



**CITY OF LODI  
COUNCIL COMMUNICATION**

TM

**AGENDA TITLE:** Adopt Resolution Approving Job Description and Salary Range for the Position of Utility Superintendent  
**MEETING DATE:** October 2, 2013  
**SUBMITTED BY:** Interim Human Resources Manager

**RECOMMENDED ACTION:** Adopt resolution approving job description and salary range for the position of Utility Superintendent.

**BACKGROUND INFORMATION:** Over the past few years, the City has embarked on an ambitious campaign to systematically update all City job descriptions so that they are reflective of each employee's assigned job duties. In very few instances, this review has identified employees working above, or below, their current classification and thus a salary adjustment has been requested. Moreover, if an employee believes his or her job description is not current or the classification is not accurate, he or she may request Human Resources conduct a classification audit to update the job description and determine the proper classification.

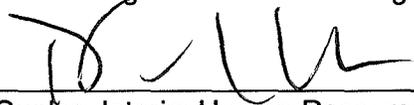
In this instance, the employee's job description was updated in 2012 merging the Water/Wastewater Superintendent and the Street/Drainage Superintendent to create the Utility Superintendent. The employee requested a classification review and it has been determined that the employee has greater authority and autonomy and, it is therefore, recommended that the pay scale for the Utility Superintendent be increased by five (5) percent.

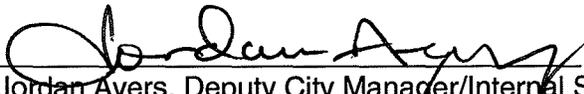
Staff requests Council approve the new job description and salary range for Utility Superintendent (See Exhibit A); the new Utility Superintendent salary range would be \$6,495.98 – \$7,895.90 retroactive to April 1, 2013.

The position affected by these actions is within the Mid-Management Group. Staff has met with representatives of the Mid-Management Group to discuss these proposed changes. These proposed changes will result in a net cost of \$5,365 annually.

**FISCAL IMPACT:** A net increase of \$5,365 annually will result from the reclassification.

**FUNDING AVAILABLE:** Funding available through Public Works budget.

  
\_\_\_\_\_  
Dean Gualco, Interim Human Resources Manager

  
\_\_\_\_\_  
Jordan Ayers, Deputy City Manager/Internal Services Director

**APPROVED:**   
\_\_\_\_\_  
Konradt Bartlam, City Manager

## UTILITY SUPERINTENDENT

### DEFINITION

Under general direction, plans, directs, and reviews the maintenance, operation, modification, and improvement of the City's water ~~wells production~~ and distribution system, wastewater collection facilities, ~~storm water collection, and~~ landscape, ~~tree~~ and street maintenance. Responsible for the operation and maintenance of water, ~~and~~ wastewater, ~~storm water, and streets~~ infrastructure.

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from higher level personnel and exercises general direction over lower level personnel, including front line supervisors.

### EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

Under general direction, plans, directs, and reviews the maintenance, operation, modification, and improvement of the City's water ~~wells production~~ and distribution system, wastewater collection facilities, storm water collection and pumping systems, and landscape and street maintenance. Responsible for the operation and maintenance of water, ~~and~~ wastewater, ~~and~~ storm water collection and pumping systems infrastructure; makes recommendations for improvement and construction of ~~utility infrastructure water and wastewater facilities~~.

Responsible for providing safe drinking water to the citizens of Lodi; responsible for properly conveying wastewater to the wastewater treatment facility and collecting and conveying storm water to the storm water pumping facilities. May meet with representatives from Regional and State Water Resources Control Board, California State Health Department, and other agencies regulating water and wastewater facilities.

Benchmark and trend performance metrics that reflect the Division's productivity; studies, plans, organizes, and supervises the activities of the water ~~wells production, and~~ distribution system ~~and conservation program~~, and the wastewater collection facilities and storm water system; Coordinate and oversee the mapping and interpretation of data related to utility infrastructure facility maintenance; prepares and analyzes Division activities and reports, including the Division's Annual Report.

Develops and administers landscape contracts for ~~designated City facilities~~, street medians, well sites, pumping stations, ~~and~~ parking lots, ~~and city buildings~~. Develops and administers street preventative maintenance contracts, including seals, striping and related work.

Coordinates work of contractors and ~~City Street Division~~ staff regarding tree maintenance and removal, and street, alley, sidewalk, and parking lot maintenance. Inspects work of contractors for conformance with plans and specifications.

Assists in the preparation and administration of the Division's budget; assumes responsibility for a variety of personnel actions including performing evaluations, training, and disciplinary actions.

Coordinate staff comments for development projects

Prepares and writes general correspondence and Council Communications related to the Division's activities; prepares special reports and studies requested by ~~the~~ higher level personnel; investigates and prepares required memos and reports of claims against the City related to the Division activities.

Handles the more difficult public citizen complaints and public relations matters.

~~Assists in evaluating the monitoring and revenue programs of the industrial wastewater program;~~ Prepares billings and estimates for repair and construction work performed by City forces.

Oversee the Division's Computer Maintenance and Management System (CMMS)

Confers with other City personnel and engineering consultants regarding the effectiveness of water and wastewater operations; recommends changes in operating procedures.

Performs other duties related to the operation of the department and the City including additional duties that enable the department and City to meet the diverse needs of its community.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

Water treatment and wastewater conveyance systems and facility operations commensurate with that required for state certification; principles, objectives, and tests used in a biochemical state certified laboratory; design and engineering of water and wastewater systems; related public works operations as they relate to water and wastewater systems, construction and maintenance work.

Materials, methods, tools, and equipment used in the construction, operation, and maintenance of water and wastewater systems.

Materials, methods, tools, and equipment used in construction, operation, and maintenance of street systems, drainage facilities, traffic control devices, herbicides, insecticides, tree and landscape maintenance.

Safety principles, practices, and procedures.

Principles and practices of management and supervision; basic municipal accounting and budgeting practices; report writing techniques.

**Ability to:**

Under general direction, plans, directs, and reviews the maintenance, operation, modification, and improvement of the City's water ~~wells~~ production and distribution system, wastewater collection facilities, landscape and street maintenance, and storm and drainage facilities. ~~Responsible for the operation and maintenance of water, wastewater infrastructure, and storm and drainage infrastructure.~~

Plan, organize, assign, and supervise the work of construction, maintenance, service, and operational personnel, and direct construction and maintenance of streets, alleys, storm drain systems, and traffic control devices.

Analyze Division's operations and recommend improvements; read and interpret plans, specifications, and diagrams used in the design and construction of water and wastewater systems; analyze and interpret federal and state regulations ~~pertaining to the Water Services Division~~; estimate job costs and keep neat and accurate records

Work with other managers and division staff to plan and coordinate personnel and equipment assignments on joint projects with other crews.

Organize and conduct Division training programs.

Establish effective and positive working relationships with employees, contractors, the general public and officials of other governmental agencies.

**EXPERIENCE AND EDUCATION**

Any combination of experience and education that would likely produce the qualifying knowledge and ability; A typical combination is:

**Experience:**

Five years of increasingly responsible experience in utilities including construction, maintenance and operation of water or wastewater systems, and streets and drainage, two years of which were in an administrative or supervisory capacity.

**Education:**

The completion of two years of college or the equivalent.

### **LICENSES AND CERTIFICATES**

Possession of a valid Grade III Water Treatment Operator's Certificate.

Possession of a valid Grade IV Water Distribution Operator Certificate at time of appointment.

Possession of a valid Grade III Sewer Collection Maintenance Certificate.

Possession of a valid California Driver's License issued from the California Department of Motor Vehicles.

### **WORKING CONDITIONS**

Willingness and ability to work emergency overtime and be available on call as required.

**Mobility:** performance of heavy manual labor; crawl, bend, stoop, reach, and climb on occasion.

**Lifting:** lifting and maneuvering various tools, equipment and apparatus weighing up to 50 pounds on occasion.

**Vision:** essential duties require the mental and/or physical ability to read fine print on labels, manuals, maps, and diagrams and with no color deficiencies to work with color-coded wires.

**Dexterity:** frequent grasping, holding, and reaching.

**Hearing/Talking:** frequent hearing and talking in person. May be required to wear ear protection or hear in noisy conditions.

**Emotional/ Psychological:** frequent coworker contact.

**Environmental:** exposure to loud noise; exposure to chemicals, fumes, and other environmental substances; work outdoors under adverse conditions such as at night, in confined and awkward spaces, in heavy traffic, in heat, cold, and rain.

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RESOLUTION NO. 2013-173

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE JOB DESCRIPTION AND  
SALARY RANGE FOR THE POSITION OF  
UTILITY SUPERINTENDENT

=====

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the job specification for the position of Utility Superintendent as attached hereto marked Exhibit A; and

BE IT FURTHER RESOLVED that the salary range for Utility Superintendent is hereby approved and shall be as follows:

UTILITY SUPERINTENDENT				
<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$6,495.98	\$6,820.78	\$7,161.81	\$7,519.90	\$7,895.90

Dated: October 2, 2013

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I hereby certify that Resolution No. 2013-173 was passed and adopted by the Lodi City Council in a regular meeting held October 2, 2013 by the following vote:

- AYES: COUNCIL MEMBERS – Hansen, Katzakian, Mounce, and Mayor Nakanishi
- NOES: COUNCIL MEMBERS – None
- ABSENT: COUNCIL MEMBERS – Johnson
- ABSTAIN: COUNCIL MEMBERS – None

  
JENNIFER M. ROBISON  
Assistant City Clerk

Revised August 2013

**UTILITY SUPERINTENDENT****DEFINITION**

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