

PERSONNEL, PENSION AND INSURANCE COMMITTEE
The Metropolitan District
555 Main Street, Hartford
Monday, May 7, 2018

Present: Commissioners Daniel Camilliere, Donald Currey, Timothy J. Fitzgerald, Alphonse Marotta, Domenic Pane, Bhupen Patel, Pasquale J. Salemi Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (10)

Absent: Commissioners Kathleen Kowalyszyn, Byron Lester and Maureen Magnan (3)

Also

Present: Commissioner David Ionno
Commissioner Whit Osgood
Scott W. Jellison, Chief Executive Officer
R. Bartley Halloran, District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Director of Operations
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
Marcy Wright-Bolling, Manager of Human Resources
Nick Salemi, Special Services Administrator
Julie McLaughlin, Special Services Administrator
Michael Jefferson, Diversity Manager
Rita Kelley, Durational Diversity Project Manager
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Victoria S. Escoriza, Executive Assistant
David Silverstone, Consumer Advocate

CALL TO ORDER

Chairman Taylor called the meeting to order at 4:02 PM

Without objection, Chairman Taylor moved agenda item #6 "Consideration and Potential Action Re: Job Classification Revisions" prior to Agenda Item #4 "Report Re: Affirmative Action"

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by District Chairman DiBella and duly seconded, the meeting minutes of April 2, 2018 were approved.

**CHANGES TO CLASSIFICATION SYSTEM
WATER/WASTEWATER TREATMENT PLANT OPERATOR TRAINEE POSITION**

To: Personnel, Pension and Insurance Committee for consideration on May 7, 2018

On February 5, 2018, the Personnel, Pension and Insurance Committee approved a new job description titled Water/Wastewater Treatment Plant Operator Trainee. This job was created to encompass the existing Water Pollution Control Plant Operator Trainee and the new Water Treatment Plant Operator Trainee.

It was determined that minor adjustments were needed to provide clarification of the job requirements for this position.

Code:
Employee Group: Local 184
FLSA Status: Non-Exempt

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: WATER/WASTEWATER TREATMENT PLANT
OPERATOR TRAINEE**

JOB SUMMARY

The purpose of this classification is to provide entry-level water and/or wastewater treatment plant operation **work at the training level involving the assistance to operators, learning plant operations and procedures**, and demonstrating an ability to understand and operate process equipment.

Work involves responsibility for safe assistance to plant operators. Duties include helping with assigned tasks and learning plant operations. This work requires that the employee have some knowledge, skill and ability in general laboring work.

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 plant operators in plant operation and maintenance tasks, at all facilities, as assigned. Performs related work as required.
- Learns plant equipment operations methods and procedures.
- Performs work in a safe manner and observes all safety procedures.
- Uses all tools, equipment and materials responsibly, and performs basic inspection and preventive maintenance prior to use.
- Works as operator as experience is gained and as assigned.
- Obtains appropriate level of operator licensure for water and/or wastewater treatment plant.
- May be required to work nights and weekends, depending on plant needs and training availability.

SUPERVISION RECEIVED

Works under the general supervision of a supervisor, crew leader or plant operator.

MINIMUM QUALIFICATIONS

A high school diploma or the equivalent plus some experience in mechanical or construction trades, or labor; or any equivalent combination of education, training and experience substituting on a year-for-year basis, which provides the requisite knowledge, skills and abilities for this classification.

SPECIAL REQUIREMENTS

- Must have a valid driver's license
- Water Operator:
 - Must possess a Connecticut Department of Public Health (DPH) Water Treatment Plant Operator in Training Certificate (Level IV preferred).
- *Wastewater Operator:*
 - Must possess a Connecticut Department of Energy & Environmental Protection (DEEP) Class 1 Wastewater Operator Certificate.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the tools, equipment, and methods of general laboring work.
- Knowledge of the work standards and safety procedures in general laboring work.

- Skill in the operation of computers and plant-related systems and software, and ability to perform light data entry.
- Skill in the use of hand tools and power equipment and controls in plant operations.
- Ability to follow oral and written instructions and to learn District procedures. Ability to communicate orally.
- Ability to perform water treatment work safely, effectively and efficiently.
- Ability to establish and maintain effective working relationships with coworkers.

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 (50 pounds and under).

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 both indoors and outdoors, with potential exposure to any or all of the following: various weather/temperature conditions, high or deep dangerous places, working near moving mechanical/heavy industrial equipment, risk of electric shock, vibration, fumes, airborne particles, chemicals, loud and/or reoccurring noises, raw sewage, activated sludge and dewatered sludge.

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.

It is therefore RECOMMENDED that it be:

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 include the above changes to the Water/Wastewater Treatment Plant Operator Trainee, LT03 classification.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Sweezy and duly seconded, the report was received and resolution adopted by unanimous vote of those present.

**CHANGES TO CLASSIFICATION SYSTEM
UTILITY MAINTENANCE CREW LEADER**

To: Personnel, Pension and Insurance Committee for consideration on May 7, 2018

As part of the District's continuing efforts to decrease the number of classifications, Staff is proposing a cross-functional crew leader classification. This classification was identified in recent negotiations with the bargaining unit. This classification is recommended for allocation to the LT13 labor grade (Annual Range \$ 76,294 to \$ 91,582).

Staff is recommending that the Classification System be amended to include the Utility Maintenance Crew Leader classification. A copy of the proposed specification is attached.

This action, if approved puts the "generic" capstone on the utility maintainer series negotiated with the bargaining units.

Code:
Employee Group: Local 184
FLSA Status: Non-Exempt

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: UTILITY MAINTENANCE CREW LEADER

JOB SUMMARY

The purpose of this classification is to provide responsible utility maintenance lead and laboring work which may involve overseeing a crew in the construction and repair of water and sewer pipelines and the cleaning and maintenance of sewer pipelines.

Work involves responsibility for safe, effective and timely completion of assigned construction and repair projects and the correction of sewer line blockages and other collection pipeline issues. Responsible for resolving utility systems emergencies on assigned shifts and for the work assigned crews. Duties include investigating and repairing or securing water leaks and other emergencies, and overseeing crew members. This position also has the responsibility for making difficult systems emergency technical decisions. Duties may include the operation of pipeline construction equipment and tools, performing repair and installations, assisting in the direction of sanitary sewer and storm sewer and catch basin cleaning, clearing and pumping operations. This position also has the responsibility for making water and

sewer pipeline component project decisions and making sewer line maintenance, technical and operational decisions. This work requires that the employee have good knowledge, skill and ability in water and sewer pipeline component construction and repair methods and good knowledge, skill and ability in sewer line maintenance principles and practices.

ESSENTIAL FUNCTIONS

The following duties are illustrative of the classification and may not include all of the duties under the classification.

- Oversees, a small size work group in cleaning and maintaining sewer lines, catch basins and related facilities. Investigates water and sewer leaks and other customer calls for service and repairs or secures conditions found. Removes and replaces smaller water meters. Assigns, oversees and corrects the work of a small crew in emergency systems response operations.
- Constructs and repairs manholes, catch basins, meter pits, sidewalks, and related pipeline components. Repairs sanitary and storm sewer lines and makes small repairs to water mains and services. Performs masonry work, as necessary in construction and repair. Reads and interprets pipeline component blueprints and translates them into construction activities.
- Locates gates and related assemblies and excavates and grades, as necessary. Investigates and-repairs stuffing box, gland and bonnet leaks. Installs spacers and frames to bring gate boxes and manholes up to grade. Reads and interprets parts diagrams, basic blueprints and sketches and Gate Books.
- Performs hydrant and related assemblies replacements. Locates hydrants and related assemblies. Investigates leaks, as assigned, and performs emergency shutdown operations during water system failures. Operates a two-way radio pickup truck to transport equipment and materials to the job site.
- oversees and corrects the work of a small work crew in pipeline component construction and repair or cleaning and maintaining sewer lines, catch basins and related facilities. Demonstrates work procedures. Cites work rules violations.
- Fills out forms on completed work assignments. Coordinates activities on a short-term basis to assure personnel, materials and equipment necessary for assignments.
- Assists in investigating problems in the field and determining corrective actions to be taken on call for emergencies. May operate rod or jet truck in emergencies. Oversees the clean-up of chemical spills in sewer lines. Takes metered readings of chemical explosiveness.
- Oversees and corrects a small work group in pumping and cleaning operations, cavity investigations, cellar cleaning due to sewer back-ups and water leaks,

Oversees snow removal at sewer plants and pump stations.

- Assists in filling out forms and reporting on completed work assignments and completing employee time records. Assists in training employees. Assures safe work practices.
- Assists in coordinating personnel, materials and equipment necessary for projects and objectives.
- Responds to water and sewer emergencies and related problems at any time of day or night, as directed. Serves on-call for emergencies, as assigned.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general direction of a Superintendent, Assistant Superintendent or supervisor.

MINIMUM QUALIFICATIONS

A high school diploma or the equivalent plus five years of progressively responsible pipeline component repair and masonry experience including some experience in a lead capacity, or five years of progressively responsible sewer line maintenance or related experience including at least two years in a lead capacity, with demonstration of competent performance in one of the functions described in this specification.

Must have a valid Commercial Driver's License, Subclassification "B" with airbrake and tanker endorsements.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of water and sewer pipeline component construction and repair methods, equipment and materials involving the components. Some knowledge of public administration principles and practices as applied to crew operations reporting.
- Good skill in pipeline masonry.
- Good ability to communicate orally and to lead a work crew; some writing ability.
- Good ability to make operational decisions within established procedures and to complete routine forms. Good ability to oversee the activities of an assigned work crew. Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, customers and the general public.

- Good knowledge of sewer line maintenance principles and practices.
- Knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.
- Ability to administer policies and procedures including scheduling, routine decision-making, and the completion of forms.
- Ability to oversee others in a work unit.
- Ability to operate computers, software, systems and standard office equipment required for performing essential functions, including data entry.
- Ability to establish and maintain effective working relationships with coworkers, contractors, customers, and the general public.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert heavy physical effort that involves lifting, carrying, pushing and/or pulling of objects and materials of significant weight (greater than 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.

Environmental Factors: Essential functions are performed primarily in underground locations, frequently exposed to heavy industrial equipment, noxious substances, raw sewage, activated sludge, biologically contaminated underground facilities, and the like.

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.

It is therefore RECOMMENDED that it be:

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 include the Utility Maintenance Crew Leader classification with a salary allocation to LT13.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Sweezy and duly seconded, the report was received and resolution adopted by unanimous vote of those present.

REPORT RE: MBE / WBE PROGRAM

Michael Jefferson, Diversity Manager, and Kelly Shane, Director of Procurement, presented on the MBE and WBE Program.

REPORT RE: AFFIRMATIVE ACTION PLANNING

Without objection, this report was postponed until the next meeting.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 5:13 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date Approved