COUNCIL DECISION REQUEST

SUBJECT: Water Dept. Supv.

MEETING DATE: May 19, 2009

PAYSON GOAL: NEW: EXISTING:

ITEM NO.:

TENTATIVE SCHEDULE: June 1, 2009

SUBMITTED BY: Buzz Walker

AMOUNT BUDGETED:

SUBMITTAL TO AGENDA
APPROVED BY TOWN MANAGER

EXPENDITURE REQUIRED:

CONT. FUNDING REQUIRED: $-0-

EXHIBITS (If Applicable, To Be Attached): Water System Operations Supervisor and Water Production Supervisor job descriptions Water System Operations Supervisor and Water Production Supervisor ob descriptions.

POSSIBLE MOTION: I MOVE TO AUTHORIZE THE CREATION OF A WATER SYSTEMS OPERATIONS SUPERVISOR AND A WATER PRODUCTION SUPERVISOR POSITION IN THE WATER DEPARTMENT AND TO REPLACE IN NUMBER ANY NUMBER OF FIELD PERSONNEL THAT OCCUR AS A RESULT OF THIS ACTION.

SUMMARY OF THE BASIS FOR POSSIBLE MOTION: Since the creation of the Payson Water Department on August 1, 1980 the organizational structure of the Water Department allowed for the positions of Water Superintendent, Field Supervisor, Crew Leaders and Water System Operators. The pending retirement of the Field Supervisor after 26 years of service to the Town creates an opportunity to make a slight adjustment to the Water Department Field Services organizational structure in order to accurately reflect the operational realities of current Field Services responsibilities.

In 1980 Field Services operations consisted of operating seven production wells, two water storage tanks, one pressure booster station, one hydraulic pressure regulator valves, 80 fire hydrants and 50 miles of water mains. Today the Water Department operates 44 production wells, 93 water level monitoring wells, 12 water storage tanks, 10 pressure booster stations, three water treatment plants, 25 hydraulic pressure regulator valves, two chlorine generator stations, 970 fire hydrants, 120 miles of water mains, and a 55 station SCADA information system. These differences in the size and complexity of Payson the public water system necessitate the need for an operational change in the way these components are operated. Basically, we are adapting to a permanent reduction in the rate of growth of the expansion of the water system. Virtually all water system infrastructure for future needs is in place at this time. Additionally, the pending construction and operation of a large water treatment plant associated with the CC Cragin pipeline project will require dedicated water production staff.

The staff changes that would occur as a result of this action are:

1. Field Services Supervisor position will be eliminated.
2. Water System Operations Supervisor and Water Production Supervisor positions created
3. Personnel in these new positions will be working supervisors.

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4. If new positions are filled as a result of promotions, Water System Operator(s) will be moved into vacant Crew Leader positions and new, entry level Water System Operator will be hired to maintain same number of Field Services personnel.

Potential personnel adjustments as a result of this action:

1. Water Superintendent assumes duties of former Field Supervisor positions (Savings - $77,724.00*)
2. Possible promotion of two existing Crew Leaders to new Supervisor positions or one or two new hires for supervisor positions (Promotion cost – $12,251.12*) or two new hires (New Hire cost - $124,800.00*)
3. One new hire of entry level Water System Operator (Cost - $30,097.60*)
4. Savings over current cost if promotions occur – **Reduction** of - **$35,375.28***
5. New cost over current cost if new hires occur - **Increase** of - **$77,173.60***

* Does not include benefits costs

PROS: Allows for the dedication of appropriate personnel to specific functions

CONS: N/A

PUBLIC INPUT (if any):

BOARD/COMMITTEE/COMMISSION ACTIONS/RECOMMENDATIONS (if any) (give dates and attach minutes):

FUNDING:

Acct:	Budget:	Available:	Expense:	Remaining:
Acct:	Budget:	Available:	Expense:	Remaining:
Acct:	Budget:	Available:	Expense:	Remaining:

3A: _____ Date: _____

TOWN OF PAYSON

TITLE: WATER SYSTEM OPERATIONS SUPERVISOR
DEPARTMENT: PUBLIC WORKS DEPARTMENT
GRADE: 66
STATUS: NON-EXEMPT

DISTINGUISHING FEATURES OF WORK

This is a supervisory position in constructing, maintaining and operating the Town's water system. Employee of this position is responsible for installing and maintaining all facilities of the Town water system's distribution and transmission facilities. Work involves assisting and supervising work crews and the employee is expected to exercise considerable judgement in modifying work plans to meet unexpected situations. Instructions and general supervision are received from the Water Superintendent. The employee in this position performs work independent of close supervision. Employee must possess a valid Arizona commercial driver's license and will be subject to be available, from time to time, on an "on call", emergency basis to handle Water Department problems during non-business hours. This position requires an employee to function well in both an office environment and in the out-of-doors, sometimes under adverse climatic conditions.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

- Plans, assigns, assists in, and supervises the work of water field service repairmen engaged in installing, maintaining and repairing water mains and related fittings.
- Supervises the digging and backfilling of ditches; directs the regulation of water main valves; inspects water mains for leaks and pressure failure.
- Prepares reports and details of repairs made on the water service system.
- Acts as Water Superintendent, in his absence, in matters relating to the field operations of the water system.
- Must be able to perform, when necessary, all functions of all job classifications under his/her direct supervision.
- Performs inspections during the construction of all water system facilities and approves or disapproves acceptance of constructed facilities by the Town.
- Reviews construction plans for completeness and accuracy. Makes recommendations for any needed changes.
- Assists in preparation of Water Department Field Services operation, maintenance and capital budget.
- Performs oversight of contracts for maintenance of water system facilities.
- Provides training opportunities for Field Service personnel.
- Performs field service personnel performance reviews and recommends discipline when appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class).

- Receives direction form the Water Superintendent as to responsibility for achieving assigned tasks by participating in and supervising the work of water system operators.

- Does skilled work in the construction, installation, operation and repair of water mains, services, fire hydrants, valves and all other facilities of the public water system.

- Performs miscellaneous skilled work in the general construction, repair and maintenance of water system electrical pumping panels and well control devices, without close supervision.

- May be required to operate construction equipment and perform any other duties normally encountered with the use, operation and movement of this type of equipment. Construction equipment would include such items as fork lift, trenching machine, backhoe, front-end loader, dump truck, etc.

- Performs manual work of a skilled nature in connection with water utility construction, maintenance or operation.

- Does skilled work in the operation of part of all of the treatment and/or pumping plant including well pumps, piping, tanks chemical handling and storage, chemical feeding machines, chlorine machines and pumping plant equipment as required to maintain distribution system storage and pressure levels.

- Must be available from time to time, on an "on-call", emergency basis to handle Water Department problems during non-business hours.

- Assists in maintaining water quality by taking water samples and maintaining proper operation of water treatment equipment.

- Determines the locations of water lines from the appropriate sources prior to excavation.

- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to Water Superintendent.

- Contacts residents and business owners in area where water service will be disrupted and explains when services will be shut off and how soon it will be restored.

- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

- Performs all duties in conformance to appropriate safety and security standards.

Thorough knowledge of the tools and practices used in constructing and repairing the Town's water transmission facilities

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

- Considerable knowledge of methods, materials and tools and practices used in installing and repairing water mains and related fittings.
- Considerable knowledge of the component structures and related fittings of the Town water system, as well as a extensive knowledge of the operation of the Town water system.
- Skill in the use and care of the tools used in the activities to which assigned.
- Ability to plan, assign and supervise the work of repairmen and other employees.
- Ability to review plans of water main and recommend appropriate changes.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with other Town personnel and the general public.

REQUIRED EXPERIENCE AND TRAINING

- Considerable knowledge and experience in all aspects of field operations of the Payson public water system and related facilities.
- Supervisory experience of a similar nature.
- Mechanical aptitude to understand and maintain public water system facilities.
- Familiarity with computer based water system control components.
- Ability to plan and supervise the work of field service personnel.
- Ability to establish and maintain effective working relationships with other Town employees and the general public.
- Graduation from high school.
- Possession of a minimum of ADEQ Water System Operator Grade 4 Water System Operator and Grade 2 Water Treatment Plant Operator certification.

TOWN OF PAYSON

TITLE: WATER PRODUCTION SUPERVISOR
DEPARTMENT: PUBLIC WORKS DEPARTMENT
GRADE: 66
STATUS: NON-EXEMPT

DISTINGUISHING FEATURES OF WORK

This is a supervisory position in constructing, maintaining and operating the Town's water system. Employee of this position is responsible for installing and maintaining all aspects of the Town water system's water production facilities consisting of wells, pump station, water storage tanks, water treatment equipment and water production control systems. Work involves assisting and supervising work crews and the employee is expected to exercise considerable judgement in modifying work plans to meet unexpected situations. Instructions and general supervision are received from the Water Superintendent. The employee in this position performs work independent of close supervision. Employee must possess a valid Arizona driver's license and will be subject to be available, from time to time, on an "on call" emergency basis to handle Water Department problems during non-business hours. This position requires an employee to function well in both an office environment and in the out-of-doors, sometimes under adverse climatic conditions.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

- Plans, assigns, assists in, and supervises the work of water field service repairmen engaged in installing, maintaining and repairing water production facilities.
- Prepares reports and details of repairs made on the water production, storage treatment and controls of the water system.
- Acts as Water Superintendent, in his absence, in matters relating to the water production facilities of the water system.
- Must be able to perform, when necessary, all functions of all job classifications under his/her direct supervision.
- Performs inspections during the construction of all water production facilities and recommends approval or disapproval acceptance by the Town of constructed facilities.
- Reviews construction plans for completeness and accuracy. Makes recommendations for any needed changes.
- Assists in preparation of Water Department Field Services operation, maintenance and capital budget.
- Performs oversight of contracts for maintenance of water production facilities.
- Provides training opportunities for Field Service personnel.
- Performs field service personnel performance reviews and recommends discipline when appropriate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class).

- Receives direction form the Water Superintendent as to responsibility for achieving assigned tasks by participating in and supervising the work of water system operators.

- Does skilled work in the construction, installation, operation and repair of water mains, services, fire hydrants, valves and all other facilities of the public water system.

- Performs miscellaneous skilled work in the general construction, repair and maintenance of water system electrical pumping panels and well control devices, without close supervision.

- May be required to operate construction equipment and perform any other duties normally encountered with the use, operation and movement of this type of equipment. Construction equipment would include such items as fork lift, trenching machine, backhoe, front-end loader, dump truck, etc.

- Performs manual work of a skilled nature in connection with water utility construction, maintenance or operation.

- Does skilled work in the operation of part of all of the treatment and/or pumping plant including well pumps, piping, tanks chemical handling and storage, chemical feeding machines, chlorine machines and pumping plant equipment as required to maintain distribution system storage and pressure levels.

- Must be available from time to time, on an "on-call", emergency basis to handle Water Department problems during non-business hours.

- Assists in maintaining water quality by taking water samples and maintaining proper operation of water treatment equipment.

- Determines the locations of water lines from the appropriate sources prior to excavation.

- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to Water Superintendent.

- Contacts residents and business owners in area where water service will be disrupted and explains when services will be shut off and how soon it will be restored.

- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

- Performs all duties in conformance to appropriate safety and security standards.

- Thorough knowledge of the tools and practices used in constructing and repairing the Town's water production facilities.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

- Considerable knowledge of methods, materials and tools and practices used in installing and repairing water mains and related fittings.
- Extensive experience with the component structures and related fittings of the Town water system, as well as extensive knowledge of all phases of the Town water system.
- Skill in the use and care of the tools used in the activities to which assigned.
- Ability to plan, assign and supervise the work of repairmen and other employees.
- Ability to review plans of water production facilities and recommend appropriate changes.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with other Town personnel and the general public.

REQUIRED EXPERIENCE AND TRAINING

- Extensive experience in all aspects of field operations of The Town water system and related facilities.
- Supervisory experience of a similar nature.
- Mechanical aptitude to understand and maintain public water system production facilities.
- Familiarity with computer based water system control components.
- Ability to plan and supervise the work of field service personnel.
- Ability to establish and maintain effective working relationships with other Town employees and the general public.
- Graduation from high school.
- Possession of a minimum of ADEQ Water System Operator Grade 4 Water System Operator and Grade 2 Water Treatment Plant Operator certification.