



The Metropolitan District
water supply · environmental services · geographic information

**PERSONNEL, PENSION & INSURANCE COMMITTEE
REGULAR MEETING
WEDNESDAY, FEBRUARY 10, 2021
5:00 PM**

**IN ACCORDANCE WITH GOVERNOR LAMONT'S EXECUTIVE ORDER #7B
THIS MEETING WILL BE A REMOTE ONLY MEETING**

Dial in #: (415)-655-0001; Access Code: 43808661#
[Meeting Video Link](#)

The general public is welcome to call into the meeting. Everyone on the call will need to mute their phone to limit background noise disrupting the meeting.

<u>Location</u>	<u>Commissioners</u>	
Dial In #: (415)-655-0001	Avedisian	Marotta
Access Code: 43808661#	Currey	Pane
Meeting Video Link	DiBella (Ex-Officio)	Salemi
	Lester	Sweezy (VC)
	Magnan	Taylor (C)
	Quorum: 6	

1. CALL TO ORDER
2. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS
3. APPROVAL OF MEETING MINUTES OF JANUARY 13, 2021
4. DISCUSSION RE: COVID-19 VACCINATIONS
5. CONSIDERATION AND POTENTIAL ACTION RE: AMENDMENT OF JOB SPECIFICATIONS
6. OPPORTUNITY FOR GENERAL PUBLIC COMMENTS
7. COMMISSIONER COMMENTS & QUESTIONS
8. ADJOURNMENT

JOB SPECIFICATION CHANGES

TO: Personnel, Pension and Insurance Committee for consideration on February 10, 2021

As the result of recent negotiations with our supervisory unit, we agreed to expand the functions of the *Utility Maintenance Supervisor* and the *Senior Utility Maintenance Supervisor* positions and to combine the functions of the *Construction Services Supervisor* position with the *Utility Services Supervisor* position to create one position (copy of Agreement is attached). There are no recommendations to adjust the salary allocations of these positions.

These actions advance the usage of generic job series across operational units.

Further, as a clarification of another existing position (*Facility Maintainer 1*), we are requesting that a valid driver's license requirement be specified. Again, there would be no recommendation for any salary allocation.

Staff recommends that these job specification changes be endorsed.

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 *Utility Maintenance Supervisor*, the *Senior Utility Maintenance Supervisor*, the *Construction Services Supervisor* and the *Facility Maintainer 1* job specifications be amended as reflected in the attached specifications with no change to the salary allocations.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: UTILITY MAINTENANCE SUPERVISOR

JOB SUMMARY

This is a very responsible utility repair supervisory position work involving the supervision of a medium size work crews including the supervision and coordination water of water and sewer pipeline emergencies, leaks, investigations and repair and maintenance of pipelines, construction, repair and maintenance crew.

Work involves responsibility for safe, effective and timely completion of pipeline projects. Duties include directing a 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, leak investigations and resolution of system and pipeline emergencies. 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.
- Supervision of emergency response crews including leak investigations, sewer back-up investigations and emergency water main shutdowns.
- Ensures continuous operations of the water distribution and sewer collection systems.

Monitors SCADA systems, radio-based alarm systems, of the water distribution and sewer collection systems. Plans, coordinates and implements appropriate responses to alarms and emergencies.

- 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 water collection systems, pollution control plants and pump stations. Supervises cavity investigations and cellar cleaning due to sewer back-ups and water leaks. Supervises snow removal at sewer plants and pump stations.
- Prepares reports, completes forms and compiles information on completed ~~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.

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- 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 water distribution and sewer collection systems.
- Knowledge of SCADA and radio-based alarm systems.
- 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.

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- 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.

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, utility services house connection, command center emergency response and related operations.

Work involves responsibility for safe, effective and timely repair, installation and maintenance of water and sewer pipeline systems and operations, and water and sewer pipeline inspections. 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 and review of construction and record plans assuring compliance with District standards and requirements, assisting in the direction of repair, maintenance and inspection of ~~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, cross connection inspection, water and sewer pipeline inspection, claims investigation and Call Before You Dig Operations.

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.
- Assists with the establishment and maintenance of utility services and cross connection records, permitting, CBYD Operations, Backflow prevention programs, and Claims practices and procedures.
- 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.

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- 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.
- 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 eight (8) years of progressively responsible utility pipeline repair or construction experience including at least four (4) 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 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.

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- 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.

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METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: CONSTRUCTION AND UTILITY SERVICES
SERVICES SUPERVISOR

JOB SUMMARY

This is very responsible construction engineering supervision work involving the guidance, training, correction, direction and coordination of construction and utility services inspectors working on complex utility pipeline and building construction projects.

Work involves responsibility for conformance of construction plans with District technical standards, inspection of water, utility pipelines, house connections, and coordination of CBYD mark outs.

Work involves responsibility for assistance in the assurance of accurate and timely field inspection of construction work according to plans as well as District and professional standards. Duties include training, assessing performance, mentoring and teaching inspectors, instructing contractors in making corrections and coordinating construction programs.

This position also has the responsibility for making very difficult construction inspection technical field decisions. This work requires that the employee have knowledge, skill and ability in construction inspection methods and 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, trains, directs and evaluates employees in medium to large construction inspection unit.
- Reviews standard and complex sewer, water and related pipeline and utility service connection plans for conformance with District and technical utility services standards. Identifies problems and determines corrective actions to be taken by developers, contractors and/or engineers.
- Oversees inspection of new and existing utility pipeline and services.
- Oversees house connections, cross connection, CBYD program/Utility Mark out programs.
- Prepares reports, completes forms and compiles information on completed work assignments and employee effort. Analyzes information related to unit effectiveness and efficiency. Assists in the drafting of the unit budget and controlling and accounting for expenditures within fund allocations.
- Trains and counsels employees. Administers Collective Bargaining Agreements. Applies disciplinary action. Assists in employee selection. Assures safe work practices.

- Operates water distribution infrastructure including operating water main and service line valves for the purpose of isolating, pressurizing, or flushing a water main or service and also performs pressure tests, obtains water samples and commissions hydrants.
- Identifies and analyzes opportunities for improving service delivery methods and procedures; identifies and calculates resource needs; coordinates informational reviews and updates with appropriate management staff; and provides guidance and leadership with the implementation of revised, adjusted and/or new work procedures.
- Directs and coordinates the review of work plans for assigned construction inspection services and activities; assigns work activities and projects; monitors and tracks work flow; reviews and evaluates work products, methods, and procedures; meets with staff to provide input to identify and resolve problems.
- Assigns, reviews, monitors and tracks work performed in the field; performs field inspections and approves construction work; reviews and approves inspector diaries, reports, correspondence, memoranda, and recommendations for change orders and progress payments; confers with construction inspectors, engineers, and contractors regarding contract and plan interpretation, and use and provision of construction materials, or methods. This position ensures compliance with the plans, specifications and internal engineering construction standards. Takes appropriate action to correct or remediate construction issues or concerns.
- Provides staff assistance to higher level management staff; participates as an attendee to a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary. Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field on construction inspection.
- Coordinates construction inspection activities with those of other divisions and outside agencies and organizations. Acts as principal liaison between District engineers and contractors.
- Assists in settling disputes arising between contractor and inspector during the performance of the contracts, participates in public meetings and/or hearings, and, addresses and promptly disposes of public complaints.
- Inspects standard and highly complex utility pipeline and building mechanical systems construction. Instructs contractors in construction practices and in correcting construction errors. Enforces inspection decisions. Oversees contractor pressure tests of water, sewer and force main pipelines.
- Maintains detailed records of inspection activities. Compiles and prepares reports.
- Performs other related duties as required.

SUPERVISION RECEIVED

Works under the general supervision of the Manager of Construction Services.

MINIMUM QUALIFICATIONS

Associate's degree in engineering technology or related field; supplemented by minimum of five (5) years of senior level construction inspection including surveying experience, involving large scale and complex construction projects and at least one (1) year of lead or supervisory experience; or an equivalent combination of education and qualifying experience on a year-for-year basis.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of construction inspection principles and practices.
- Knowledge of land surveying principles and practices. Considerable ability to operate all survey instruments and to survey land and completed construction.
- Ability to inspect utility and building mechanical trades construction safely, effectively and efficiently and with firmness and tact.
- Ability in mathematics as applied to surveying and related operations, and in computers and supporting word processing and spreadsheet applications.
- Ability to establish and maintain effective working relationships with coworkers, contractors, consultants, and the general public. Ability in oral and written communications.
- Knowledge and ability in operational characteristics, services, and activities of a comprehensive construction inspection program including maintaining construction records and to prepare inspection reports.
- Knowledge in modern and complex principles and practices of construction inspection for public works construction.
- Knowledge of OSHA regulations and construction safety precautions pertaining to the work.
- Knowledge in principles of supervision, training, and performance evaluation. Supervise and coordinate construction inspection services. Interpret and explain District construction inspection policies and procedures.
- Read and interpret plans, specifications, maps, drawings, contracts and work orders. Communicate clearly and concisely, both orally and in writing.
- Knowledge of MDC policies and procedures.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

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: Tasks are regularly performed without exposure to adverse environmental conditions.

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.

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: FACILITIES MAINTAINER 1

JOB SUMMARY

The purpose of this classification is to provide responsible general facilities and grounds maintenance work which may involve the cleaning of buildings, the maintenance of lawns and walkways, the operation of a tractor and harrow in a sand filter bed, the reading of instruments and the collection of water samples, the maintenance of pump station equipment and facilities and the operation of varied maintenance equipment used in the maintenance of roads, reservoir lands, pipelines and related facilities.

Work involves responsibility for safe maintenance of buildings, grounds, filter beds, pump stations, lands, facilities and equipment. Duties include operating dump trucks, construction equipment, tractors and harrowing equipment and power equipment. This position also has the responsibility for making standard general maintenance decisions in accordance with established procedures. This work requires that the employee have good knowledge, skill and ability in building and grounds maintenance, water filter bed maintenance, pump station maintenance instrument reading and stationary equipment and facility maintenance.

ESSENTIAL FUNCTIONS

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

- Maintains roads, reservoir lands and facilities, pipelines, structures, and related facilities through the operation of construction and other equipment. Performs a wide variety of general labor tasks including brush cutting, sanding and plowing, grass cutting, tree work, catch basin and drainage work, and reservoir facilities operation. May assist in sign fabrication, as assigned.
- Uses all tools, equipment and materials responsibly and performs basic inspection and preventive maintenance prior to use. Performs work in a safe manner and observes all safety procedures. Fills out job or shift report forms, as assigned.
- Cleans and waxes floors; vacuums; cleans wall, windows, furniture and office equipment; empties wastebaskets and barrels. Cleans lavatories, equipment and storage and garage areas. Maintains supplies of paper and other hygiene products in lavatories. Mows lawns, trims shrubs, shovels snow, and removes ice from walkways and service roads. May operate light motor equipment occasionally to clear snow and move material, as assigned.
- Picks up and delivers packages. Loads, unloads, moves and stores materials.
- Assists higher-level classifications in operations and manual labor, as assigned. Performs routine painting. Performs minor electrical, carpentry or plumbing repairs, as assigned.
- Performs work in a safe manner and observes all safety procedures. Performs harrowing operations, including the driving of the tractor, in a safe manner and observes all safety procedures. May mow grass, shovel snow and perform routine maintenance work, as assigned.
- Uses all tools, equipment and materials responsibly and performs basic inspection of them prior to use.

Metropolitan District Commission • Facilities Maintainer 1

- Reads meters, charts and related instruments to monitor water supplies and flows. Records readings on standard logs and replaces meter and chart paper, as necessary. Collects water samples from reservoirs, streams and wells for testing. Maintains clocks and chart recorders. Removes and replaces standard interchangeable parts and cleans mechanisms.
- Inspects pumps, motors, generators, compressors, and related equipment. Detects and reports problems in equipment operation. Performs routine maintenance on pump station equipment and facilities. Cleans facilities and equipment. Maintains pump station buildings and grounds.
- Reads pump station equipment operating gauges and charts and records operating data. Reports deviations from normal operating rates.
- Responds to pump station alarms and assists in restoring the station to full working operation.
- May oversee the work of lower classifications, as assigned.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general direction of the Facilities Maintenance Supervisor or other supervisory or administrative personnel.

MINIMUM QUALIFICATIONS

A high school diploma or the equivalent plus two years of experience in construction work, stationary equipment maintenance or water supply maintenance or a related field, with demonstration of competent performance in one of the functions described in this specification.

Must possess a valid driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the tools, equipment and methods of buildings and grounds maintenance and water supply maintenance.
- Knowledge of the work standards and safety procedures in buildings and grounds maintenance.
- Knowledge in the operation of construction equipment.
- Skill in the use of the hand tools and power equipment in cleaning and grounds maintenance.
- Ability to perform buildings and grounds maintenance safely, effectively and efficiently.
- Ability to follow oral instructions and to learn District procedures.
- Ability to safely operate a variety of grounds keeping equipment.
- Ability to establish and maintain effective working relationships with coworkers.
- Ability to operate a personal computer, as assigned.

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 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.


Memorandum of Understanding


The Metropolitan District Commission, hereinafter, "the District" together with Local 1026, COUNCIL 4, AFSCME, hereinafter, "the Union" in consideration of the promises made herein, including the execution of this Agreement, agree to the following terms and conditions:

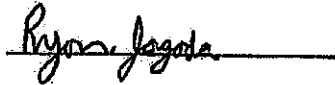
1. The District shall amend the Utility Maintenance Supervisor job descriptions to include Operations and Command Center job functions. The District shall present revised job specifications to the Union for review. The Union can provide input as to any suggested wording changes.
2. The District shall use the active eligibility list for Utility Maintenance Supervisor (NOV #10-20) to make promotional offers to Dean Gozzo and Jason Bretemps. After these awards the eligibility list will be closed.
3. The District shall combine the job descriptions for Customer Service Supervisor and Construction Services Supervisor into one job description. The combined job description will include Construction Services Supervisor and Customer Service Supervisor - Utility Services job functions. The District shall present revised job specifications to the Union for review. The Union can provide input as to any suggested wording changes. Job titles for any employees currently in these roles will be updated accordingly.
4. The District shall amend the job descriptions for Sr. Utility Maintenance Supervisor, to include in Operations, Command Center and Utility Services. The District shall present revised job specifications to the Union for review. The Union can provide input as to any suggested wording changes.
5. The terms of this Agreement satisfy the requirements of Section 20.1 and Section 20.3 of the Collective Bargaining Agreement.
6. All terms and conditions of the Collective Bargaining Agreement not herein modified or waived shall hereby continue in full force and effect.

All terms and conditions above, agreed to this 22 day of January, 2021 2020.

For Local 1026, AFSCME:







For the Metropolitan District:

