

THE METROPOLITAN DISTRICT COMMISSION

555 Main Street
Hartford, Connecticut 06103
Monday, May 1, 2017

Present: Commissioners Andrew Adil, John Avedisian, Daniel Camilliere, William A. DiBella, Peter Gardow, Allen Hoffman, Jean Holloway, Sandra Johnson, Kathleen J. Kowalyshyn, Byron Lester, Alphonse Marotta, Dominic M. Pane, Hector Rivera, Michael Solomonides, Christopher Syrek, Alvin Taylor and Richard W. Vicino (17)

Absent: Commissioners Luis Caban, Mary Anne Charron, Donald M. Currey, Janice Flemming-Butler, Matthew B. Galligan, William P. Horan, Maureen Magnan, Whit Osgood, Bhupen Patel, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, and Special Representative Michael Carrier (13)

Also

Present: Citizen Member Ron Angelo
Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
R. Bartley Halloran, District Counsel
Christopher R. Stone, Assistant District Counsel
Brendan Fox, Assistant District Counsel
Steve Bonafonte, Assistant District Counsel
John S. Mirtle, District Clerk
Susan Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Robert Zaik, Interim Director of Human Resources
Christopher Levesque, Director of Operations
Tom Tyler, Director of Facilities
Marcy Wright-Bolling, Manager of Human Resources
Nick Salemi, Special Services Administrator
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

The meeting was called to order by Chairman DiBella at 5:44 PM

ROLL CALL AND QUORUM

The District Clerk called the roll and informed Chairman DiBella that a quorum of the Commission was present, and the meeting was declared a legal meeting of the District Board of The Metropolitan District of Hartford County, Connecticut.

PLEDGE OF ALLEGIANCE

Those in attendance stood and recited the Pledge of Allegiance.

SWEARING IN NEW COMMISSIONER

The District Clerk swore in Commissioner Peter Gardow.

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Camilliere and duly seconded, the meeting minutes of April 3, 2017 were approved.

Commissioner Gardow abstained.

REPORT FROM DISTRICT CHAIRMAN

No report delivered by the District Chairman

REPORT FROM CHIEF EXECUTIVE OFFICER

Scott W. Jellison presented the Chief Executive Officer's Report.

REPORT FROM DISTRICT COUNSEL

R. Bartley Halloran delivered the District Counsel's Report.

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
MODIFICATION OF JOB CLASSIFICATIONS FOR LOCAL 1026**

To: District Board

May 1, 2017

From: Personnel, Pension and Insurance Committee

As part of a recent negotiation with Local 1026 (supervisory unit), the District and the Union agreed to eliminate positions but then create new multi-tasking cross functional job specifications with salaries. The parties' Agreement is attached to this Resolution. The new Job Specifications were attached to the Agreement.

There were four new classification valuation changes agreed to through this special negotiation, including: Utility Maintainer Superintendent, SS10; Assistant Utility Maintainer Superintendent, SS09; Senior Utility Maintainer Supervisor, SS07; and Utility Maintainer Supervisor, SS05. These valuation changes recognized the additional responsibilities and accountabilities related to the cross-functional application. Twelve positions were eliminated with four new positions created.

Staff recommends that the designated job specification and specified valuation changes be incorporated and approved as part of the District's Classification System.

At a meeting of the Personnel, Pension and Insurance Committee held on April 18, 2017, it was:

VOTED: That the Personnel Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the Classification System be amended to show the elimination of twelve positions and the creation of the four new multi-tasking classifications (as attached).

Respectively submitted,

John S. Mirtle, Esq.
District Clerk

Memorandum of Understanding

The Metropolitan District Commission, hereinafter, "the District" together with Local 1026, COUNCIL 4, AFSCME, hereinafter, "the Union" in mutual consideration of the promises made herein, including the execution of this Agreement, WITHOUT SETTING PRECEDENT OR ESTABLISHING PRACTICE in the disposition of these types of issues, agree as follows:

1. The District shall utilize a multi-tasking, cross-functional assignment approach in the Operations Department. To that point, the District and the Union have agreed to a complete operational re-alignment of the lines of reporting and the core responsibilities of assigned supervisors and corresponding functions.
2. Subject to the approval of the Personnel, Pension and Insurance Committee and the Board of Commissioners, the following new classifications are recognized:

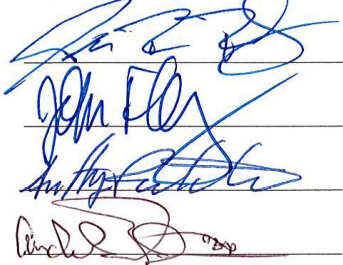
Utility Maintenance Supervisor, SS05;
Senior Utility Maintenance Supervisor, SS07;
Assistant Utility Maintenance Superintendent, SS09;
Utility Maintenance Superintendent, SS10;

3. The derivative existing classifications which are combined to create the multi-tasking, cross-functional new classifications are depicted in the attached schedule (Attachment A).
4. Should the new classifications with salary allocations be approved by the Personnel, Pension and Insurance Committee and the Board of Commissioners, the District shall adjust the classification and salary of the existing assigned supervisors (see Attachment B). The salary adjustments shall be made effective the Sunday following the date on which the parties reached their tentative agreement (February 12, 2017). The existing derivative classifications would then be eliminated and replaced by the new classifications with salary allocations.
5. The salary adjustments shall be effected utilizing the standard contract procedures save for the single salary adjustment to the employee assigned to the Utility Maintenance Superintendent, SS10, position. Limited to this SS10 salary adjustment, as the employee currently is assigned to a SS10 position, the salary adjustment shall be to the Maximum step.
6. The proposed new job specifications are attached to and incorporated into this Agreement (Attachment C).

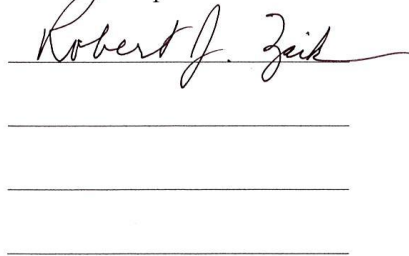
7. The Union shall withdraw any Grievances, Prohibited Practice Complaint or any other challenge or contest submitted related to the Operations Re-Assignment notice.
8. The supervisors assigned to the Operations Department are expected to be the leaders in advancing this multi-tasking, cross functional activity, including but not solely limited to the implementation of effective timely cross-training of fellow supervisors and subordinates and tracking the advancement of the multi-tasking, cross functional actions.
9. The parties agree to meet promptly to attempt to resolve any issue of assignment or responsibility that may arise in the future related to this multi-tasking, cross functional concept. The District reserves its expressed rights to manage the operations and to assign work.
10. All terms and conditions of the Collective Bargaining Agreement, not herein modified, altered or amended, continue in full force and effect.
11. This Agreement satisfies the requirements of Section 20.1 of the Collective Bargaining Agreement.
12. Should the proposed new classifications with salary allocations not be approved by the Personnel, Pension and Insurance Committee and the Board of Commissioners, the parties re-assume their respective positions that were in effect the first day following the reception of the Operations re-assignment notice.

All terms and conditions above, agreed to this 3 day of April, 2017.

For Local 1026, AFSCME:



For the Metropolitan District:



ATTACHMENT A

Existing Classification/Salary:		Proposed New Classification/Salary:
Systems Repair Supervisor, SS04; Hydrant Maintenance Supervisor, SS04; (vacant) Gate Maintenance Supervisor, SS04; (vacant) Meter Supervisor, SS05; Utility Operations Shift Supervisor, SS04;		Utility Maintenance Supervisor, SS05
Senior Systems Repair Supervisor, SS06; Meter/Gate Combined Supervisor, SS06; Sewer Maintenance Supervisor, SS06;		Senior Utility Maintenance Supervisor, SS07
Assistant Systems Repair Superintendent, SS08; Assistant Systems Maintenance Superintendent, SS08;		Assistant Utility Maintenance Superintendent, SS09
(vacant) Systems Maintenance Superintendent, SS10; Systems Repair Superintendent, SS10;		Utility Maintenance Superintendent, SS10

ATTACHMENT B***Existing:***

Operations Systems Repairs-Combined	<i>Syst Repair Supt</i>	JOHN	FLEMING	SS10
Operations Systems Maintenance & Op-Comb	<i>Asst Syst Maint Supt</i>	JAMES	RILEY	SS08
Operations Systems Repairs-Combined	<i>Asst Syst Repair Supt</i>	JOHN	BOURGAIN JR	SS08
Operations Systems Maintenance & Op-Comb	<i>Sewer Maint Supv</i>	ANTHONY	PANTALEO	SS06
Operations Systems Repairs-Combined	<i>Sr Syst Repair Supv</i>	BRUCE	MOTOWIDLAK	SS06
Operations Systems Maintenance & Op-Comb	<i>Utility Svcs Shift Supv</i>	JOHN	CAMILLI	SS06
Operations Systems Maintenance & Op-Comb	<i>Hydrant Maint Supv</i>	MARTIN	FITZGERALD	SS04
Operations Systems Repairs-Combined	<i>Syst Repair Supv</i>	TROY	HESTER	SS04
Operations Systems Repairs-Combined	<i>Syst Repair Supv</i>	JOSE	TORRES	SS04
CIP Staffing - Sewer Rehabilitation	<i>Syst Repair Supv</i>	LEWIS	GLYNN	SS04
Operations Systems Repairs-Combined	<i>Syst Repair Supv</i>	JULIAN	TINSLEY	SS04
Operations Systems Repairs-Combined	<i>Syst Repair Supv</i>	HYZELL	COLLINS	SS04
Operations Systems Repairs-Combined	<i>Syst Repair Supv</i>	EMANUEL	LUNGU	SS04
Operations Systems Repairs-Combined	<i>Syst Repair Supv</i>	MICHAEL	PASSINI	SS04
Emergency Command Center -Combined	<i>Utility Oper Shift Supv</i>	GREG	RUSHBY	SS04
Emergency Command Center -Combined	<i>Utility Oper Shift Supv</i>	MANUEL	OCASIO	SS04
Emergency Command Center -Combined	<i>Utility Services Shift Su</i>	EDWIN	RUIZ	SS04

Proposed:

Operations Systems Repairs-Combined	<i>Utl Maint Supt</i>	JOHN	FLEMING	SS10
Operations Systems Maintenance & Op-Comb	<i>Asst Utl Maint Supt</i>	JAMES	RILEY	SS09
Operations Systems Repairs-Combined	<i>Asst Utl Maint Supt</i>	JOHN	BOURGAIN JR	SS09
Operations Systems Maintenance & Op-Comb	<i>Sr Utl Maint Superv</i>	ANTHONY	PANTALEO	SS07
Operations Systems Repairs-Combined	<i>Sr Utl Maint Superv</i>	BRUCE	MOTOWIDLAK	SS07
Operations Systems Maintenance & Op-Comb	<i>Sr Utl Maint Superv</i>	JOHN	CAMILLI	SS07
Operations Systems Maintenance & Op-Comb	<i>Utl Maint Superv</i>	MARTIN	FITZGERALD	SS05
Operations Systems Repairs-Combined	<i>Utl Maint Superv</i>	TROY	HESTER	SS05
Operations Systems Repairs-Combined	<i>Utl Maint Superv</i>	JOSE	TORRES	SS05
CIP Staffing - Sewer Rehabilitation	<i>Utl Maint Superv</i>	LEWIS	GLYNN	SS05
Operations Systems Repairs-Combined	<i>Utl Maint Superv</i>	JULIAN	TINSLEY	SS05
Operations Systems Repairs-Combined	<i>Utl Maint Superv</i>	HYZELL	COLLINS	SS05
Operations Systems Repairs-Combined	<i>Utl Maint Superv</i>	EMANUEL	LUNGU	SS05
Operations Systems Repairs-Combined	<i>Utl Maint Superv</i>	MICHAEL	PASSINI	SS05
Emergency Command Center -Combined	<i>Utl Maint Superv</i>	GREG	RUSHBY	SS05
Emergency Command Center -Combined	<i>Utl Maint Superv</i>	MANUEL	OCASIO	SS05
Emergency Command Center -Combined	<i>Utl Maint Superv</i>	EDWIN	RUIZ	SS05

ATTACHMENT C

Code:
Employee Group: Local 1026
FLSA Status: Non-Exempt

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: SENIOR UTILITY MAINTENANCE SUPERVISOR

JOB SUMMARY

This is very responsible utility repair and maintenance supervisory work responsible for supervision, scheduling, and direction of large water and sewer pipeline construction and repair crews and maintenance of water and sewer pipeline systems.

Work involves responsibility for safe, effective and timely repair, installation and maintenance of water and sewer pipeline systems. Duties include assisting in the direction of heavy equipment and pipeline construction crew operations, assisting with the planning and laying out of projects with engineers, making in-field mark-outs, researching record plans, assisting in the direction of repair and maintenance of pipelines, meters, valves, gates, and sewers. This position also has the responsibility for making difficult pipeline operational decisions. This work requires that the employee have knowledge, skill and ability in utility pipeline repair and maintenance supervision

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Schedules, assigns, supervises and evaluates a large work crew in constructing and repairing major water and sewer pipeline system projects of unusual complexity or difficulty.
- Oversees supervisors on all daily and emergency repairs and schedules work assignments that involve the needs of other departments.
- Schedules, assigns and supervises activities in the daily maintenance and operation of the sanitary and storm collection system, meters, water valves, gates, manholes, hydrants, combined sewer overflow sites and closed-circuit inspection services. Monitors unit or work group activities and recommends correction
- Fills out forms and reports on completed work assignments and completes employee time records.
- Reads and interprets complex construction plans and translates them into construction and repair activities and direction.
- Trains and counsels employees. Administers union contract language and oral warnings, and recommends higher level discipline. Assures safe work practices.
- Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives.

- Coordinates all safety meetings, ensures safe practices at all work sites, and hires police services for jobs with safety concerns.
- Responds to major water and sewer emergencies and related problems at any time of day or night, as directed. Serves on-call for emergencies, as assigned. Maintains a safe and controlled working environment, setting up traffic and trench safety.
- Reviews and documents all paperwork and sketches from supervisors.
- Meets with engineers, contractors, and town representatives to review work area designs and new installations to existing infrastructure.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Utility Maintenance Superintendent.

MINIMUM QUALIFICATIONS

A high school diploma or the equivalent plus seven (7) years of progressively responsible utility pipeline repair or construction experience including at least three (3) years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year-basis.

SPECIAL REQUIREMENTS

Must have a valid Commercial Driver's Class B License with Tanker and Airbrake Endorsements and a CT Class 3 Water Distribution Certificate ~~and a CT Class 1 Wastewater Collection Certificate~~. Must have working knowledge of electronics maintenance, flow metering and CCTV inspection. Must have "Pipeline Assessment and Certification Program" (PACP) certification.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of complex and difficult water and sewer pipeline construction and repair principles and practices.
- Knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.
- Knowledge of OSHA guidelines, and work zone and traffic safety practices and compliance.
- Knowledge of MDC policies and procedures.
- Ability to communicate orally and to lead others in a work unit; some writing ability.
- Ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports.
- Ability to supervise others in a work unit.

- Ability to read blueprints, record plans and gate books.
- Ability to operate personal computers and other standard office equipment.
- Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, customers, and the general public.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort that involves lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (under 50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally and in writing.

Environmental Factors: Essential functions are performed primarily outdoors, frequently exposed to any or all of the following: various weather conditions, high or deep dangerous places, working near moving mechanical parts, risk of electric shock, vibration, fumes, airborne particles, chemicals, etc.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Code:
Employee Group: Local 1026
FLSA Status: Non-Exempt

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: UTILITY MAINTENANCE SUPERVISOR

JOB SUMMARY

This is very responsible utility repair supervisory work involving the supervision of a medium size water and sewer pipeline construction, repair and maintenance, hydrant maintenance crew.

Work involves responsibility for safe, effective and timely completion of pipeline projects. Duties include directing the work of a work crew in operating heavy equipment, installing or repairing pipeline systems, and directing sanitary sewer and storm sewer and catch basin cleaning, clearing and pumping operations. This work requires that the employee have knowledge, skill and ability in water and sewer pipeline construction, repair and maintenance principles and practices.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Supervises and evaluates a medium size work crew in constructing and repairing water and sewer pipeline system projects and cleaning and maintaining sewer lines, catch basins and related facilities.
- Investigates problems in the field and determines corrective actions to be taken. On call for emergencies. Schedules dye tests. Supervises the clean-up of chemical spills in sewer lines.
- Supervises pumping and cleaning operations in District wastewater collection system and water distribution system. Supervises cavity investigations and sewer back-ups and water leaks. Supervises snow removal at sewer plants and pump stations.
- Fills out forms and reports on completed work assignments and completes employee time records.
- Reads and interprets all but the most complex construction plans and translates them into construction and repair activities and direction.
- Trains counsels, and evaluates employees. Administers union contract language and oral warnings, and recommends higher level discipline. Assures safe work practices.
- Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives.
- Responds to a variety of water and sewer emergencies and related problems at any time of day or night, as directed. Serves on-call for emergencies, as assigned.
- Maintains a safe and controlled working environment, setting up traffic and trench safety.

- Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Utility Maintenance Superintendent.

MINIMUM QUALIFICATIONS

A high school diploma or the equivalent plus six (6) years of progressively responsible utility pipeline repair or construction experience including at least two (2) years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year-basis.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of water and sewer pipeline construction and repair principles and practices.
- Knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.
- Knowledge of work zone and traffic safety practices and compliance.
- Knowledge of MDC policies and procedures.
- Ability to communicate orally and to lead others in a work unit; some writing ability.
- Ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports.
- Ability to supervise others in a work unit.
- Ability to read blueprints, record plans and gate books.
- Ability to operate personal computers and other standard office equipment.
- Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, customers, and the general public.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort that involves lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (under 50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally and in writing.

Environmental Factors: Essential functions are performed primarily outdoors, frequently exposed to any or all of the following: various weather conditions, high or deep dangerous places, working near moving mechanical parts, risk of electric shock, vibration, fumes, airborne particles, chemicals, etc.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Code:
Employee Group: Local 1026
FLSA Status: Exempt

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: UTILITY MAINTENANCE SUPERINTENDENT

JOB SUMMARY

This is the most responsible supervisory work in the operations department involving the direction of pipeline construction and repair, maintenance of utility pipelines and related facilities and the direction of meter, Hydrant maintenance and emergency maintenance operations.

Work involves responsibility for safe, effective and timely repair, installation and maintenance of water and sewer pipeline systems. Duties include directing heavy equipment and pipeline construction crew operations, planning and laying out projects with engineers, making in-field mark-outs, researching record plans, directing repairs and maintenance of pipelines, meters, valves, gates, and sewers. This position also has the responsibility for making very difficult pipeline technical and operational decisions. This work requires that the employee have knowledge, skill and ability in utility pipeline repair and maintenance supervision.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Responsible for workforce management, planning, and direction of a division in repairing and constructing water and sewer pipeline systems. Provides day-to-day employee managerial responsibilities.
- Plans and directs work objectives and activities for a large work unit in the daily maintenance and operation of the sanitary and storm collection system, meters, water valves, gates, manholes, hydrants, combined sewer overflow sites and closed-circuit inspection services.
- Gathers and analyzes information, Determines recommendations and, prepares reports. Determines operating procedures and recommends operating policies.
- Develops division budgets and reviews unit budgets. Approves unit expenditures within fund allocations.
- Counsels employees and supervises training. Administers union contract language, oral and, written warnings and suspensions. Recommends higher level discipline. Interviews job candidates and recommends selection. Reviews employee performance evaluation and reclassification requests and makes recommendations. Assures safe work practices
- Coordinates division operations with other District functions and government agencies. Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives. Acts as a liaison between customers (state, municipal towns, private contractors, and engineers) and MDC contractors and engineers.

- Responds to major water and sewer emergencies and related problems at any time of day or night, as necessary. Maintains a safe and controlled working environment, setting up traffic and trench safety.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the direction of the Manager of Operations.

MINIMUM QUALIFICATIONS

A high school diploma or the equivalent plus ~~twelveen~~ (120) years of progressively responsible utility pipeline repair or construction experience including at least ~~foursix~~ (46) years at the level of Supervisor or higher, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS

Must have a valid driver's license, and a CT Class III Operator Water Distribution Certificate, ~~and a CT Class III Wastewater Collection Certificate.~~

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of water and sewer pipeline system construction, installation, and repair supervision principles and practices. Knowledge of materials and equipment needed to make repairs.
- Knowledge of MDC policies and procedures.
- Knowledge of public administration principles and practices as applied to the operation of facilities or programs.
- Knowledge of budget development.
- Ability to communicate orally and to lead others in operational work groups; good writing ability.
- Ability to administer policies and procedures including planning, scheduling, budgeting, decision-making, and report development and writing.
- Ability to supervise the work of large work groups through subordinate supervisors.
- Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, customers, and the general public.
- Ability to resolve emergency situations in a proficient, safe, and timely manner.

ADA COMPLIANCE

Environmental Factors: Essential functions are performed primarily indoors with some exposure to outdoor environmental factors, ~~outdoors, frequently exposed to any or all of the following: various weather conditions, high or deep dangerous places, working near moving mechanical parts, risk of electric shock, vibration, fumes, airborne particles, chemicals, etc.~~

Physical Ability: Tasks require the ability to exert light physical effort in a sedentary to light work environment, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (under 25 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally and in writing.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Code:

Employee Group: Local 1026
FLSA Status: Non-Exempt

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ASSISTANT UTILITY MAINTENANCE SUPERINTENDENT

JOB SUMMARY

This is highly responsible utility repair and maintenance supervisory work responsible for workforce management for the repair, construction and maintenance of water and sewer pipeline systems.

Work involves responsibility for safe, effective and timely repair, installation and maintenance of water and sewer pipeline systems. Duties include assisting in the direction of heavy equipment and pipeline construction crew operations, assisting with the planning and laying out of projects with engineers, making in-field mark-outs, researching record plans, assisting in the direction of repair and maintenance of pipelines, meters, valves, gates, and sewers. This position also has the responsibility for making difficult pipeline technical and operational decisions. This work requires that the employee have knowledge, skill and ability in utility pipeline repair and maintenance supervision

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Assists in planning and directing work objectives and activities of a large size work division in repairing and constructing water and sewer pipeline systems. Monitors unit or work group activities and recommends correction.
- Assists in planning and directing work objectives and activities in the daily maintenance and operation of the sanitary and storm collection system, meters, water valves, gates, manholes, hydrants, combined sewer overflow sites and closed-circuit inspection services. Monitors unit or work group activities and recommends correction.
- Gathers and analyzes information and prepares reports and draft recommendations. Reviews completed forms.
- Assists in drafting division budgets and in reviewing unit budgets. Reviews unit expenditures and recommends approval.
- Supplements employee training and counseling. Administers union contract language and oral warnings, and researches and recommends higher level discipline. Assists in employee selection. Assures safe work practices.
- Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives. Coordinates task and project emergencies with government agencies.
- Responds to major water and sewer emergencies and related problems at any time of day or night, as necessary. Schedules traffic direction service by policy and notifies utilities to mark out underground utilities prior to excavation.

- Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Utility Maintenance Superintendent.

MINIMUM QUALIFICATIONS

A high school diploma or the equivalent plus ~~ten~~**eight** (408) years of progressively responsible utility pipeline repair or construction experience including at least ~~two~~**four** (24) years at the level of Supervisor or higher, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS

CT Class III Operator Water Distribution Certificate. Must have a valid driver's license. ~~CT Class III Operator Water System Distribution Certificate and a CT Class I Wastewater Collection Certificate.~~

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of water and sewer pipeline system construction and repair supervision principles and practices.
- Knowledge of MDC policies and procedures.
- Knowledge of public administration principles and practices as applied to the operation of facilities or programs.
- Knowledge of budget preparation.
- Ability to communicate orally and in writing and to coordinate operational and administrative activities or to lead others in a work unit or group.
- Ability to administer policies and procedures including planning, scheduling, budgeting routine, decision-making, and report development and writing.
- Ability to monitor the work of work groups and to supervise a selected work unit.
- Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, customers, and the general public.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort that involves lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (under 50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate: (i) visual and/or auditory cues or signals; and/or (ii) odors. Some tasks require the ability to communicate orally and in writing.

Environmental Factors: Essential functions are performed primarily indoors with some exposure to outdoor environmental factors. ~~outdoors, frequently exposed to any or all of the following: various weather conditions, high or deep dangerous places, working near moving mechanical parts, risk of electric shock, vibration, fumes, airborne particles, chemicals, etc.~~

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

On motion made by Commissioner Taylor and duly seconded, the report was received and resolution adopted unanimously.

**BOARD OF FINANCE
ADJUSTMENT TO 2017 AD VALOREM**

To: District Board

May 1, 2017

From: Board of Finance

At a meeting of the Board of Finance held on May 1, 2017, it was:

Voted: That the Board of Finance recommends to the District Board passage of the following resolution:

Be it resolved that upon House Bill 6008, as amended by LCO 6254, becoming effective, and notwithstanding any minor, non-substantive amendments thereto, the Contingent Amount adopted by the Board of Commissioners of The Metropolitan District at its meeting of November 22, 2016 as referenced in each of the ad valorem tax warrants issued by the District in accordance with Sections 3-12 and 3-13 of the District Charter and served upon each member town, shall thereupon be rescinded, with no further action necessary by the District Board.

Respectively submitted,

John S. Mirtle, Esq.
District Clerk

On motion made by Commissioner Camielliere and duly seconded, the report was received and resolution adopted by majority of those present. Commissioner Hoffman opposed.

**BUREAU OF PUBLIC WORKS
ACCEPTANCE OF SEWERS BUILT BY DEVELOPERS PERMIT AGREEMENT**

Agenda Item #12 "Acceptance of Sewers Built by Developers Permit Agreement" was withdrawn by District Chairman DiBella without objection.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

Judy Allen of 25 Fowler Drive, West Hartford spoke regarding a sewer user fee.

ADJOURNMENT

The meeting was adjourned at 6:42 P.M.

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date of Approval