

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
REGULAR MEETING**

**The Metropolitan District**

Remote Only

Wednesday, February 10, 2021

**Present:** Commissioners Donald Currey, Byron Lester, Dominic Pane, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (7)

**Absent:** Commissioners John Avedisian, Shubhada Kambli, Maureen Magnan, and Alphonse Marotta (4)

**Also**

**Present:** Commissioner Allen Hoffman  
Commissioner Jackie Mandyck  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Kelly Shane, Chief Administrative Officer  
Christopher Levesque, Chief Operating Officer  
Christopher Martin, Chief Financial Officer  
Susan Negrelli, Director of Engineering  
Robert Schwarm, Director of Information Technology  
Tom Tyler, Director of Facilities  
Robert Zaik, Director of Human Resources  
Jamie Harlow, Manager of Labor Relations  
Carrie Blardo, Executive Assistant to the CEO  
Victoria Escoriza, Executive Assistant  
Julie Price, Professional Level Trainee  
David Silverstone, Independent Consumer Advocate

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 5:02 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

***On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of January 13, 2021 were approved.***

*Without objection, Agenda Item #5, Amendment of Job Specifications, was taken before Agenda Item #4, COVID19 Vaccinations.*

**AMENDMENT OF 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

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

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:            UTILITY MAINTENANCE SUPERVISOR**

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### 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.*

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

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: SENIOR UTILITY MAINTENANCE SUPERVISOR**

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### 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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Code: 08006  
 Employee Group: Local 1026  
 FLSA Status: Non-Exempt

## 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.

**Metropolitan District Commission • Construction Services Supervisor**

08006

~~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.

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**08006**

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

**COVID-19 VACCINATIONS**

Scott Jellison, Chief Executive Officer, and Jamie Harlow, Manager of Labor Relations, presented regarding COVID-19 vaccinations for District staff.

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 5:26 PM

ATTEST:

John S. Mirtle, Esq.  
District Clerk

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Date Approved