22D

AN ORDINANCE AMENDING ORDINANCE 8064 (THE CLASSIFICATION AND COMPENSATION PLAN) TO REVISE THE CLASS OF **EPWU WASTEWATER PLANT TECHNICIAN II**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That Ordinance No. 8064, the Classification and Compensation Plan, shall be amended as follows:

As recommended by the Civil Service Commission, the class of **EPWU Wastewater Plant Technician II** is hereby revised in accordance with the duties and responsibilities attached hereto. The Code will remain **3409**. The Grade shall be **GS 20**.

PASSED AND APPROVED this 20th day of April 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

APPROVED AS TO CONTENT:

Terry A. Bond
Human Resources Director

APPROVED BY THE CIVIL SERVICE COMMISSION:

Date: March 25, 2004

By:
Terry A. Bond
Secretary

Human Resources Department

MEMO

To: **Civil Service Commission**
Thru: **Terry Bond, Human Resources Director**
From: **James Sienkiewicz, Classification and Compensation Manager**
Ana I. Sanchez, Personnel Analyst II
Date: **March 23, 2004**
Subject: **Revision of Job Specifications**

Human Resources recommends Commission approval of the job classification items listed below. See attached proposed and strike-through versions of the specifications.

	TITLE	CODE	GRADE
OFFICIAL	EPWU Wastewater Plant Technician II	3409	GS 20
PROPOSED	**Same**	**Same**	**Same**
OFFICIAL	EPWU Wastewater Plant Assistant Superintendent	3411	GS 26
PROPOSED	**Same**	**Same**	**Same**
OFFICIAL	EPWU Sewage Plant Superintendent III	5462	PM 78
PROPOSED	**EPWU Wastewater Plant Superintendent**	**Same**	**Same**
OFFICIAL	EPWU Reclamation Plant Superintendent	5463	PM 80
PROPOSED	**Same**	**Same**	**Same**

Revision of the subject job classes was requested by the El Paso Water Utility (EPWU) General Manager. Updating minimum qualifications was necessary to meet current Texas Commission on Environmental Quality (TCEQ) wastewater certification standards and Environmental Protection Agency (EPA) recommendations. In addition to changes in certification requirements, experience requirements were also modified to ensure consistent and logical progression of levels of knowledge, abilities and skills acquired for promotional purposes. Human Resources found that the natures, scopes and levels of the job classes remained substantially the same. All the incumbents of the affected job classes meet the proposed minimum qualifications.

The attached proposed job specifications summarizing the primary duties, responsibilities, minimum qualifications, other job characteristics and title changes were revised using the City's current style and format conventions and have been reviewed by the Human Resources Director and the EPWU General Manager. No change in grades were warranted.

This recommendation is being made pursuant to:

Civil Service Rule 4, Classification, Section 4(a), Reclassification of Positions:

"The Commission or the Human Resources Director may investigate of its own accord or upon the request of a department head, any change in the duties and responsibilities of a position from those upon which it was originally classified. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Commission will request the Mayor to direct the Human Resources Director to place the position in its proper class and grade.

"A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the appointing authority, department heads or employees involved, statements of the duties and responsibilities of the position under review. The appointing authority, department heads and employees concerned will have an opportunity to be heard before the revised class is approved and to appeal to the Commission in accordance with Article VI, Section 6.13-4 of the Charter."

Attachments

Custodial, Labor and Trades Branch
Plant Maintenance and Plant Operation Group
Water Supervisory Series

E.P.W. U. WASTEWATER PLANT TECHNICIAN II

43/9904 (SAISC)

Summary

General Purpose

Under general supervision, overseesupervise activities of a crew engaged in wastewater treatment plant operation and/or maintenance of a wastewater treatment plant.

Typical Duties

Plan, direct and review

Supervise Oversee shift operations and direct tolower level staff in controlling routine wastewater treatment processes and synchronized coordinating wastewater pumping and disposal operations in compliance with state and federal permits. Involves: mMonitoring operations through successive stages of wastewater treatment systems stages and recommend improvements; and adjustments to optimize plant processes, as necessary; Ttakinge appropriate corrective action to asensure proper operation of pumps, motors, air compressors, thickeners, blowers, valves, gates or other equipment; iInspecting and adjusting digester levels and temperature, feed rate and gas quality and production; maintaining water-well and sludge pond levels within prescribed limits; mMonitoring and perform basic laboratory tests of effluent prior to injection or release. and assuring samples are taken and Collect and ttested samples in accordance with federal and state regulations; Analyze and adjust chemical additives according to established guidelines. making adjustments to chemical additives according to established guidelines. Respond to emergencies and determine remedial action.

Coordinate and perform installation, maintenance and repair of treatment systems and complex equipment. Involves: aAssisting in planning and directing repair of blowers, aeration systems, clarifiers, digestion equipment, mixers or similar mechanical equipment; iInspecting machinery for proper operation and to detect faulty parts; Rreplacinge bearings, sleeves, packing glands, oil columns, pumps, housings, shafts, spider bearings, pump bowls, or similar parts using hand tools; cChecking electrical equipment for shorts, faulty wiring, loose connections, loss of power and overload; pPerforming minor electrical or mechanical repairs including basic welding; cCleaning and flushing sludge lines, washing or replacinge filters; sSchedulinge and performinge required preventive maintenance; iInstallling fire sprinkler systems and meters. Requisition and maintain inventory of chemicals and supplies.

Supervise assigned personnel. Involves: Oversee or personally engage in scheduling, assigning, instructing, guiding, checking and evaluating day-to-day work units. Comply with and Eenforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Prepare employee performance appraisals. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes.

Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor or coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operations, as assigned. Provide designated support for special projects. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Prepare and maintain reports and records. Maintain inventory and requisitions supplies.

Perform other duties as assigned. Involves: substituting for supervisor during temporary absences by carrying out specifically delegated duties sufficient to sustain continuity of ordinary operations or services, and similarly substituting for coworkers; preparing and maintaining daily and monthly equipment and process logs, power records, chemical and gas consumption and other related records and reports using computers; maintaining inventory and requisitioning supplies.

Minimum Qualifications

~~Training and Experience: Graduation from high school or G.E.D. and five (5) years experience in water or wastewater treatment plant operations or maintaining and repairing mechanical equip-ment, which includes three (3) years at a level comparable to Plant Technician I in a wastewater treatment plant; or an equivalent combination of training and experience.~~

- Considerable knowledge of: wastewater treatment plant operation, maintenance and repair principles, practices, and procedures. ~~used in operation, maintenance and repair of a wastewater treatment plant;~~
- Considerable knowledge of safe work practices and procedures.
- Good knowledge of: wastewater treatment equipment operation and maintenance ~~of a variety of wastewater treatment equipment~~ including but not limited to nitrification reactors, chemical flocculation chambers, flash mix tanks, oxidation chambers, clarifiers, sludge thickeners, digestors and disinfection units, ~~ion exchangers;~~
- Good knowledge of wastewater treatment chemicals, ~~and~~ compounds, and ~~wastewater treatment~~ processes, including but not limited to ~~those used in~~ primary, secondary and tertiary processes.
- Good knowledge of Federal, State and local rules and regulations governing wastewater plant processes and effluent quality.
- Some knowledge of supervisory practices and procedures.

- Ability to: plan, layout and complete installation, modification and repairs of wastewater treatment plant equipment;
- Ability to read and interpret technical manuals, blueprints and other documents used to install, adjust and set various meters, gauges, and similar devices;
- Ability to read and record data from gauges, graphs, dials and other measuring instruments.
- Ability to calculate chemical formulas and estimates of required labor and materials cost;
- Ability to plan, assign, supervise, train, review and evaluate the work of assigned personnel.
- Ability to enforce personnel rules and regulations, safe working practices and procedures, standards of conduct and work attendance.
- Ability to ~~express oneself~~ communicate clearly and concisely, ~~both~~ orally and in writing;

Ability to establish and maintain effective working relationships with ~~fellow~~ City employees, officials, contractors, regulatory agencies and the public.

- ~~Ability to enforce and comply with safe working practices and procedures;~~
- Ability to maintain records and prepare reports.

~~maintain records and prepare reports.~~

Custodial, Labor and Trades Branch
Plant Maintenance and Group
Water Supervisory Series

EPWU WASTEWATER PLANT TECHNICIAN II

3/04 (AIS)

General Purpose

Under general supervision, oversee activities of a crew engaged in wastewater treatment plant operation and maintenance.

Typical Duties

Plan, direct and review shift operations to control routine wastewater treatment processes and synchronized wastewater pumping and disposal operations in compliance with state and federal permits. Involves: Monitor operations through successive wastewater treatment systems stages and recommend improvements and adjustments to optimize plant processes, as necessary. Take corrective action to ensure proper operation of pumps, motors, air compressors, thickeners, blowers, valves, gates or other equipment. Inspect and adjust digester levels and temperature, feed rate and gas quality and production. Monitor and perform basic laboratory tests of effluent prior to injection or release. Collect and test samples in accordance with federal and state regulations. Analyze and adjust chemical additives according to established guidelines. Respond to emergencies and determine remedial action.

Coordinate and perform installation, maintenance and repair of treatment systems and complex equipment. Involves: Assist in planning and directing repair of blowers, aeration systems, clarifiers, digestion equipment, mixers or similar mechanical equipment. Inspect machinery for proper operation and faulty parts. Replace bearings, sleeves, packing glands, oil columns, pumps, housings, shafts, spider bearings, pump bowls, or similar parts using hand tools. Check electrical equipment for shorts, faulty wiring, loose connections, loss of power and overload. Perform minor electrical or mechanical repairs including basic welding. Clean and flush sludge lines, wash or replace filters. Schedule and perform required preventive maintenance. Install fire sprinkler systems and meters. Requisition and maintain inventory of chemicals and supplies.

Supervise assigned personnel. Involves: Oversee or personally engage in scheduling, assigning, instructing, guiding, checking and evaluating day-to-day work units. Comply with and enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Prepare employee performance appraisals. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes.

Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor or coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operations, as assigned. Provide designated support for special projects. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Prepare and maintain reports and records. Maintain inventory and requisitions supplies.

Knowledge, Abilities and Skills

- Considerable knowledge of wastewater treatment plant operation, maintenance and repair principles, practices, and procedures.
- Considerable knowledge of safe work practices and procedures.
- Good knowledge of wastewater treatment equipment operation and maintenance including but not limited to nitrification reactors, chemical flocculation chambers, flash mix tanks, oxidation chambers, clarifiers, sludge thickeners, digestors and disinfection units.
- Good knowledge of wastewater treatment chemicals, compounds, and processes, including but not limited to primary, secondary and tertiary processes.
- Good knowledge of Federal, State and local rules and regulations governing wastewater plant processes and effluent quality.
- Some knowledge of supervisory practices and procedures.
- Ability to plan, layout and complete installation, modification and repairs of wastewater treatment plant equipment.
- Ability to read and interpret technical manuals, blueprints and other documents used to install, adjust and set various meters, gauges, and similar devices.

- Ability to read and record data from gauges, graphs, dials and other measuring instruments.
- Ability to calculate chemical formulas and estimates of required labor and materials cost.
- Ability to plan, assign, supervise, train, review and evaluate the work of assigned personnel.
- Ability to enforce personnel rules and regulations, safe working practices and procedures, standards of conduct and work attendance.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with City employees, officials, contractors, regulatory agencies and the public.
- Ability to maintain records and prepare reports.
- Skill in safe operation and care of motor vehicle, computer network workstation and generic business productivity software, common equipment, hand tools and instruments to sample and measure water quality.

Other Job Characteristics

- Frequent exposure to moving machinery and equipment, chemicals, fumes, unpleasant odors, sewage and materials common to the treatment and operation of wastewater treatment plant and laboratory.
- Occasional lifting and carrying of moderate weight objects (up to 50 pounds).
- Occasional exposure to adverse weather conditions.
- Occasional driving through City traffic.

Minimum Qualifications

Education and Experience: Equivalent to a high school diploma or General Education Development (GED), plus five (5) years wastewater treatment plant operations or mechanical equipment maintenance and repair experience, including three (3) years at the level of Plant Technician I in a wastewater treatment plant.

Licenses and Certificates:

- Texas Class "C" Driver's License or equivalent from another state by time of appointment.
- Texas Commission on Environmental Quality (TCEQ) Class "B" Sewage Certificate of Competency by time of appointment

Special Requirements:

- Subject to work a rotating shift schedule including weekends and holidays.
- Subject to mandatory recall during water utility emergency operations.

Human Resources Director

Department Head

- Skill in safe operation and care of motor vehicle, computer network workstation and generic business productivity software, common equipment, hand tools and instruments to sample and measure water quality.

Skill in the safe use and care of: common hand tools and instruments to sample and measure water quality.

Other Job Characteristics*Physical Requirements*

- Frequent exposure to moving machinery and equipment, chemicals, fumes, unpleasant odors, sewage and materials common to the treatment and operation of wastewater treatment plant and laboratory.
- Occasional lifting and carrying of moderately weight heavy objects (up to 50 pounds).
- exposure to chemicals, effluent or similar solutions;Occasional exposure to adverse weather conditions.

Occasional operating a motor vehicle driving and working under all weather conditions.

Minimum Qualifications

Education Training and Experience: Equivalent to Graduation from a high school diploma or General Education Development or (G.E.D.), plus and five (5) years experience in experience in water or wastewater treatment plant operations or mechanical equipment maintenance and repair experience, which includinges three (3) years at athe level of comparable to Plant Technician II in a wastewater treatment plant. ; or an equivalent combination of training and experience.

Special Requirements: Work a rotating shift schedule including weekends and holidays.

License Licenses

- Texas Class "C" Driver's License or equivalent from another state by time of appointment.
- Texas "B" Wastewater Certificate of Competency by time of appointment.
- Texas Commission on Environmental Quality (TCEQ) TCEQ Class "B" Sewage Certificate of Competency abyt time of appointmentlication

Special Requirements:

- Subject to work a rotating shift schedule including weekends and holidays.
- Subject to mandatory recall during water utility emergency operations.

Human Resources Director of Personnel _____ Department Head