

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: October 15, 2020

Item description/summary: Wastewater Collection Operator II/Construction Inspector and Utility Worker/Construction Inspector Apprentice positions

The two proposed positions are hybrids which would morph together an existing position with an inspector and inspector apprentice position. The addition of the inspector duties and any other changes are in red. This would cover inspections for both water and wastewater.

Fiscal Analysis:

There would be an overall 5% increase to both existing positions to address the additional duties.

Sample Motion/Staff Recommendation:

Consider approving the proposed Wastewater Collection Operator II/Construction Inspector position and Utility Worker/Construction Inspector Apprentice position with proposed salaries – D/A

Prepared by:

Cindy Van Meter/Office Manager-Human Resource Coordinator

FLSA: Non-Exempt
3/09/10/2020
Safety Sensitive Position

OLIVEHURST PUBLIC UTILITY DISTRICT

WASTEWATER COLLECTION SYSTEM OPERATOR II
/CONSTRUCTION INSPECTOR

DEFINITION

Under the direction of the Chief Plant Operator, participates and leads in the activities of wastewater collection system and inspection of public construction and repairs. Performs manual, semi-skilled, and skilled work using mechanical equipment and related tools in the servicing/cleaning, maintenance, inspection, repair and construction of wastewater collection systems and related service activities.

EXAMPLES OF DUTIES – WASTEWATER COLLECTION SYSTEM

Duties may include but are not limited to the following:

- Maintain wastewater collection system lines.
- Clean wastewater collection system; open clogged lines; clean manholes, wet wells and lift stations.
- Oversee the operation of line locating and the use of video inspection equipment.
- Oversee inspection of installation of new manholes and line installation.
- Respond to various wastewater related emergencies in the districts infrastructure.
- Operate a variety of heavy equipment including backhoe/loader, dump truck and vacuum truck and have the ability to perform preventative maintenance on the same.
- Maintain accuracy of collection systems maps, cleaning records and inspections records.

EXAMPLES OF DUTIES – CONSTRUCTION INSPECTION

- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, contractors and all members of the general public.
- Performs routine semi-skilled and technical construction inspection work for environmental, water, sewer, and other public works projects and programs. Assures compliance with federal, state and local codes and standards and contractual provisions.
- Inspects and approves all phases of public construction and improvement work contracted by the District, as requested, to assure that the appropriate construction

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is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations.

- Issues correction notices or approvals as required.
- Inspects and approves construction and installation of sewers, water lines, water meters, water treatment plants and appurtenances, hydrants, service lines, fire lines, cross connection control devices and related utilities and structures as assigned.
- Inspects construction work under excavation, clearing and grading permits.
- Inspects to assure compliance with local, State or Federal standards for any right-of-way, street use, other permits issued to private utilities or contractors.
- Coordinates activities and schedules with utility companies, contractors, property owners, other municipalities and other District departments.
- Resolves conflicts within scope of authority.
- Provides information and responds to inquiries from contractors, property owners, staff, and the general public regarding assigned public works projects.
- Maintains a variety of logs and records related to contractor employees, work assignments and inspection activities.
- Performs work in accordance with safety policies and procedures.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Uses and purposes of general construction equipment.
- Preventative maintenance techniques and procedures.
- Operational characteristics of a wastewater collections system.
- Tools and equipment used in the maintenance of wastewater collection system.
- Basic civil engineering principles, practices and methods as applicable to a municipal setting.
- Applicable laws, standards and regulations relating to construction, inspection, safety and traffic control.
- Public works inspection methods.
- Safe work practices and regulations.

Skill in:

- Reading and interpreting construction drawings, plans and specifications, and contract documents.
- Applying material testing procedures.

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- Operating tape measure, pipe locator, pressure gauges, testing equipment, engineering calculator, motor vehicle, phone, and mobile or portable radio sufficient to perform job duties.

Ability to:

- Work any shift, holidays, and weekends. Willingness to work overtime.
- Carry out policies of the District.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Recognize, prioritize, and accomplish needed tasks.
- Respond quickly and effectively in difficult situations.
- Stay abreast of new products and procedures.
- Maintain records and prepare reports.
- Read and interpret blueprints and maps.
- Follow oral and written instructions.
- Effectively work with individuals from a multi-cultural population.
- Prepare, organize and maintain inspection field and office data, reports and systems.
- Perform required mathematical computations.
- Effectively communicate complex technical information, orally and in writing, in a professional manner to contractors, developers, property owners, employees, consultants, other governmental agency representatives, District officials and the general public.
- Use calculator, phone, fax and copy machine, computer (desk top and lap top) and operate motor vehicles.
- Operate personal computer, including word processing, spreadsheet, and data base software.
- Communicate clearly and concisely both orally and in writing.
- Obtain California Water Environmental Association Collection System Maintenance Certificate, Grade II.

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REQUIREMENTS

- Graduation from a high school or GED
- Must have a current and valid class A or B California driver's license with tank endorsement.
- Minimum of five years related experience, or any equivalent combination of education and experience in the construction field.

- Must be insurable by the District's auto liability insurer.
- Meets the physical requirements necessary to safely and effectively perform required duties.
- Must have California Water Environmental Association; Collection System Maintenance Certificate, Grade I.

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally; requires sufficient hand/eye coordination to perform repetitive movement. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs with assistance; stand and walk for extended periods, climb, bend, and stoop, grasp and hold objects or tools with full range of motion in wrists and arms; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.

OLIVEHURST PUBLIC UTILITY DISTRICT

UTILITY WORKER/CONSTRUCTION INSPECTOR APPRENTICE

DEFINITION

Under general supervision, this is an entry-level position, which performs a variety of tasks in the operation, repair, maintenance and construction of any/all District facilities.

EXAMPLE OF DUTIES – UTILITY WORKER

- Assist in maintain domestic water system, including pumps, motors, controls, distribution system, pipelines, fire hydrants, meters, and appurtenances.
- Installs new water services and reads water meters.
- Assists in maintaining wastewater treatment facility and lift station structures and equipment.
- Assists in maintaining wastewater collection lines and appurtenances, including pumps, motors and controls.
- Installs new sewer laterals.
- Assists with inspection of tanks, pumps, equipment and connections into District water and wastewater systems.
- Assists with basic maintenance on pumps, electrical and plumbing repair.
- Assists in maintaining parks and recreational facilities including tennis courts, ball fields, swim pool and building maintenance.
- Develop and maintain positive public relations with emphasis on customer service.

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EXAMPLE OF DUTIES – CONSTRUCTION INSPECTOR APPRENTICE

- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, contractors and all members of the general public.
- Operates a motor vehicle to assist in carrying out the business of the department and the District.
- Assist with routine semi-skilled and technical construction inspection work for environmental, water, sewer, and other public works projects and programs. Assures compliance with federal, state and local codes and standards and contractual provisions.
- Inspects and approves all phases of public construction and improvement work contracted by the District, as requested, to assure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations.
- Issues correction notices or approvals as required.

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- Inspects and approves construction and installation of sewers, water lines, water meters, water treatment plants and appurtances, hydrants, service lines, fire lines, cross connection control devices and related utilities and structures as assigned.
- Inspects construction work under excavation, clearing and grading permits.
- Inspects to assure compliance with local, State or Federal standards for any right-of-way, street use, other permits issued to private utilities or contractors.
- Coordinates activities and schedules with utility companies, contractors, property owners, other municipalities and other District departments.
- Resolves conflicts within scope of authority.
- Provides information and responds to inquiries from contractors, property owners, staff, and the general public regarding assigned public works projects.
- Maintains a variety of logs and records related to contractor employees, work assignments and inspection activities.
- Performs work in accordance with safety policies and procedures.
- ~~Develop and maintain positive public relations with emphasis on customer service.~~

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Knowledge of:

- The use, purpose, care and hazards associated with certain chemicals used in the water and wastewater field.
- The use and purpose of hand tools and the ability to maintain and use them safely.
- General construction and maintenance materials, methods and terminology.
- General carpentry, plumbing, and mechanical systems.
- Basic arithmetic.
- Hand and power tool operations.
- Understanding of civil engineering principles, practices and methods as applicable to a municipal setting.
- ~~Public works inspection methods.~~

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Skill in:

- Recognize, prioritize, and accomplish needed tasks.
- Respond quickly and effectively in difficult situations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work, including co-workers, customers, etc.
- Reading and interpreting construction drawings, plans and specifications, and contract documents.
- Safe driving practices.

Ability to:

- Use and develop proficiency for use of dump truck, air compressor, jack-hammer, earth auger and hand tools (i.e. plumbers tools, pipe threaders, shovels, etc.).
- Understand and follow oral and written instructions; work independently in the absence of supervision.
- Communicate effectively, both orally and in writing.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Trouble shoot a variety of problems.
- Follow oral and written instructions.
- Effectively work with individuals from a multi-cultural population.
- Prepare, organize and maintain inspection field and office data, reports and systems.
- Perform required mathematical computations.
- Use calculator, phone, fax and copy machine, computer (desk top and lap top) and operate motor vehicles.
- Effectively communicate complex technical information, orally and in writing, in a professional manner to contractors, developers, property owners, employees, consultants, other governmental agency representatives, District officials and the general public.
- Carry out policies of the District.

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JOB QUALIFICATION REQUIREMENTS

Minimum requirements:

- High School diploma or equivalent.
- Valid California driver's license.
- Must be insurable by the District's auto liability insurer.
- Minimum of three years related experience, or any equivalent combination of education and experience in the construction field.
- ~~with acceptable driving record for the past three years.~~
- Experience or special courses in welding, plumbing, and mechanical maintenance.
- Class B license.

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements:
Working conditions in the field are subject to variations in temperature, and may

include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to see; the ability to communicate orally. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs with assistance; stand and walk for extended periods, climb, bend, and stoop, manual dexterity sufficient to grasp and hold and operate objects or tools with full range of motion; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

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MEMORANDUM

From the desk of

CINDY VAN METER

District Clerk/Resource Coordinator



DATE : September 23, 2020

TO : Board of Directors

CC : John Tillotson

RE : Proposed Pay Rate for Wastewater Collection Operator II/Construction Inspector and Utility Worker/Construction Inspector Apprentice

Included in your board package is a draft position description for a Wastewater Collection Operator II/Construction Inspector and Utility Worker/Construction Inspector Apprentice position.

The proposed hourly range for these positions is as follows:

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|---|---------|---------|---------|---------|---------|
| Wastewater Collection System Op II-Construction Inspector | \$23.16 | \$24.32 | \$25.54 | \$26.81 | \$28.15 |
| Utility Worker-Construction Inspector Apprentice | \$16.54 | \$17.36 | \$18.23 | \$19.14 | \$20.10 |