize, and direct the installation, operation, maintenance, and repair of City-owned utility systems and associated equipment.
  - \* C. Evaluate the effectiveness of Utility Operations.
  - \* D. Establish and maintain records of operations; produce reports as required and requested.
  - \* E. Respond to and satisfy customer complaints.
  - \* F. Participate in budget development; approve budgetary expenditures.
  - \* G. Assist in the development and monitoring of capital improvements and the Capital Equipment plan.
  - \* H. Coordinate Utility Operations projects and programs with other City departments, outside contractors, customers, and the general public.
  - \* I. Perform other tasks as assigned.
2. Supervise assigned personnel.
  - \* A. Prioritize, schedule, and assign work.
  - \* B. Effectively recommend the hire, transfer, promotion, and suspension or discharge of subordinate personnel.
  - \* C. Establish work standards, provide feedback and coaching, and conduct employee evaluations.
  - \* D. Discipline assigned personnel as necessary.
  - \* E. Provide for the training of employees in proper and safe work methods and procedures.
  - \* F. Effectively recommend adjustments or other actions in employee grievances.
  - \* G. Delegate authority and responsibilities to others as needed.
  - \* H. Disseminate instructions and information to employees through oral and written instructions.
  - \* I. Supervise the ordering of supplies, materials, and equipment.
  - \* J. Participate in pre-construction design and development review meetings related to Utility Operations.

## JOB REQUIREMENTS

### **Experience and Education Requirements:**

- ◆ A. A bachelors degree in engineering or science plus 2 years experience in supervising the operation of a Minnesota Class S-A, S-B, S-C, A, B, or C system or facility, or:
- ◆ B. At least six years experience in the operation of a Minnesota Class S-A, S-B, S-C, A,

B, or C system or facility, with at least two years of that being supervisory level experience.

License Requirements:

- ◆ A. Possess and maintain a valid Minnesota Driver's License, or equivalent.
- ◆ B. Possess and maintain a Minnesota Class S-A Wastewater Treatment License within two years of appointment.
- ◆ C. Possess and maintain a Class D Water Operators License within one year of appointment.

Knowledge Requirements:

- ◆ A. Thorough knowledge of municipal utilities, particularly as related to the construction, maintenance, and operation of water, gas, and sewer systems.
- ◆ B. Knowledge of electronics, electricity, hydraulics, and mechanics.
- ◆ C. Knowledge of large pumps and piping systems.
- ◆ D. Knowledge of large electric motors and electrical/electronic/computer control systems.
- ◆ E. Knowledge of applicable safety laws, rules, and regulations.
- ◆ F. Knowledge of the principles of project planning, implementation, and evaluation.
- ◆ G. Knowledge of budgeting, including the principles of cost accounting.
- ◆ H. Knowledge of the basic specifications, operating capabilities, and applications of equipment and vehicles used in Utility Operations maintenance such as piping systems, large pumps, light and heavy duty maintenance construction equipment, electric motors and electrical/electronic controls.
- ◆ I. Knowledge of accepted supervisory practices.
- ◆ J. Knowledge of labor relations and the labor agreements.
- ◆ K. Knowledge of local, state, and federal laws and regulations related to Utility Operations.
- ◆ L. Knowledge of other agencies related to Utility Operations activities.

Skill Requirements:

- ◆ A. Skill in evaluating and analyzing operations and procedures related to divisional activities.
- ◆ B. Skill in effectively communicating and preparing concise written and oral reports.
- ◆ C. Skill in resolving customer complaints and concerns.
- ◆ D. Skill in supervising others in an open and participative work environment.
- ◆ E. Skill in applying accepted principles of utility operations.

Ability Requirements:

- ◆ A. Ability to read and interpret plans, specifications, and other technical literature.
- ◆ B. Ability to transport oneself to, from, and around construction projects throughout the City.
- ◆ C. Ability to design and deliver presentations.
- ◆ D. Ability to set performance standards and goals.
- ◆ E. Ability to interpret and analyze collected data and descriptive statistics such as reports to the EPA, MPCA and WLSSD.
- ◆ F. Ability to research new products and contract services, collect bids, and make price comparisons.
- ◆ G. Ability to establish and maintain effective working relationships with coworkers, customers, and the general public.

- ◆ H. Ability to work outside in inclement weather.
  - ◆ I. Ability to work at height above an excavation; and to climb into and out of excavations.
  - ◆ J. Ability to attend work on a regular basis.
  - ◆ K. Ability to lift and carry up to 50 pounds occasionally and frequently lift and carry up to 25 pounds.
- \* Essential functions of the position.
- ◆ Job requirements necessary on the first day of employment.

Anlst: CT	Class: 1550	Union: Supervisory	Pay: 1080-1095	CSB: 20090407
CC: 20090615	Res: 09-0349R	EEOC: Skilled Craft	EEOF: Utilities/Transportation	WC: 7520

## UTILITY OPERATIONS SUPERVISOR

SUMMARY/PURPOSE: — Responsible

To supervise, plan, schedule, and review activities related to the operations and maintenance of the City's water, sewer and storm water systems including transmission, distribution, storage and pump facilities, sewer and storm water pump facilities, and sewer collection system. Provides administrative direction and technical assistance and training to division staff, and does related work as required. This classification is responsible for the work of all assigned crews installing, operating, maintaining, and repairing City-owned utility systems and associated equipment.

### FUNCTIONAL AREAS:

1. ~~Plan, direct, organize, and evaluate Utility Operations programs the work of all assigned crews installing, operating, maintaining, and repairing City-owned utility systems and associated equipment.~~
- \* ~~A. — ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned):~~
  1. Establish and implement policies and procedures for Utility Operations.
  2. \* ~~B. — Plan, organize, and direct the installation, operation, maintenance, and repair of City-owned utility systems and associated equipment.~~
  3. \* ~~C. — Evaluate the effectiveness of Utility Operations.~~
  4. \* ~~D. — Establish and maintain records of operations; produce reports as required and requested.~~
  5. \* ~~E. — RespondReceive, investigate and respond to and satisfy customerpublic inquiries, concerns, and complaints, and requests for service.~~
  6. \* ~~F. — Participate in budget development; approve budgetary expenditures.~~
  7. \* ~~G. — Assist in the development and monitoring of capital improvements and the Capital Equipment plan.~~
  8. \* ~~H. — Coordinate Utility Operations projects and programs with other City departments, outside contractors, customers, and the general public.~~
  - \* ~~I. — Perform other tasks as assigned.~~
9. 2. — Supervise assigned personnelstaff.
  - \* ~~A. — Prioritize, schedule, and assign work.~~
  - \* ~~B. — Effectively recommend the hire, transfer, promotion, and suspension or discharge of subordinate personnel.~~
  10. \* C. — Participate in interviewing and selection of new employees under the position's responsibilities, and training of employees in work procedures, standards and safety practices. Establish work standards, prepare and provide feedback and coaching, and conductinput into employee performance evaluations.
  - \* ~~D. — Discipline assigned personnel as necessary.~~
  - \* ~~E. — Provide for the training of employees in proper and safe work methods and procedures.~~
  - \* ~~F. — Effectively recommend adjustments or other actions in employee grievances.~~

11. \* ~~G. Delegate authority, including setting and assessing goals, provides coaching and feedback, and responsibilities to others as needed~~ makes recommendations regarding discipline.
- \* ~~H. Disseminate instructions and information to employees through oral and written instructions.~~
- \* ~~I. Supervise the ordering of supplies, materials, and equipment.~~
- \* ~~J. Participate in pre-construction design and development review meetings related to Utility Operations.~~

### 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 ~~and Education Requirements~~ requirements:

- A. ~~A. A bachelors~~ Possess a bachelor's degree in engineering or science plus two (2) years of experience in supervising the operation of a Minnesota Class S-A, S-B, S-C, A, B, Wastewater System or Facility or C system or facility a Minnesota Class A Water Treatment Facility, or:
- B. ~~B. At least six (6) years of experience in the operation of a Minnesota Class S-A, S-B, S-C, A, B, Wastewater system or Facility or C system or facility a Minnesota Class A Water Treatment Facility, with at least two (2) years of that being supervisory level experience.~~

#### 2. License Requirements:

- A. ~~A. Possess and maintain a valid Minnesota Driver's~~ Driver's License, or equivalent.
- ~~B. Possess and maintain a Minnesota Class S-A Wastewater Treatment License within two years of appointment.~~
- B. ~~C. Possess and maintain a and a Minnesota Class D Water Treatment License; or a Minnesota Class A Water Operator's License and a Minnesota Class D Water Operators or S-D Wastewater Treatment License within one year of appointment.~~
- C. Must have Natural Gas Operator Qualification (OQ) certification by the date of hire.

#### 3. Knowledge Requirements:

- A. ~~A. Thorough knowledge of municipal utilities, particularly as related to the construction, maintenance, and operation of water, gas, and sewer systems.~~
- B. ~~B. Knowledge of electronics, electricity, hydraulics, and mechanics.~~
- C. ~~C. Knowledge of large pumps and piping pumping systems.~~
- D. ~~D. Knowledge of large electric motors and electrical/electronic/computer control systems; including SCADA systems.~~
- E. ~~E. Knowledge of applicable safety laws, rules, and regulations.~~
- F. ~~F. Knowledge of the principles of project planning, implementation, and evaluation.~~
- G. ~~G. Knowledge of budgeting, including the principles of cost accounting.~~

H. ♦ ~~H.~~ — Knowledge of the basic specifications, operating capabilities, and applications of equipment and vehicles used in Utility Operations maintenance, such as piping systems, large pumps, light and heavy duty maintenance construction equipment, electric motors and electrical/electronic controls.

I. ♦ ~~I.~~ — Knowledge of accepted supervisory practices.

J. ♦ ~~J.~~ — Knowledge of labor relations and the labor agreements.

K. ♦ ~~K.~~ — Knowledge of local, state, and federal laws and regulations related to Utility Operations.

L. ♦ ~~L.~~ — Knowledge of other agencies related to Utility Operations activities.

M. Knowledge of safe working practices and ability to perform work in a safe manner.

4. Skill Requirements:

A. ♦ ~~A.~~ — Skill in evaluating and analyzing operations and procedures related to divisional activities.

B. ♦ ~~B.~~ — Skill in effectively communicating and preparing concise written and oral reports.

C. ♦ ~~C.~~ — Skill in resolving customer complaints and concerns.

D. ♦ ~~D.~~ — Skill in supervising others in an open and participative work environment.

E. ♦ ~~E.~~ — Skill in applying accepted principles of utility operations.

F. ~~Ability~~ Computer skills, specifically spreadsheet and word processing applications.

5. Abilities Requirements:

A. ♦ ~~A.~~ — Ability to read and interpret plans, specifications, and other technical literature.

B. ♦ ~~B.~~ — Ability to transport oneself to, from, and around construction projects throughout the City.

C. Ability to design and deliver presentations.

D. ♦ ~~D.~~ — Ability to set performance standards and goals.

E. ♦ ~~E.~~ — Ability to interpret and analyze collected data and descriptive statistics such as reports to the EPA, MPCA and WLSSD Environmental Protection Agency, Minnesota Pollution Control Agency, Minnesota Department of Health and the Western Lake Superior Sanitary District.

F. ♦ ~~F.~~ — Ability to research new products and contract services, collect bids, and make price comparisons.

G. ♦ ~~G.~~ — Ability to establish and maintain effective working relationships with coworkers, customers, and the general public.

~~H. ♦ H. — Ability to use good judgment during emergency situations, such as unplanned events, power outage and sudden mechanical failures.~~

6. Physical Abilities Requirements:

~~A. Ability to work outside year round and in inclement weather.~~

~~B. ♦ I. — Ability to work at height above an excavation; and to climb into and out of excavations.~~

~~C. ♦ J. — Ability to attend work on a regular basis.~~

~~D. ♦ K. — Ability to lift and carry up to 50 pounds occasionally and frequently lift and carry up to 25 pounds.~~

E. Ability to attend work on a regular basis.

~~\* Essential functions of the position.~~

~~♦ Job requirements necessary on the first day of employment.~~

Anlst: <del>CFIS</del>	Class: 1550	Union: _Supervisory	Pay: 1080-1095	CSB: 20090407
CC: 20090615	Res: 09-0349R	EEOC: Skilled Craft	EEOF: _Utilities/ & Transportation	WC: 7520 7502