

RESOLUTION NO. 2014-128

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE JOB DESCRIPTION AND SALARY
RANGE FOR THE POSITION OF WATER PLANT
SUPERINTENDENT; AND FURTHER APPROVING
RECLASSIFICATION OF CHIEF WATER PLANT
OPERATOR TO WATER PLANT SUPERINTENDENT

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

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

WATER PLANT SUPERINTENDENT				
Step A	Step B	Step C	Step D	Step E
\$6,120.87	\$6,426.83	\$6,748.22	\$7,085.64	\$7,439.90

BE IT FURTHER RESOLVED that the Lodi City Council does hereby approve the reclassification of the position of Chief Water Plant Operator to Water Plant Superintendent, and shall be retroactive back to March 3, 2014.

Dated: July 16, 2014

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I hereby certify that Resolution No. 2014-128 was passed and adopted by the Lodi City Council in a regular meeting held July 16, 2014 by the following vote:

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


KARI CHADWICK
Administrative Secretary

WATER PLANT SUPERINTENDENT

DEFINITION

Under general direction, plans, supervises, and reviews the operation and maintenance of the City's Water Treatment Facility; directs the treatment processes and establishes treatment process operating parameters to optimize efficiency; ensures facility compliance with applicable governmental regulations.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from higher level personnel; provides supervision to lower level personnel.

EXAMPLES OF DUTIES

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

Under general direction, plans, supervises, and participates in operational and maintenance duties of the City's Water Treatment Facility; monitors the treatment processes and establishes treatment process operating parameters to optimize efficiency.

Selects, manages and evaluates staff; provides for training and development; provides technical assistance to staff; resolves a variety of routine administrative and personnel matters; recommends and implements disciplinary actions.

Directs the operation of sewer lift stations and storm water pump stations through the use of Supervisory Control and Data Acquisition (SCADA) software and remote monitoring systems.

Implement regulatory monitoring and reporting to meet mandated federal and state requirements for all City raw, treated, distribution and well waters.

Reviews testing data with the facility laboratory staff for the purpose of making facility operational changes and adjustments; performs parameter testing laboratory work, clarification filtration and solids dewatering. Monitor flow rates and chemical treatment methods; direct treated water storage to meet peak demand most efficiently.

Assists in planning future facility process control improvements, purchasing equipment and preparing budgets; purchases and maintains adequate inventories for chemicals and other expendable materials; maintains, adjusts and makes minor repairs to a variety of treatment facility equipment; maintains records such as facility logs, meter readings;

Communicates all facts essential to the safe and efficient operation of the plant and reports all operating problems or emergencies immediately to the higher level personnel;

For regulatory compliance purposes, act as Chief Plant Operator and other designations as necessary;

Administers Preventative Maintenance Program;

Assists in monitoring and conducting employee safety activities including tailgate meetings and technical training programs;

May conduct facility tours for school age children, community groups and government officials.

Communicate clearly and concisely both orally and in writing, including effective public presentations to the City Council and other organizations.

May include working off-hour shifts, holidays, and weekends in a continuous operations (24/7) environment.

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:

Federal, State and local regulations relating to water treatment; laboratory principles and practices related to water treatment.

Safety principles, practices and procedures; safe handling practices of chemicals and materials commonly found in a water treatment facility;

Benchmarking and trending analysis of treatment process performance.

Treatment facility equipment such as pumps, electrical panels, sampling and monitoring devices;

Principles and practices of supervision and training; leadership, motivation, teambuilding and conflict resolution;

Basic municipal budget preparation, monitoring and expenditure control.

Ability To:

Plan, supervise, and participate in operational and maintenance duties of the City's Treatment Facility; monitor the treatment processes and establishes treatment process operating parameters to optimize efficiency; ensures facility compliance with applicable governmental regulations.

Implement regulatory monitoring and reporting to meet mandated federal and state requirements for all municipally treated drinking water.

Establish and maintain optimal performance of the treatment process in compliance with the City's Drinking Water permit issued by the California Department of Health Services; perform and interpret water treatment tests.

Operate, maintain and make minor repairs to mechanical equipment typically found in a surface water treatment facility;

Direct the work of subordinate facility personnel;

Mechanical aptitude and ability to appraise situations accurately and to adopt an efficient course of action; analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action

Communicate clearly and concisely both orally and in writing, including effective public presentations to the City Council and other organizations;

Establish and maintain cooperative relationships with other employees, contractors and the general public;

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Experience:

Five years of increasingly responsible experience in the operation of a water treatment facility, including experience in the operations of a Water Treatment Plant laboratory, and two years of supervisory experience in a municipal water treatment plant

Education:

Equivalent to the completion of an Associate's degree with college course work in environment practices, chemistry, biology, or a closely related field from an accredited college or university.

LICENSES & CERTIFICATES:

Must possess and maintain a valid Water Treatment Plant Operator Grade 4 (T4) certificate, issued by the California Department of Health Services.

A valid California Class C driver's license.

Working Conditions

Environmental Conditions

Exposure to safety hazards including noise, fumes or odors, dusts or gases, chemicals, toxic materials, oil, and a variety of electrical and mechanical machinery.

Physical Conditions

Functions may require maintaining physical condition necessary to see well enough to read, write and make observations, operate hand tools, vehicles and equipment; hear well enough to converse on the radio, telephone and in person; bodily mobility to occasionally walk, bend, kneel, reach, stand, crouch or climb; operate assigned equipment and vehicles and perform manual labor for occasional periods; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; ability to tolerate extreme fluctuations in temperature, noise, dust, and all types of weather and temperature conditions; while performing essential functions and be able to lift equipment as necessary.

FLSA status: Exempt