Agenda Item Form

Agenda Date: 04/20/04

Districts Affected: N/A
Dept. Head/Contact Information: Human Resources, Terry A. Bond, (915) 541-4509

Type of Agenda Item:

- ☒ Resolution
- ☐ Tax Installment Agreements
- ☐ RFP/ BID/ Best Value Procurement
- ☐ Application for Facility Use
- ☐ Interlocal Agreements
- ☐ Other _____
- ☐ Staffing Table Changes
- ☐ Tax Refunds
- ☐ Budget Transfer
- ☐ Bldg. Permits/Inspection
- ☐ Contract/Lease Agreement
- ☐ Board Appointments
- ☐ Donations
- ☐ Item Placed by Citizen
- ☐ Introduction of Ordinance
- ☐ Grant Application

Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: _____ Months)
- ☐ Other Source: _____

Legal:

☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☐ High ☒ Medium ☐ Low # of days:_____

Why is this item necessary:
Updating minimum qualifications was necessary to meet current Texas Commission on Environmental Quality (TCEQ) wastewater certification standards and Environmental Protection Agency (EPA) recommendations.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:
None. Pay grade remained the same

Statutory or Citizen Concerns:
None Anticipated

Departmental Concerns:
None Anticipated

2004 APR 15 PM 12 07
CITY CLERK DEPARTMENT

RESOLUTION

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

That the Classification and Compensation Plan, shall be amended, as recommended by the Civil Service Commission. The class of **EPWU Reclamation Plant Superintendent** is hereby revised as specified in the duties and responsibilities attached hereto. The Code will remain **5463.** The Grade shall be **PM 80**.

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: _____
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

Professional and Managerial Branch E.P.W.UEPWU. RECLAMATION PLANT SUPERINTENDENT
Water Utilities Administration Miscellaneous Managerial Group SUPERINTENDEN3/04T (AIS)
Sewage Plant Supervintendentsion Series 093/8904 (AIS)

CHARACTERISTICS OF THE CLASS:

General Purpose

Under direction, manage coordination of oversee is responsible for the operations and maintenance, functions and activities of a raw sewage to potable water reclamation plant. performs related duties as required.

EXAMPLES OF Typical UTIES:uties

Plans, coordinate, directs, supervises and reviewinspects functioning the oof a operation of a wastewater/water treatment plant; Involves: Implement aAssigns and oversee supervise supervises plant maintenance; Troubleshoot and resolve complex operational problems. aAnalyzes and evaluates processing methods and makes recommendations for to improvements for mentoperational efficiency ; cConfers with engineers on plant additions or improvements.; Plan and implement preventive maintenance programs. rRecommends specifications for equipment and materials purchase; supervises the preparation of required operation and effluent reports; plans and implements preventive maintenance programs; OverseesSupervises the collectingtaking, testing and analysis of samples; asEnsures compliance with federal, state and local rules and regulations. Provide technical guidance and training for maintenance and operations personnel. Respond to inquiries and complaints.

Administer expenditure of appropriated funds. Develops, Prepare and submits annual budget for plant operation and maintenance. and controls budgets for plant operations; p Mmake recommendations for purchase of equipment and provide justification. Research and prepare specifications for equipment, machines, parts and supplies to prepare quotes. Prepares requisition for supplies, materials and equipment. ; Maintain inventory and requisitioning supplies. maintains records and prepares reports.

Supervise assigned supervisory and non-supervisory technical, skilled and semi-skilled personnel. Involves: Oversee or personally engage in scheduling, assigning, instructing, guiding, checking and evaluating day-to-day work units. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Prepare employee performance appraisals and review evaluations prepared by subordinates. 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, asif assigned. Provide designated support for special projects. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Monitor, prepare and maintain reports and correspondence. Represent department to educate and advise schools, community groups, civic groups and international groups on wastewater treatment plant processes. Supervises, trains, and evaluates assigned personnel; prepares shift rotation schedules; enforces established rules and regulations, standards of conduct and work attendance; develops, implements, enforces and complies with safe working practices and procedures.

MINIMUM QUALIFICATIONS:

Training and Experience: Completion of two years of college course work (study in a field of engineering desirable) and six years of progressively responsible experience in the operation and maintenance of a wastewater treatment plant, four years of which must have been at the level of a Sewage Plant Operator III, Maintenance Mechanic II or higher; or an equivalent combination of training and experience.

- Considerable knowledge of the wastewater and water treatment processes and equipment used, in wastewater treatment;
- cConsiderable knowledge of sewage treatment and sludge processing;
- Cconsiderable knowledge of the industrial waste effects of industrial wastes on treatment processes;
- Cconsiderable knowledge of of Utility, state and federal water and wastewater health rules and regulations; considerable knowledge of safe working practices;
- gGood knowledge of supervisory techniques, work conduct and attendance standards of conduct and work attendance, and safe work practices.

- Ability to firmly and impartially supervise, train and evaluate assigned personnel;

- aAbility to enforce safe working practices and procedures, standards of conduct and work attendance;

- aAbility to express oneselfpersuasively communicate clearly and concisely, both orally and in writing;

- aAbility to establish and maintain effective working relationships with City fellow employees, officials, vendors, contractors, consultants, regulatory and funding agencies, and the general public;

- Aability to analyze and prepare specifications for plant improvement;

- aAbility to prepare reports and maintain and update records and databases. 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.

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Other Job cCharacteristicsPhysical Requirements:

- Frequent Eexposure to industrial equipment, sewage, air and water borne pathogens, chemicals, fumes, noxious odors common to a wastewater reclamation plant;
- Frequent walking on uneven terrain, bending, stooping and climbing ladders.
- Frequent lifting and carrying of medium weight objects (up to 50 pounds). mobility within a treatment facility environment; lift and carry heavy objects (up to 50 pounds); climb ladders to access equipment; subject to call during non-working hours;
- Occasional driving operate a motor vehicle through cCity traffic.

MINIMUMMinimum QualificationsUALIFICATIONS:

Education and Experience: Equivalent to two (2) years of college coursework in (engineering, chemistry, biology or closely related field desirable), plus seveevenn (776) years of wastewater treatment plant operations and maintenance progressively responsible experience in the operation and maintenance of a wastewater treatment plantexperience, including three (3) years ofat the level of Wastewater Plant Assistant Superintendent. which must

~~have been at the level of a Sewage Plant Operator III, Maintenance Mechanic II or higher ; or an equivalent combination of training and experience.~~

Licenses and Certificates:

- Texas Class "C" Driver's License or equivalent ~~license issued by~~ from another state by time of appointment;.

Texas Commission on Environmental Quality (TCEQ) ~~Texas~~ Class "AB" Sewage Certificate of Competency by ~~at~~ time of appointment~~lication.~~

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Special Requirements:

- Subject to on-call during non-working hours and mandatory recall during water utility emergency operations.

Human Resources Director ~~of Personnel~~

Department Head

Professional and Managerial Branch
Water Utilities Administration Group
Superintendent Series

EPWU RECLAMATION PLANT SUPERINTENDENT
3/04 (AIS)

General Purpose

Under direction, manage coordination of operations and maintenance of a raw sewage to potable water reclamation plant.

Typical Duties

Plan, direct, and review functioning of a operation of a wastewater/water treatment plant. Involves: Implement and oversee plant maintenance. Troubleshoot and resolve complex operational problems. Analyze and evaluate processing methods and recommend improvements for operational efficiency. Confer with engineers on plant additions or improvements. Plan and implement preventive maintenance programs. Recommend specifications for equipment and materials purchase. Oversee collecting, testing and analysis of samples. Ensure compliance with federal, state and local rules and regulations. Provide technical guidance and training for maintenance and operations personnel. Respond to inquiries and complaints.

Administer expenditure of appropriated funds. Prepare and submit annual budget for plant operation and maintenance. Make recommendations for purchase of equipment and provide justification. Research and prepare specifications for equipment, machines, parts and supplies to prepare quotes. Prepare requisition for supplies, materials and equipment. Maintain inventory and requisitioning supplies.

Supervise assigned supervisory and non-supervisory technical, skilled and semi-skilled personnel. Involves: Oversee or personally engage in scheduling, assigning, instructing, guiding, checking and evaluating day-to-day work units. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Prepare employee performance appraisals and review evaluations prepared by subordinates. 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, if assigned. Provide designated support for special projects. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Monitor, prepare and maintain reports and correspondence. Represent department to educate and advise schools, community groups, civic groups and international groups on wastewater treatment plant processes.

Knowledge, Abilities and Skills

- Considerable knowledge of wastewater and water treatment processes and equipment.
- Considerable knowledge of sewage treatment and sludge processing.
- Considerable knowledge of industrial waste effects on treatment processes.
- Considerable knowledge of utility, state and federal water and wastewater rules and regulations.
- Good knowledge of supervisory techniques, work conduct and attendance standards, and safe work practices.
- Ability to firmly and impartially supervise, train and evaluate assigned personnel.
- Ability to enforce safe working practices and procedures, standards of conduct and work attendance.
- Ability to persuasively communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with City employees, officials, vendors, contractors, consultants, regulatory and funding agencies, and the public.
- Ability to analyze and prepare specifications for plant improvement.
- Ability to prepare reports and maintain and update records and databases.
- 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 industrial equipment, sewage, air and water borne pathogens, chemicals, fumes,

noxious odors common to a wastewater reclamation plant.

- Frequent walking on uneven terrain, bending, stooping and climbing ladders.
- Frequent lifting and carrying of medium weight objects (up to 50 pounds).
- Occasional driving through City traffic.

Minimum Qualifications

Education and Experience: Equivalent to two (2) years of college coursework in engineering, chemistry, biology or closely related field, plus seven (7) years of wastewater treatment plant operations and maintenance experience, including three (3) years at the level of Wastewater Plant Assistant Superintendent.

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 "A" Sewage Certificate of Competency by time of appointment.

Special Requirements:

- Subject to on-call during non-working hours and mandatory recall during water utility emergency operations.

Human Resources Director

Department Head

OFFICIAL