

**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**The Metropolitan District**  
555 Main Street, Hartford  
Monday, February 27, 2023

**Present:** Commissioners Donald Currey, David Drake, Byron Lester, Pasquale Salemi, Alvin Taylor and District Chairman William A. DiBella (6)

**Remote**

**Attendance:** Commissioners Bhupen Patel and David Steuber (2)

**Absent:** Commissioners John Avedisian, Maureen Magnan and Dominic Pane (3)

**Also**

**Present:** Commissioner Andrew Adil (Remote Attendance)  
Commissioner Joan Gentile (Remote Attendance)  
Scott Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Kelly Shane, Chief Administrative Officer  
Robert Barron, Chief Financial Officer  
Jamie Harlow, Director of Human Resources  
David Rutty, Director of Operations  
Robert Schwarm, Director of Information Technology  
Olga Cordova, Manager of Human Resources (Remote Attendance)  
Tra Phan, Controller (Remote Attendance)  
Diana Phay, Manager of Treasury (Remote Attendance)  
Carrie Blardo, Executive Assistant to the CEO  
Julie Price, Executive Assistant  
David Baker, IT Consultant (Remote Attendance)

**CALL TO ORDER**

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

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

***On motion made by District Chairman DiBella and duly seconded, the meeting minutes of February 1, 2023 were approved. Commissioner Steuber abstained.***

## LOCAL 3713 TENTATIVE AGREEMENT

To: Personnel, Pension and Insurance Committee for consideration on February 27, 2023

The District reached a tentative contract settlement agreement with Local 3713 on February 6, 2023. The agreement was made subject to the ratification with Local 3713 and the District's governing bodies.

Local 3713 conducted ratification voting on February 23, 2023 and provided notice to the District to confirm that the unit had voted to accept the tentative agreement. Staff and legal counsel recommend that the tentative agreement be approved by this Committee with the recommendation of approval to the full Board of Commissioners.

The significant items of this agreement include:

### **As to new employees within the bargaining unit hired after December 31, 2022**

- Longevity payments-Employees hired after December 31, 2022 are not eligible for longevity payments.
- Pro-Rata Vacation Payment (10 days)- Employees hired after December 31, 2022 are not eligible for Pro-Rata Vacation Payments at retirement.  
*(Current employees are paid two weeks of additional vacation time at time of retirement)*

### **Applicable to both existing and/or new employees (after December 31, 2022)**

- District will implement a Health Enhancement Plan (HEP) in conjunction with the Districts Medical Plan. Health Enhancement Program- helps direct employees and spouses to receive age appropriate preventative wellness care that can help employee/spouse well-being by early detection and prevention.

The Health Enhancement Plan requires enrolled adults to receive age appropriate activities/exams (employee and enrolled spouse).

Both Employee and Spouse are considered compliant by completing age appropriate requirements within the coverage year (i.e. 2023). If Employee and Spouse are both enrolled, both parties must complete the age appropriate exams/activities to be deemed compliant.

If enrolled individual(s) do not complete age appropriate exams/activities within the coverage year (i.e. 2023), they are deemed non-compliant for the following

plan year and are subject to a 5% increase to existing premiums (noted below) the following year. Non-Compliance means either the Employee and/or Spouse did not receive the age appropriate medical exams/screenings.

Existing premiums per Union Contracts:

PPO- 18% Premium Share (non-smokers)

HSA- 16% Premium Share (non-smokers)

Smokers- pay an additional 3% to the above premiums

Example of age appropriate exams/activities.

Service	Age: 21-29	Age: 30-39	Age: 40-49	Age: 50-64	Age: 65+
Preventive Visit (physical)	Once every 3 years	Once every 3 years	Once every 2 years	Once every year	Once every year
Cholesterol Screening	N/A	Once every 5 years	Once every 5 years	Once every 2 years	Once every 2 years
Diabetes Screening	N/A	Once every 5 years	Once every 3 years	Once every 3 years	Once every 3 years
Mammogram	N/A	N/A	N/A	One baseline screening at age 50, then once every 2 years	Once every 2 years
Cervical Cancer Screening	Once every 3 years	Pap smear every 3 years or Pap and HPV combo screening every 5 years	Pap smear every 3 years or Pap and HPV combo screening every 5 years	Pap smear every 3 years or Pap and HPV combo screening every 5 years	N/A
Colorectal Cancer Screening <i>Must complete 1 of 3</i>	N/A	N/A	- Colonoscopy every 10 years - Cologuard every 3 years - Annual FIT/FOB starting at age 45	- Colonoscopy every 10 years - Cologuard every 3 years - Annual FIT/FOB	- Colonoscopy every 10 years - Cologuard every 3 years - Annual FIT/FOB to age 75

The HEP is managed by a third party administrators that works with the District insurance carrier. Notifications are sent to enrolled employees and spouses at various times throughout the year to remind them of required activities (identifies which exams are required) and employees/spouses have access to individual portal to track their progress.

- 1% OPEB Premium Share Participation will be eliminated for all employees.
- Elimination of \$6,000 Life Insurance buy-out at retirement
- General Wage Adjustments
  - For year 2023, effective December 31, 2022 - 4%
  - For year 2024, effective December 29, 2023 – 4%
  - For year 2025, effective December 28, 2024 – 4%
  - For year 2026, effective December 27, 2025 – 4%
  - For year 2027, effective December 27, 2026 – 4%
- Moratorium on negotiable pension matters extended through December 31, 2030.
- On-Call- amend language to permit weekly (7-days) on-call (\$350) in addition to daily on-call amounts (\$25 partial day and \$50 full- day). The use of On-Call or Stand-by remains at the discretion of management and may be used as a tool for specific work areas as designated by management.

- Storm Days- amend language to provide management with flexibility in staffing during inclement weather. Options available to management include in person response, remote response and calling inclement weather days as dictated by operational needs and is at the full discretion of management.
- Sick leave -amended contract from monthly accrual to 15-days annually to front loaded 15-days. Pro-rated sick time for new hires.  
*(Currently the District provides increments of time on a monthly basis for Union employees and annually for E&E employees)*
- Sick Leave Payout Upon Termination- formula adjusted to provide a maximum of 100 days paid sick leave (50 days pensionable, 50 days non-pensionable) and section 10.1 amended. *(presently the District pays employees up to 60 day of sick leave at retirement- 50 days are pensionable and 10 days are non-pensionable).*

Employees upon termination, retirement or death (payable to estate) who have completed at least ten (10) years of service with the District except those discharged, shall on the basis of their wage rate as of the time of separation be paid for fifty percent (50%) of their unused accumulated sick leave to a maximum of one-hundred (100) days (max 50 days pensionable and max 50 days non-pensionable). Substitution of vacation time is not permitted. Not payable upon discharge.

- Eliminate option to burn accumulated sick leave at time of retirement (in excess of 100 days).
- Eliminate option to borrow/loan sick leave.
- Eliminate Pro Rata Vacation Payments at retirement – advance vacation payments  
*(The District currently pays retiring employees, ½ of the following year vacation allotment for retirements before July 1<sup>st</sup> and the full allotment for retirements July 1<sup>st</sup>-December 1<sup>st</sup>)*
- Work Clothing/Shoes and Meal Allowances- changed allowance to \$850 annual to consolidate allowances into one payment (clothing, shoes, meals, etc). Payable once per year in February. *(currently the District pays \$325 annually for clothing allowance and \$83.60 annually for shoe replacement and meal allowances \$10 per meal based on hours worked. Administratively this process is challenging for the employee and supervisor to track and is administratively burdensome on a weekly pay basis)*
- Annual performance appraisals for Local 3713 will be due each February 1<sup>st</sup> instead of anniversary date.
- Moratorium on Classification Review extended to December 31, 2027
- Vehicle Allowance -remove the additional two dollars (\$3.00) per day for personal vehicle use.

- Probationary period for employees changed from 150 days to 90 days.
- Amend Overtime minimum- to permit for remote response with one (1) hours  
(currently pay 2- hours with expected in person response)
- Vacation Scheduling will be granted based on rotating seniority.
- ADD: Super holidays- paid at double time (New Year's Day, Good Friday, Independence Day, Thanksgiving Day, Christmas Day, Memorial Day, Labor Day) (consistent with other Union contracts)
- ADD: Those employees whose regular work week does not include Sundays who are assigned to work on Sundays shall be paid double time for the hours worked. (consistent with other Union contracts)
- ADD: Consistent with the Modified Work Schedule program offered to Exempt & Excluded employees, Local 3713 employees will be eligible to apply for a modified work schedule. Approval of modified work schedules remains in the sole discretion of management.
- ADD: The four officers of the Union will be allowed one (1) paid day off per month on a regularly scheduled basis for Union business. A part of this day may be used to meet with the Director of Human Resources. The day will be established by mutual consent of the Director of Human Resources and the Union President. In addition, the Union President shall be allowed one (1) additional day off per month for the purpose of communicating with employees on Union matters. Authorization for this time (1 day) is at the discretion of the Union President's supervisor. There will be no overtime pay for those meetings that extend beyond or are held after normal working hours. These days are not accumulative and individual changes will not be allowed.  
(consistent with other Union contracts)

### Housekeeping

- Update Discrimination Language of the Collective Bargaining Agreement to be reflective of current regulations.
- Update Earned Time language consistent with Local 1026, Local 184 and E&E.
- Remove the following language from Local 3713 contract:  
*Where practical, assignments of inspectors to job sites in non-member towns will be on a voluntary basis to qualified inspectors. The District reserves the right to assign inspectors in the absence of volunteers.*
- Remove the following language from Local 3713 contract:  
*Bargaining unit employees may purchase up to five days addition vacation time with the cost of such purchase allocated over 48 weeks of weekly deductions. Requests will be received before the expiration of the calendar year for processing for the succeeding full year.*
- Update contract with current co-payment structure  
(co-payment correction for inpatient and outpatient services- Outpatient listed as

50- s/b100; Inpatient listed as 125 s/b 250)

- Remove current Appendix C- out dated agreement regarding workers compensation.

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 Board of Commissioners of The Metropolitan District hereby authorizes the Chief Executive Officer to implement the terms of the Tentative Agreement executed with the affiliated bargaining units on February 6, 2023 and execute an updated collective bargaining agreement with Local 3713 incorporating the terms of the Tentative Agreement.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

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

### **LOCAL 3713 RESTRUCTURE AGREEMENTS**

To: Personnel, Pension and Insurance Committee for consideration on February 27, 2023

The District reached a Restructure Agreement with A.F.S.C.M.E. Local 3713 on August 31, 2022 to compress Local 3713 into fewer multi-tasking jobs. The agreement was made subject to approval by the District's governing bodies. On February 6, 2023 the District and the Union amended the Restructure Agreement to include several Engineering Technician positions.

Local 3713 conducted ratification voting and provided notice to the District to confirm that the unit had voted to accept the Restructure Agreement. Staff and legal counsel recommend that the Restructure Agreement be approved by this Committee with the recommendation of approval to the full Board of Commissioners.

The Restructure Agreement includes the below:

Local 3713 Position Framework				
Current Position Title (shaded individual job specifications will be replaced with multi-tasking job specifications)	Current Pay Level	New Position Title	New Pay Level	Updated Minimum Qualifications
Administrative Clerk	PT08	<b>Administrative Assistant</b>	<b>PT06</b>	HS+ 4 years' experience
Senior Clerk	PT04			
Administrative Assistant	PT11			
Administrative Analyst	PT12			
Document Management Coordinator	PT11			
Customer Service Rep	PT06	<b>Customer Service Rep</b>	<b>PT03</b>	HS+4 years' experience
Sr. Customer Service Rep	PT09			
Principal Account Clerk	PT07	<b>Principal Account Clerk</b>	<b>PT04</b>	Associates + 4 years' experience
Laboratory Assistant	PT03	<b>Laboratory Technician 1</b>	<b>PT06</b>	Associates + 2 years
Laboratory Technician	PT08			
Chemist	PT13	<b>Laboratory Technician 2</b>	<b>PT11</b>	Bachelors +5 years' experience
Microbiologist	PT13			
Water Pollution Control Process Analyst	PT13			
GIS Analyst	PT13	<b>GIS Analyst</b>	<b>PT11</b>	Bachelors +2 years' experience
Principal GIS Analyst	PT14	<b>Principal GIS Analyst</b>	<b>PT12</b>	Masters +5 years' experience + applicable certifications
Utility Systems Monitoring Technician	PT11	<b>Utility Systems Monitoring Technician</b>	<b>PT09</b>	HS+ 5 year experience +PACP certification > 1 yr req.
Utility Systems Monitoring Technician 2	PT12			
Real Estate Assessment Technician 1	PT09	<b>Engineering Technician 1</b>  <b>Amended 2/6/2023 to expand multi-tasking responsibilities for Engineering Technician Series</b>	<b>PT07</b>	Associates +3 years' experience (or equivalent for current MDC employees only)
Engineering Drafter	PT09			
Utility Services Technician 1	PT10			
Engineering Technician 1	PT05			
Mapping Technician	PT09			
Utility Services Technician	PT10	<b>Engineering Technician 2</b>	<b>PT09</b>	Associates +4 years' experience (or
Engineering Technician 2	PT09			

Real Estate Assessment Technician 2	PT10	<b>Amended 2/6/2023 to expand multi-tasking responsibilities for Engineering Technician Series</b>		equivalent for current MDC employees only) Cross-Connection Survey Certified Water Distribution (MDC to provide 18-months for existing MDC employees to obtain Class 1)
Senior Engineering Drafter	PT10			
Utility Services Engineering Technician	PT11			
Senior Utility Services Technician	PT11			
Senior Engineering Technician	PT12	<b>Senior Engineering Technician</b>  <b>Amended 2/6/2023 to expand multi-tasking responsibilities for Engineering Technician Series</b>	<b>PT11</b>	Associates +8 years' experience (or equivalent for current MDC employees only) +Must be certified as a Connecticut Backflow Prevention Tester and a Cross-Connection Survey Inspector Certified Water Distribution Operator Class 2 (MDC to provide 18-months for existing MDC employees to obtain Class 2)
Cross Connection Technician 2	PT12			
Cross Connection Technician 1	PT11			
Claims Agent	PT11			
Engineering Technician 3	PT11			
Principal Engineering Technician	PT14			
Electronics Technician 2	PT13	<b>Electronic Technician (Electrical License req)</b>	<b>PT10</b>	HS +2 years SCADA experience +E2 license and applicable certifications
Electronics Technician 1	PT12			
	NEW	<b>Control System Technician</b>	<b>PT11</b>	Associates +4 years SCADA experience + applicable certifications
Senior Electronics Technician	PT14	<b>Senior Electronic Technician</b>	<b>PT12</b>	Associates or equivalent +8 years +E2 license +SCADA + applicable certifications
Network Analyst	PT15	<b>Network/Systems Analyst</b>	<b>PT13</b>	Bachelors +5 years' experience+ applicable certifications
Systems Analyst	PT15			
	NEW	<b>Engineer Trainee (Entry Level Engineer) automatic promotion to Project Engineer 1 with PE and 5 years</b>	<b>PT09</b>	Bachelors and EIT Certification



Project Engineer 1	PT13	<b>Project Engineer 1</b>	<b>PT12</b>	Bachelors +5 years' experience + PE License
Project Engineer 2	PT17	<b>Project Engineer 2</b>	<b>PT15</b>	Bachelors +8 years' experience + PE License

The Restructure Agreement would result in the elimination of the below job specifications (through attrition):

<b>Eliminated Individual Job Specifications</b>	
Senior Clerk	PT04
Administrative Analyst	PT12
Administrative Clerk	PT08
Document Management Coordinator	PT11
Sr. Customer Service Representative	PT09
Laboratory Assistant	PT03
Laboratory Technician	PT08
Chemist	PT13
Microbiologist	PT13
Water Pollution Control Process Analyst	PT13
Buyer	PT12
Senior Buyer	PT14
Assistant Buyer	PT09
Accounting Assistant	PT09
Accountant 1	PT12
Accountant 2	PT13
Budget Analyst	PT15
Revenue Analyst	PT13
Utility Systems Monitoring Tech 1	PT11
Utility Systems Monitoring Tech 2	PT12
Forestry Technician	PT10
Engineering Project Technician	PT12
Engineering Contracts Technician	PT07
Paving Coordinator	PT09
Claims Investigator	PT09
Land Records Coordinator	PT09
Photo Laboratory Technician	PT07
Senior Engineering Contracts Technician	PT10
Cartographer	PT11
Cross Connection Technician 2	PT12
Cross Connection Technician 1	PT11
Claims Agent	PT11
Real Estate Assessment Technician 1	PT09

Engineering Drafter	PT09
Utility Services Technician 1	PT10
Utility Services Technician	PT10
Mapping Technician	PT09
Engineering Program Coordinator	PT10
Engineering Technician 3	PT11
Principal Engineering Technician	PT14
Utility Services Engineering Technician	PT11
Senior Utility Services Technician	PT11
Senior Engineering Technician	PT12
Electronic Technician 1	PT12
Electronic Technician 2	PT13
Network Analyst	PT15
Systems Analyst	PT15

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 Board of Commissioners of The Metropolitan District hereby authorizes the Chief Executive Officer to implement the terms of the Restructure Agreement executed with the affiliated bargaining units on August 31, 2022 (as amended February 6, 2023).

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

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

### **JOB SPECIFICATIONS**

Director of Human Resources Jamie Harlow presented eighteen (18) job specification resolutions for approval. She explained that the first fifteen (15) resolutions are related to the Local 3713 Restructure Agreement voted on and passed by the Committee immediately preceding this agenda item. There are two new Local 3713 job

specifications: “Control System Technician” and “Entry Level Engineer.” The last three job specifications were Exempt & Excluded jobs, including a newly created “Procurement Specialist I” and revised “Procurement Specialist II” which was formerly known as “Procurement Specialist.”

***District Chairman DiBella made a motion to approve the eighteen (18) job specifications listed as agenda items #6A-6R. Commissioner Currey made a friendly amendment to the motion to separate new job specifications from revisions of existing job specifications. Modifications to the following existing job specifications were approved by unanimous vote of those present.***

### **JOB SPECIFICATION ADMINISTRATIVE ASSISTANT (LOCAL 3713)**

**TO:** Personnel, Pension and Insurance Committee for consideration on February 27, 2023

Staff is recommending that the Job Specification be amended for the *Administrative Assistant* (currently PT11) consolidate similar administrative positions into one multi-tasking job description, retaining the title Administrative Assistant and changing the labor grade to PT06 (position titles consolidated are specifically noted in the above chart).

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. This multi-tasking job description also eliminates the need for multiple individual job specification for similar roles. This position will replace the current Senior Clerk (PT04); Administrative Clerk (PT08); Administrative Analyst (PT12) and Document Management Coordinator (PT11). The updated Administrative Assistant role would change the current pay range from a (PT11) range of \$85,404-\$102,440) to a (PT06) range of \$66,809-\$80,204 as negotiated with Local 3713.

Employee Group: Local 3713  
 FLSA Status: Non-Exempt  
 2022

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

<b>CLASSIFICATION TITLE:</b> ADMINISTRATIVE ASSISTANT
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### JOB SUMMARY

This is a responsible administrative and technical position involving performing complex duties for assigned departments.

Work involves responsibility for accurate handling of the full range of administrative and technical procedures. Duties include drafting, filing, and preparing correspondence and documents. Responsible for accurate and timely completion of projects, maintaining financial records, analyzing and processing information, compiling various financial and administrative reports, and making necessary recommendations for improvement. This position also has the responsibility for making difficult clerical decisions in accordance with established procedures. This work requires that the employee have knowledge, skill and ability in administrative support 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.**

- Provides complex administrative, technical or financial support through assigned projects. Compiles and processes information as required and works within applicable data and document management systems.
- Processes forms and documents within generally established procedures. Checks for adherence to requirements and accepted practice.
- Creates reports, correspondence, forms, and other written documentation from notes, verbal instructions or standard text as assigned.
- Sets up and maintains files and filing systems. Scans and files documents.
  
- Responds to telephone inquiries and complaints internal and external to the Department. Researches and attempts to resolve sensitive administrative and budgetary issues. Screens, greets, directs and announces visitors.
- Creates, records, and files work orders, records, field sketches, permits, invoices, etc.
- Performs wide range of posting, tabulation and calculating and maintains complex records and accounts.
- Performs wide range of posting, tabulation and calculating. Assists in developing unit budgets and controlling and accounting for expenditures within fund allocations. Performs complex calculations, interprets budgetary data, and assists personnel of other work areas. Resolves budgetary and purchasing discrepancies through established methods.
- Maintains event calendars and calendars or logs of own tasks. Schedules routine and special meetings. Attends meetings and takes and transcribes notes of proceedings, as assigned. Prepares materials for meeting and legal requirements.

**Metropolitan District Commission • Administrative Assistant**

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- May dispatch work crews for emergencies.
- Performs related work as required.

**SUPERVISION RECEIVED**

Works under the general supervision of supervisory or other appropriate staff.

**MINIMUM QUALIFICATIONS**

A high school diploma or the equivalent plus four (4) years of progressively responsible clerical experience including public contact.

**SPECIAL REQUIREMENTS**

Must have a valid drivers license.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of general office procedures.
- Knowledge of the operations of standard office machines and personal computers, as required.
- Knowledge of MDC operations, projects, and services.
- Knowledge of various communications systems.
- Ability in oral communications and good ability in written communications.
- Ability to follow oral and written instructions.
- Ability to perform administrative procedures.
- Ability to learn the operations of the assigned department.
- Ability to establish and maintain effective working relationships with coworkers, customers and the general public.
- Ability to calculate monetary charges.

**ADA COMPLIANCE**

**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.

**Environmental Factors:** Essential functions are performed primarily indoors with minimal exposure to outdoor environmental factors.

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 Job Specification for *Administrative Assistant (PT06)* attached hereto be adopted and the current positions of Senior Clerk (PT04); Administrative Clerk (PT08); Administrative Analyst (PT12) and Document Management Coordinator (PT11) will be eliminated.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

**JOB SPECIFICATION  
CUSTOMER SERVICE REPRESENTATIVE (LOCAL 3713)**

**TO:** Personnel, Pension and Insurance Committee for consideration on February 27, 2023

Staff is recommending that the Job Specification be amended for the *Customer Service Representative* (currently PT06) to consolidate similar duties into one multi-tasking job description (position titles consolidated are noted in the above chart) and retain the title Customer Service Representative and change the labor grade to (PT03).

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. This multi-tasking job description also eliminates the need for multiple individual job specification for similar roles. The updated Customer Service Representative role would change the current pay range from a (PT06) range of \$66,809-\$80,204 to a (PT03) range of \$57,886-\$69,534 as negotiated with Local 3713.

Code:  
Employee Group: Local 3713  
FLSA Status: Non-Exempt  
2022

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: CUSTOMER SERVICES REPRESENTATIVE**

### JOB SUMMARY

This is very responsible customer services work at the full performance level involving the answering and resolution of customer inquiries and complaints in person and in a high-volume call center setting.

Work involves responsibility for the resolution of customer complaints. Duties include responding to and resolving customer inquiries, scheduling appointments, issuing work orders, data entry, relaying accurate information to internal and external customers, and making payment arrangements. This position also has the responsibility for making complaint resolution decisions in accordance with established procedures. This work requires that the employee have knowledge, skill and ability in clerical procedures and complaint handling.

### 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.**

- Answers and responds to inquiries and complaints by customers and directs callers and works with appropriate departments as necessary for resolution. Searches files and records for information on complaints and determines solutions to customer service problems.
- Performs posting, tabulation and calculating of data regarding customer services and accounts. Maintains and integrates water and sewer records and documents.
- Makes payment arrangements for MDC customers. Supports collection attorney process.
- Assists MDC customers with online bill pay system.
- Prepares correspondence, reports and statistics as requested. Performs data entry to ensure the integrity of the customer account database.
- Maintains electronic and paper files. Sorts, removes and replaces documents in files as necessary and/or appropriate.
- May assist attorneys with statements, lien releases, court documentation, and closings.
- Performs related work as required.

### SUPERVISION RECEIVED

Works under the general supervision of the Customer Services Supervisor or other appropriate staff member.

### MINIMUM QUALIFICATIONS

A high school diploma or the equivalent plus four (4) years of progressively responsible clerical and customer service experience including public contact.

### SPECIAL REQUIREMENTS

Must have a valid drivers license.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general office procedures.
- Knowledge of MDC projects, processes, and services.
- Knowledge of the operations of standard office equipment.
- Knowledge of call center software and systems.
- Knowledge of billing processes.
- Ability in oral and written communications.
- Ability to follow oral and written instructions.
- Ability to perform administrative procedures and to respond to customer complaints with firmness and tact.
- Ability to learn the operations of the assigned department.
- Ability to establish and maintain effective working relationships with coworkers, customers, and the general public.
- Skill in providing effective customer service and resolving difficult situations.

### ADA COMPLIANCE

**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.

**Environmental Factors:** Essential functions are performed primarily indoors with minimal exposure to outdoor environmental factors.

*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 Job Specification for *Customer Service Representative (PT03)* attached hereto be adopted and the current positions of Senior Customer Service Representative (PT09) will be eliminated.



Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

**JOB SPECIFICATION  
PRINCIPAL ACCOUNT CLERK (LOCAL 3713)**

**TO:** Personnel, Pension and Insurance Committee

February 27, 2023

Staff is recommending that the Job Specification be amended for the *Principal Account Clerk* (currently PT07) consistent with the chart above.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The updated Principal Account Clerk role would change the current pay range from a (PT07) range of 70,241-\$84,364 to a (PT04) range of \$60,736-\$72,966 as negotiated with Local 3713.

Employee Group: Local 3713  
FLSA Status: Non-Exempt  
2022

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	<b>PRINCIPAL ACCOUNT CLERK</b>
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**JOB SUMMARY**

This is highly responsible financial and administrative position involving the processing and review of very complex financial transactions.

Work involves responsibility for performing a variety of financial and administrative duties requiring auditing or pre-auditing of transactions. Duties include the processing of bills and receipts. This position also has the responsibility for monitoring multiple budgets, billing customers, entry of financial data, processing invoices, posting transactions to the general ledger, and making important recordkeeping and processing decisions requiring judgment.

**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.

- Pre-audits budget coding and other data on requisitions prior to issuing purchase orders. Processes fund encumbrances.
- Pre-audits invoices, transactions, and receiving reports to assure compliance with contract specifications.
- Compiles and analyzes data from payroll, meter readings, work orders system and other operational areas as necessary.
- Generates monthly, quarterly, semi-annual, and annual user billings.
- Processes invoices for payment, ~~processes~~ payment proposals and ~~processes~~ payroll taxes, and researches purchase orders for proper funding. Accepts, processes, and posts payments. May be responsible for making decisions in regard to account adjustments, reversals, or credits.

- Audits, posts and balances reports from data processing.
- Update sewer user files and reconciles annual sewer user files.
- Maintains electronic and/or paper records, data and files. Processes billing accounts. Sets up and processes new accounts in an activity such as water user accounts.
- Prepares monthly, quarterly and/or annual reports and metrics requiring **considerable** knowledge of the activity and recordkeeping system involved.
- Provides information to customers, vendors and others. Handles difficult inquiries requiring in-depth knowledge of the activity, operations and recordkeeping system.

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- Assists customers with billing inquiries, invoice issues, and payment questions.
  - Performs related work as required.

### **SUPERVISION RECEIVED**

Works under the general supervision of a supervisory or administrative employee.

### **MINIMUM QUALIFICATIONS**

Associates degree, including some course work in accounting at the college level, plus four (4) years of progressively responsible account clerical experience including public contact.

### **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of account clerical procedures and techniques.
- Knowledge of MDC billing processes and financial systems.
- Knowledge of general office and recordkeeping procedures.
- Knowledge of the operations of standard office machines and a computer terminal and personal computer.
- Knowledge of business English.
- Skill in mathematical computation.
- Skill in keyboard operation including a computer terminal and typewriter.

- Ability in oral communications and good ability in written communications.
- Ability to follow oral and written instructions.
- Considerable ability to perform administrative procedures.
- Ability to learn the operations of the assigned department.
- Ability to establish and maintain effective working relationships with coworkers, customers and the general public.
- Ability to research and resolve accounts payable issues with customers and vendors.

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## ADA COMPLIANCE

**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 cues or signals. Some tasks require the ability to communicate orally and in writing.

**Environmental Factors:** Essential functions are performed primarily indoors with minimal exposure to outdoor environmental factors.

*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 Job Specification for *Principal Account Clerk (PT04)* attached hereto be adopted.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

**JOB SPECIFICATION  
LABORATORY TECHNICIAN 1 (LOCAL 3713)**

**TO:** Personnel, Pension and Insurance Committee for consideration on February 27, 2023

Staff is recommending that the Job Specification be amended for the *Laboratory Technician* (currently PT08) to incorporate additional job functions which fall under similar positions (position titles consolidated are specifically noted in the above chart) to rename the position Laboratory Technician 1 and to change the labor grade to PT06.

The proposed job specification continues to enhance the multi-tasking approach to District positions. This multi-tasking job description also eliminates the need for multiple individual job specification for similar roles. The updated Laboratory Technician 1 role would change the current pay range from a (PT08) range of \$73,777-\$88,483 to a (PT06) range of 66,809-\$80,204 as negotiated with Local 3713.

Code:  
Employee Group: Local 3713  
FLSA Status: Non-Exempt  
2022

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: LABORATORY TECHNICIAN 1**

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**JOB SUMMARY**

This is very responsible laboratory technician work involving the performing of microbiological, chemical, or physical Analysis on water, sewage, or air samples according to prescribed procedures.

Work involves responsibility for assisting in the quality control of treated drinking water or wastewater effluent and the analysis of sludge and sewage. Duties include collecting samples and conducting tests both inside and outside of a laboratory using a variety of equipment and procedures. This position also has the responsibility for making routine decisions relating to the results of tests in order to keep supervisors informed of the status of day-to-day operations. This work requires that the employee have knowledge, skill and ability in basic laboratory operations and techniques.

**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.

- Analyzes samples both inside and outside of the laboratory for compliance with federal, state, and local regulations and permits using a variety of equipment and procedures.
- Logs and reports quality control review results. Completes complex report forms. Makes calculations using standard algebraic formulas.
- Calibrates laboratory and other analytic instruments and equipment.

- Performs quality assurance and may oversee proficiency testing as assigned.
- May prepare media, maintain equipment such as water baths, furnaces and balances. May wash glassware and other laboratory equipment.
- Maintains laboratory and laboratory equipment. Prepares laboratory standards and reagents used for sample analyses.
- May have responsibility for guiding the sampling and analysis for specified or assigned compounds.
- May collect samples of water, sludge or effluent.
- Performs related work as required.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Manager of Water Quality.

### **MINIMUM QUALIFICATIONS**

An associate's degree from a recognized college in chemistry, bacteriology or natural science plus two (2) years experience in laboratory work.

### **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of basic laboratory operations, techniques and procedures.
- Knowledge of inorganic and microbiological analyses and method compliance.
- Knowledge of federal, state, and local regulations and permits.
- Knowledge of computers and associated software and systems.
- Knowledge of handling hazardous chemicals and appropriate safety precautions.
- Ability in oral and written communications.
- Ability to establish and maintain effective working relationships with coworkers.
- Ability to perform standard algebraic formula calculations.
- Ability to troubleshoot and repair laboratory instrumentation and equipment.
- Skill in operating and manipulating laboratory equipment safely.
- Ability to learn a complex schedule of tests and procedures and for carrying them out efficiently.

## 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 cues or signals. Some tasks require the ability to perceive and discriminate auditory cues or signals. Some tasks require the ability to communicate orally and in writing. Some tasks require the ability to perceive and discriminate smells.

**Environmental Factors:** Essential functions are performed primarily in an indoor, shop, laboratory, or office environment with occasional fieldwork that may involve exposure to various weather conditions, atmospheric conditions, hazards, noises, 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.*

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 Job Specification for *Laboratory Technician 1 (PT06)* attached hereto be adopted and the current positions of Laboratory Assistant (PT03) and Laboratory Technician (PT08) will be eliminated.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

## JOB SPECIFICATION LABORATORY TECHNICIAN 2 (LOCAL 3713)

**TO:** Personnel, Pension and Insurance Committee for consideration on February 27, 2023

Staff is recommending the creation of a Job Specification for a *Laboratory Technician 2 (proposed PT11)*. This position will replace the current Chemist (PT13), Microbiologist (PT13) and Water Pollution Control Process Analyst (PT13) and would create one multi-tasking position.

The proposed new job specification continues to enhance the multi-tasking approach to District positions. This multi-tasking job description also eliminates the need

for multiple individual job specification for similar roles. The updated Laboratory Technician 2 role would range from a (PT11) \$85,404-\$102,440 as negotiated with Local 3713 and would eliminate the current Chemist (PT13), Microbiologist (PT13) and Water Pollution Control Process Analyst (PT13).

Code:  
Employee Group: Local 3713  
FLSA Status: Non-Exempt  
2022

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:            LABORATORY TECHNICIAN 2**

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### JOB SUMMARY

This is very responsible lab work at the full performance level involving the microbiological, chemical or physical analysis of water and/or waste water.

Work involves responsibility for testing and analyzing water and wastewater samples, tabulating reports and coordinating laboratory tasks. Duties include safe testing of water/waste water samples in accordance with federal, state, and local regulations and permits. This position also has the responsibility for making standard testing technical decisions. This work requires that the employee have knowledge, skill, and ability in microbiology and/or chemistry and laboratory methods, 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.**

- Performs microbiological and/or chemical testing and analyses with sophisticated instrumentation, utilizing software, and maintaining Quality Control procedures, in accordance with state approved methods.
- Coordinates the sampling and analysis of the water and waste water system. Coordinates routine laboratory tests and maintenance of laboratory supplies and equipment. Analyzes chemical shipments for adherence to required specifications.
- Develops and maintains standard operating procedures, material safety data collection, chemical inventory, and certificates of chemical and microbiological analysis.
- Maintains and calibrates laboratory and other analytic instruments and equipment. orders chemicals and supplies. Manages instrument repair and service contracts.
- Participates in Quality Assurance Program and performs microbiological and chemical proficiency tests for maintenance of state certification.
- Analyzes Method Detection Limit studies for all instrumentation. Analyzes water supply and water pollution proficiency samples for maintenance of laboratory certification. Analyzes samples as required following the Connecticut Department of Health Water Quality Monitoring schedule and EPA and/or Department of Energy and Environmental Protection NPDES Permit
- Tabulates and compiles test data and prepares reports.
- Assist in the administration of the laboratory by coordinating workload, the preparation of the laboratory supply contract and assigning routine tasks as necessary and/or appropriate.

- Performs all laboratory procedures in a safe manner and observes all safety procedures, especially in handling microbiologically hazardous samples and materials.
- Trouble-shoot at operation process areas. Works with plant operators and supervisors in the development and improvement in plant operations.
- Performs related work as required.

#### **SUPERVISION RECEIVED**

Works under the general supervision of the Manager of Water Quality..

#### **MINIMUM QUALIFICATIONS**

A bachelor's degree from a recognized college or university in microbiology, chemistry, biology or related field plus five (5) years of progressively responsible experience in laboratory.

#### **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of microbiology, chemistry and/or biology and laboratory analytical techniques and physical analysis principles and practices as applied to the analysis of water and wastewater.
- Knowledge of test laboratory principles and practices as applied to water and wastewater treatment.
- Knowledge of computers and associated software and systems including but not limited to LIMS, analytical/reporting tools, manufacturer calibration applications/tools
- Knowledge of wet chemistry, aseptic techniques, and preparation techniques for various media.
- Knowledge of complex instrumentation calibration, operation, troubleshooting, and maintenance.
- Knowledge of federal, state, and local regulations and permits.
- Knowledge of standard methods for the examination of water and waste water.
- Knowledge of ecology, environmental science and watershed management.
- Ability in oral and written communications.
- Ability to establish and maintain effective working relationships with coworkers.
- Knowledge of state and federal regulations and guidelines.
- Knowledge of safe laboratory practices.



- Knowledge of related systems and software.
- Ability to conduct chemical and physical analyses of water samples and materials accurately and safely.

### 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 in an indoor, shop, laboratory, or office environment with occasional fieldwork that may involve exposure to various weather conditions, atmospheric conditions, hazards, noises, 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.*

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 Job Specification for *Laboratory Technician 2 (PT11)* attached hereto be adopted and the current positions of Chemist (PT13); Microbiologist (PT13) and Water Pollution Control Process Analyst (PT13) will be eliminated.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

**JOB SPECIFICATION  
GIS ANALYST (LOCAL 3713)**

**TO:** Personnel, Pension and Insurance Committee for consideration on February 27, 2023

Staff is recommending that the Job Specification be amended for the *GIS Analyst* (currently PT13) consistent with the chart above.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The updated GIS Analyst role would change the current pay range from a (PT13) range of 94,161-\$123,804 to a (PT11) range of \$85,404-\$102,440 as negotiated with Local 3713.

**Code:**  
**Employee Group: Local 3713**  
**FLSA Status: Non-Exempt**  
**2022**

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: GEOGRAPHIC INFORMATION SYSTEM ANALYST**

**JOB SUMMARY**

This is highly responsible professional geographic information systems analysis, digital database analysis and administration work involving the maintenance of software and hardware of a computerized digital database.

Work involves responsibility for effective and efficient maintenance of a geographic information system. Duties include development and implementation of upgrades to system components, providing support to project engineers and outreach staff, map creation, data creation, data analysis, data management, and database development. This position also has the responsibility for making difficult geographic information system quality control and assurance decisions. This work requires that the employee have knowledge, skill and ability in computer platforms, Windows operating systems, or comparable, automated mapping and facilities management software.

**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.**

- Develops, collects, implements and maintains the geographic information system data base files and data management procedures. Develops and implements system maintenance standards. Monitors system security, cartographic standards, data base protocol and is responsible for data management.
- Coordinates the geographic information system support contracts and other vendor contracts, and agreements. Prepares cost estimates for upgrades, contracts, agreements, and technical reports, as required.
- Coordinates implementation and application of computer hardware and software with consultants and vendors. Assists the Manager of Engineering Technical Services in preparation of the annual budget as it relates to system improvement requirements.

- Coordinates the technical needs of other user groups both inside and outside the District and programs and administers the network hardware and software. Provides technical support to internal staff.
- Creates maps showing project extents, extent/progress of projects, and other ad hoc maps as requested.
- Performs special assignments, as directed. Researches and develops new programs to improve system management and efficiency.
- Performs related work as required.

### **SUPERVISION RECEIVED**

Works under the general supervision of the **Director of Information Technology or other appropriate staff.**

### **Metropolitan District Commission • Geographic Information System Analyst**

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### **MINIMUM QUALIFICATIONS**

A bachelor's degree from a recognized college or university in geography, geographic information systems, or a related field plus two (2) years of progressively responsible experience in geographic information system hardware and software operations and maintenance and at least some experience with a Windows, or comparable, operating system.

### **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of geographic information systems and cartographic principles and practices.
- Knowledge of Structured Query Language (SQL), system programming, and database administration.
- Knowledge of public administration principles and practices as applied to work unit reporting and routing administrative procedures.
- Knowledge of cartography, geodesy and photogrammetry as related to digital databases.
- Ability in oral and written communications.
- Ability to administer policies and procedures including planning, routine decision-making, and report development and writing.
- Ability to establish and maintain effective working relationships with coworkers, consultants, vendors, town officials, other utilities, and other governmental agencies.

## ADA COMPLIANCE

**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 cues or signals. Some tasks require the ability to communicate orally and in writing.

**Environmental Factors:** Essential functions are performed primarily indoors with minimal exposure to outdoor environmental factors.

*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 Job Specification for *GIS Analyst (PT11)* attached hereto be adopted.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

## JOB SPECIFICATION PRINCIPAL GIS ANALYST (LOCAL 3713)

**TO:** Personnel, Pension and Insurance Committee for consideration on February 27, 2023

Staff is recommending that the Job Specification be amended for the *Principal GIS Analyst* (currently PT14) consistent with the chart above.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The updated Principal GIS Analyst role would change the current pay range from a (PT14) range of \$98,904-\$118,705 to a (PT12) range of \$89,648-\$107,556 as negotiated with Local 3713.

Employee Group: Local 3713  
FLSA Status: Non-Exempt  
2022

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: PRINCIPAL GEOGRAPHIC INFORMATION SYSTEM  
(GIS) ANALYST**

### JOB SUMMARY

The purpose of this classification is to administer the enterprise-wide GIS system, Oracle database and associated servers for display, analysis, and integration with other District applications. Work involves the planning and coordination of specific functional areas and activities in GIS, oversight of project work and processes, and quality control review.

Duties include developing, updating, and maintaining GIS databases; developing, installing, configuring, maintaining and/or troubleshooting hardware, software, and equipment; liaising with vendors and researching system improvements; and creating GIS maps and presentations. This position is responsible for providing support to customers, license management, and establishing and maintaining GIS access/security.

### 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 the management of the department: provides input into the development, coordination and implementation of department GIS policy. Oversees the work of employees in assigned functional areas. Leads and manages special projects within department and District-wide as assigned.
- Prepares or directs the preparation of reports, manuals and correspondence.
- Assists with developing cost estimates for upgrades, contracts, agreements and technical reports; assists with developing specifications for hardware and software purchases; and assists the GIS Manager with preparing the annual budget as it relates to system improvement requirements.
- Operates personal and laptop computers, plotters, and general office equipment as necessary to complete essential functions, to include the use of GIS software, word processing, spreadsheet, database, or other system software.
- Develops, updates and maintains GIS databases and data files; applies quality control procedures to ensure accuracy; converts data to and from GIS formats; converts data for external distribution; configures access to GIS data in networked environment; maintains GIS data links to other databases and equipment; develops and implements, data management procedures; and related reports; and performs file management.
- Installs, upgrades, configures and/or maintains GIS hardware, data base software, other software applications, operating systems, networks and peripheral equipment; troubleshoots and repairs hardware and software problems; creates applications in support of District functions using GIS data, external databases, GIS analysts tools and other software applications; and develops new programs to improve system management and efficiency.
- Coordinates implementation and other systems activities with other District staff, consultants and vendors; and coordinates the technical needs of other user groups both inside and outside the District. Reviews data received from external sources and incorporates into GIS.

- Operates within systems, including applicable GIS systems. Performs systems administration work; performs data backups; maintains users of network; sets user access levels to GIS licenses and data; administers the network hardware and software; develops and implements system maintenance standards; monitors system security, data base protocol, and cartography standards; and maintains data schema and integrity.
- Installs, upgrades, configures and/or maintains GIS hardware, data base software, other software applications, operating systems, networks and peripheral equipment; troubleshoots and repairs hardware and software problems; creates applications in support of District functions using GIS data, external databases, GIS analysts tools and other software applications; and develops new programs to improve system management and efficiency.
- Coordinates implementation and other systems activities with other District staff, consultants and vendors; and coordinates the technical needs of other user groups both inside and outside the District.
- Performs systems administration work; performs data back ups; maintains users of network; sets user access levels to GIS licenses and data; administers the network hardware and software; develops and implements system maintenance standards; monitors system security, data base protocol, and cartography standards; and maintains data schema and integrity.
- Prepares maps using GIS data and software; creates custom maps for internal and external customers; converts maps and data for easy display in distribution over inter-/intra-net sites; prepares presentation quality maps and graphics for large format plotter output and presentations.
- Analyzes complex geographic data.
- Coordinates GIS support contracts and other vendor contracts and agreements.
- Reviews drawings and makes recommendations to Drafting Technicians in GIS Services Department when appropriate.
- Performs special assignments and projects as requested; and may supervise a small work group for assigned projects
- Performs other related duties as required.

### **SUPERVISION RECEIVED**

Classification reports to the **Director of Information Technology or other appropriate staff.**

### **MINIMUM QUALIFICATIONS**

Master's degree in information systems, geography, or a related field; supplemented by minimum five (5) years previous GIS experience. **Geospatial Information Systems Professional Certification desired.**

### **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

**PERFORMANCE APTITUDES (KNOWLEDGE, SKILLS, AND ABILITIES)**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**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 work station.

**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:** 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.*

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 Job Specification for *Principal GIS Analyst (PT12)* attached hereto be adopted.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

**JOB SPECIFICATION  
UTILITY SYSTEMS MONITORING TECHNICIAN (LOCAL 3713)**

**TO:** Personnel, Pension and Insurance Committee for consideration on February 27, 2023

Staff is recommending that the Job Specification be amended for the *Utility Systems Monitoring Technician* (currently PT11) to incorporate additional job functions which fall under similar positions (position titles consolidated are specifically noted in the above chart).

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. This multi-tasking job description also eliminates the need for multiple individual job specification for similar roles. The updated *Utility Systems Monitoring Technician* role would change the current pay range from a *Utility Systems Monitoring Technician* (PT11) range of \$85,404-\$102,440 to a (PT09) range of \$77,438-\$92,872 as negotiated with Local 3713. This position will eliminate the current *Utility Systems Monitoring Technician 2* (PT12) and would create one multi-tasking position.

**Employee Group: Local 3713  
FLSA Status: Non-Exempt  
2022**

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	<b>UTILITY SYSTEMS MONITORING TECHNICIAN</b>
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**JOB SUMMARY**

This is responsible pipeline systems monitoring and surveillance work involving the operation of various systems and equipment used in operation and maintenance of electronic measuring and pipe inspection for the District's sewer and water systems. Work involves responsibility for the safe installation and maintenance of utility pipeline systems flow monitoring equipment and closed circuit television (CCTV) inspection equipment.

Duties include retrieving utility pipeline systems flow data, maintaining and installing electronic metering equipment and conducting video inspections of pipeline systems. This position also has the responsibility for making utility pipeline flow monitoring and inspection decisions in accordance with established procedures and industry standards. This work requires that the employee have knowledge, skill and ability in utility pipeline systems flow monitoring and pipe inspection technology. This position also requires that the employee be capable of entering and working in confined spaces.

**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.**

- Operates CCTV inspection systems to document hydraulic, structural and maintenance conditions of utility pipeline infrastructure. Retrieves and analyzes utility pipeline systems flow data; installing, maintaining and repairing electronic metering equipment and conducting video inspections of pipeline systems.
- Operates closed circuit television inspection systems to document hydraulic and structural conditions of utility pipeline infrastructure. Retrieves and analyzes utility pipeline systems flow data. Identifies potential failures and assists with planning routine renovation programs.



- Operates the District's Supervisory Control and Data Acquisition (SCADA) sewer overflow alarm system, and associated electronic, electrical, telecommunications and flow signal components. Troubleshoots electronic and electrical components on monitoring and surveillance systems.
- Establishes and maintains electronic files, records, and databases on all monitoring and surveillance programs; prepares flow metering and pipe inspection reports and project status spreadsheets, recommends replacement or rehabilitation strategies of sewer infrastructure by assessing videos of pipe deficiencies in accordance with national pipe condition rating standards.
- Installs, calibrates and maintains electronic monitoring and inspection equipment for utility pipeline systems.
- Provides information to assist in the deployment of flow metering equipment and the assessment of pipeline conditions.
- May assist other personnel in the use of field instruments and computer equipment, as assigned.
- Maintains equipment inventories and spare parts and coordinates purchases and technical services with outside vendors and equipment manufacturers. Assists in preparing budget requests for electronic monitoring and video inspection equipment. Maintains repair records.
- Performs in a safe manner and observes all safety procedures; works in small confined spaces and must be trained in confined space entry procedures.
- Uses all tools, equipment and materials responsibly and performs basic inspection and preventive maintenance prior to use.
- Records and archives all description data, develops a condition rating for each line, displays results on video and printed reports, and establishes benchmarks to compare with future inspections. Troubleshoots data discrepancies and flow monitoring equipment malfunctions.
- Performs related work as required.

### **SUPERVISION RECEIVED**

Works under the general supervision of the **Manager of Operations or other appropriate staff members.**

### **MINIMUM QUALIFICATIONS**

A high school diploma plus five (5) years electronics maintenance, flow meter and CCTV inspection experience required. Must have "Pipeline Assessment and Certification Program" (PACP) certification and must maintain this certification.

### **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of sanitary, combined, storm and water systems, including sewer overflow regulator systems.
- Knowledge of electronic diagnostics and component replacement principles and practices.
- Knowledge of pipe flow monitoring methods and pipeline inspection methods.
- Knowledge of utility pipeline systems flow monitoring and pipe inspection technology.
- Knowledge of CCTV and SCADA systems.
- Knowledge of standardized pipe assessment procedures.
- Ability to identify and repair problems in electronic monitoring and surveillance equipment.
- Ability in mathematics as applied to utility pipeline systems flow monitoring.
- Ability in oral and written communications.
- Ability to establish and maintain effective working relationships with coworkers, town officials, vendors, contractors, consultants, 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.

**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.*

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 Job Specification for *Utility Systems Monitoring Technician (PT09)* attached hereto be adopted and the current position of Utility Systems Monitoring Technician 2 (PT12) will be eliminated.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

## JOB SPECIFICATION ELECTRICIAN/ELECTRONIC TECHNICIAN (LOCAL 3713)

**TO:** Personnel, Pension and Insurance Committee for consideration on February 27, 2023

Staff is recommending the Job Specification for an *Electrician/Electronic Technician* (proposed PT10). This position would replace similar positions and create one multi-tasking job description (position titles consolidated are specifically noted in the above chart). This multi-tasking job description eliminates the need for multiple individual job specification for similar roles of Electronic Technician 1 (PT12) and Electronic Technician 2 (PT13).

The proposed job specification continues to enhance the multi-tasking approach to District positions. The *Electrician/Electronic Technician* role would be (PT10) range of \$81,286-\$97,593 as negotiated with Local 3713.

Code:  
Employee Group: Local 3713  
FLSA Status: Non-Exempt  
2022

### METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:** ELECTRICIAN/ELECTRONIC TECHNICIAN

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#### JOB SUMMARY

This is full performance electrician/electronics technician work involving the maintenance and repair of electrical systems.

Work involves responsibility for the safe maintenance of electrical/electronic equipment in good working order. Duties include testing, maintain and repairing electrical/electronic equipment, instruments and controls. This position also has the responsibility for making standard technical electronics decisions. This work requires that the employee have good knowledge, skill and ability in electronics maintenance and repair.

#### 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.

- Assist in the design, review, inspection, and operation of projects that include process control equipment and systems.
- Tests, maintains, repairs and installs electronic, electromechanical, pneumatic, and hydraulic instruments and controls, and electrical equipment including gas detectors, phase motors, variable speed control motors, variable frequency drives, motor control centers, microprocessor-based motor controls.
- Tests, maintains, repairs, and installs radios, antennas and peripheral equipment, as assigned. Configures and calibrates electronic equipment and computerized controls, as assigned.

- Trains plant operators in the use of electronic instruments and controls, as assigned. Work with maintenance and operations staff to implement policies, standards, practices and guidelines for all phases of process control implementation, operation and maintenance.
- May perform all general electrical work covered under State of CT E-2 electrical license, as assigned. . Confers on operations problems and analyzes and recommends equipment modifications or purchases. Monitors, programs, troubleshoots and repairs Program Logic Controls and mechanisms.
- Assists in drafting budget requests for electronics. Maintains inventories of repair parts. Maintains repair records. Responds to emergency calls as directed. Serves on-call as assigned.
- Perform and/or coordinate maintenance activities on process control equipment and/or systems. Research, recommend and implement systems to enhance control systems functionality and reliability.
  - Performs related work as required.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Electrical Maintenance Supervisor.

### **MINIMUM QUALIFICATIONS**

High School Diploma plus two (2) years electrical related experience. Must be a licensed Electrician in the State of Connecticut (E-2 license), and applicable certifications.

### **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of electronics maintenance and repair principles and practices
- Knowledge of computer technology, as applied to electronic instrument and control systems.
- Ability to identify and repair problems in electrical and electronic equipment.
- Knowledge of SCADA systems.
- Ability in oral and written communications.
- Ability to establish and maintain effective working relationships with coworkers, town officials, vendors, contractors, consultants, 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.

**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.*

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 Job Specification for *Electrician/Electronic Technician (PT10)* attached hereto be adopted and the current positions of Electronic Technician 1 (PT12) and Electronic Technician 2 (PT13) will be eliminated.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

**JOB SPECIFICATION  
SENIOR ELECTRONICS TECHNICIAN (LOCAL 3713)**

**TO:** Personnel, Pension and Insurance Committee for consideration on February 27, 2023

Staff is recommending that the Job Specification be amended for the *Senior Electronics Technician* (currently PT14) to amend the minimum qualifications and job classification to PT12.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The updated *Senior Electronics Technician* role would change the current pay range from a (PT14) range of \$98,904-\$118,705 to a (PT12) range of \$89,648-\$107,556 as negotiated with Local 3713.

Code:  
Employee Group: Local 3713  
FLSA Status: Non-Exempt  
2022

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: SENIOR ELECTRONICS TECHNICIAN**

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### JOB SUMMARY

This position provides technical support in support of the implementation and maintenance of automation and process control infrastructure. This is highly responsible electronics technician work involving the maintenance, calibration and repair of plant process control instrumentation, gas monitoring systems, , and controls.

Work involves responsibility for the safe maintenance of electrical and electronic equipment to assure good working order. Duties include testing, repairing and installing electrical components, electronic instruments and controls and overseeing assistants. This position also has the responsibility for making difficult technical electronics decisions. This work requires that the employee have considerable knowledge, skill and ability in electrical and electronics maintenance and repair.

Responsible for implementing, maintaining and supporting the automation & process control infrastructure for water and wastewater systems. Provide expert assistance and collaborate in creating and reviewing engineering plans, designs, monitoring, building commissioning and operation of automation & process control systems. Understand and apply new technological systems and multiple vendor products to develop and support innovative system solutions that match operational and business requirements.

### 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 implementing, maintaining and supporting the automation & process control infrastructure for water and wastewater systems.
- Work collaboratively with District Engineering and Information Technology staff to support, maintain, and add to the District's Computer Maintenance Management System (CMMS).
- Research, recommend and implement systems to enhance control systems functionality and reliability.

- Work with members of District Staff to enforce compliance with mandatory process control policies and procedures.
- Provide support for Electrician/Electronic Technicians as required.
- Develop and maintain relationship with Process Control vendors to keep current with changes in operational control systems.
- Review vendor specifications, report findings and make recommendations.
- Performs related work as required.
- Tests, maintains, repairs and installs electronic, electromechanical, pneumatic, peripheral, and hydraulic instruments and controls, and electrical equipment including phase motors, as assigned.
- Configures and calibrates electronic equipment and computerized controls, as assigned. Tests, maintains, repairs and installs control systems and peripheral equipment, as assigned.
- Coordinates work activities to ensure appropriate and timely response with respect to staffing, materials and equipment requirements and conditions. Trains plant operators in the use of electronic instruments and controls, as assigned. Oversees the work of lower level technicians and assistants, to assure conformance with technical standards. Demonstrates appropriate procedures and techniques.
- Performs work of lower classifications as necessary. May perform general electrician work, as assigned.
- Confers on operations problems and analyzes and recommends equipment modifications or purchases.
- Assists in drafting budget requests for electronics. Maintains inventories of repair parts. Maintains repair records. Performs related work as required.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Electrical Maintenance Supervisor.

### **MINIMUM QUALIFICATIONS**

An Associate's degree in Automation Engineering, Electrical Engineering, Computer Engineering, Computer Science, Electronics or a closely related field plus eight (8) years' experience in the maintenance, troubleshooting, calibration, repair and installation of Process Control Systems (SCADA and DCS), configuration and programming of PLCs / RTUs, control and instrumentation loops. Must be a licensed Electrician in the State of Connecticut (E-2 license).

Must have Control Systems Technician Certificate, Level I (CCST)

## SPECIAL REQUIREMENTS

Must have a valid driver's license.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of Piping and Instrumentation (P&ID) drawings, control system drawings, instrument specifications and feedback loop diagrams.
- Working knowledge of industrial control system platforms including Programmable Logic Controllers (PLC) / Distributed Control System (DCS) / Human Machine Interface (HMI) programming, design, construction, commissioning, configuration and implementation.
- Knowledge of process computers and data collection methods.
- Understanding of computer networking technology, telemetry methods and historical archiving databases.
- Strong knowledge of project management and application development methodologies and tools.
- Knowledge of business applications, Microsoft Office products and productivity tools (e.g. MS Word, MS Project, Excel, PowerPoint, Visio).
- Demonstrative knowledge of engineering concepts and their application in water/wastewater equipment and systems operations preferred.
- Proficient with identifying, planning, scheduling, conducting, and coordinating detailed phases of Capital Projects.
- Proficient with data communications systems, protocols, wired and wireless network systems, and radio telemetry.
- Ability in oral and written communications.
- Ability to establish and maintain effective working relationships with coworkers, town officials, vendors, contractors, consultants, 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.

**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.*

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 Job Specification for *Senior Electronics Technician (PT12)* attached hereto be adopted.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

**JOB SPECIFICATION  
NETWORK/SYSTEMS ANALYST (LOCAL 3713)**

**TO:** Personnel, Pension and Insurance Committee for consideration on February 27, 2023

Staff is recommending that the Job Specification be amended for the *Network/Systems Analyst* (currently PT15) to amend the minimum qualifications and job classification to PT13.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The updated *Network/Systems Analyst* role would change the current pay range from a (PT15) range of \$103,417-\$124,092 to a (PT13) range of \$94,161-\$112,944 as negotiated with Local 3713.

Code:  
Employee Group: Local 3713  
FLSA Status: Non-Exempt  
2022

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	<b>NETWORK/SYSTEMS ANALYST</b>
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**JOB SUMMARY**

This is very responsible professional computer work involving the coordination, development, testing, and maintenance of a District-wide client/server system, area network and integrated computer applications.

Responsible for analyzing, planning and maintaining a District wide client/server system for integrated information storage, computing, communication and related equipment. Also responsible for the development, testing and implementation of integrated computer applications.

This position provides technical Network and System help to users, diagnoses and resolves end-user problems, and maintains District systems. This position has the responsibility for making technical network support decisions.

### 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 installing and upgrading network/system hardware and software, ensuring the security of MDC networks, troubleshooting user problems with printers, desktop PC LAN connections, and desktop software and hardware.
- Monitors network infrastructure performance and security including virus protection, intrusion detection/prevention, virus sweeps, and enforcement of company policies regarding use of e-mail and Internet. Implements and maintains e-mail spam filtering software.
- Reviews existing business processes in order to define current business activities for the development of procedures and models. Meets with decision makers, module owners and end-users to define business requirements, system goals, and to identify and resolve system issues.
- Duties include installing and upgrading network/system hardware and software, troubleshooting user problems with printers, desktop PC LAN connections, and desktop software, and hardware. This position provides technical help to users, diagnoses and resolves end-user problems, and maintains server backups. This position has the responsibility for making technical network support decisions.
- Maintains network end-user profiles including adding, modifying, and deleting user ID and passwords. Performs data backup and archiving and disaster recovery as required.
- Performs daily analysis of the recoverability of all network systems, insuring that necessary hardware, software and procedures are in place to recover the District's computer systems should a major system failure occur.
- Upgrades, troubleshoots, tests, and diagnoses computer hardware and software. Installs, configures and maintains desktop and laptop computers and operating systems, network systems hardware and software.
- Responds to end-user requests submitted to Help Desk. Provides end-user support for telephone systems, software, and equipment to ensure adequate service levels and access for all District employees.
- Designs, develops, and maintains computer programs/applications using standardized computer programming language and/or methodologies to implement new or improved business processes based on results of process analysis.
- Consults with Systems Analysts and user groups to resolve system problems. Investigates alternatives to achieve desired results.
- Reviews and analyzes effectiveness and efficiency of existing systems and develops strategies for improvement. Analyzes new systems releases and evaluates new procedures for the purpose of enhancing business processes, operations and information flow.

- Coordinates and maintains telephone systems, data lines, pager accounts, and cell phone accounts to ensure adequate service levels and access for District employees.
- Provides technical testing, evaluation, network support, user training, and assistance throughout the District. Makes recommendations regarding network impact of implementing new technologies.
- Conducts research on software and hardware to justify recommendations to support purchasing decisions.
- Functions as liaison with IS vendors for maintenance and service.
- Performs duties of Database Analyst in absence of same. Provides backup coverage for IT staff when needed.
- Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs related work as required.

### **SUPERVISION RECEIVED**

Works under the general direction of the Director of Information Services.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in information technology, computer science, computer engineering, system analysis or closely related field; supplemented by five (5) years previous experience and/or training that includes network systems administration (including ERP, WANs, LANs, PCs, and servers) and technical support.

### **SPECIAL REQUIREMENTS**

Must have a Networking, Client Systems or Server Systems Administration Certification. Microsoft, Cisco, CompTIA Cloud+, CompTIA Linux+, CompTIA Server+, CompTIA A+, CompTIA Network+ or CompTIA Security+, or other certifications recognized to be of equal or higher industry status.

Must have a valid driver's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the computer systems infrastructure and supporting activities, which include: security, capacity, availability, recoverability and standards and procedures.
- Knowledge of TCP/IP network and LAN network servers and operating systems, network protocols and general business applications.
- Knowledge of server technology and server management software, Internet technology, including switch and router technology as well as any new technologies replacing that functionality.
- Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, consultants, and other governmental agencies.
- Ability to troubleshoot network problems and develop solutions quickly to minimize system downtime. Performs network and desktop maintenance duties on personal computer operating systems.
- Ability in oral and written communication. Ability to communicate technical concepts to end-users.
- Ability to maintain various communication systems including telephones, voice, data, fax and Internet technologies.

## ADA COMPLIANCE

**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 cues or signals. Some tasks require the ability to communicate orally and in writing.

**Environmental Factors:** Essential functions are performed primarily indoors with minimal exposure to outdoor environmental factors.

*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 Job Specification for *Network/Systems Analyst (PT13)* attached hereto be adopted.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

## **JOB SPECIFICATION PROJECT ENGINEER 1 (LOCAL 3713)**

**TO:** Personnel, Pension and Insurance Committee for consideration on February 27, 2023

Staff is recommending that the Job Specification be amended for the *Project Engineer 1* (currently PT13) to amend the minimum qualifications and job classification to PT12.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The updated *Project Engineer 1* role would change the current pay range from a (PT13) range of \$94,161-\$112,944 to a (PT12) range of \$89,648-\$107,556 as negotiated with Local 3713.

Code:  
Employee Group: Local 3713  
FLSA Status: Exempt  
2022

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: PROJECT ENGINEER 1**

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### JOB SUMMARY

This is responsible professional engineering work involving the design, project management, and resident engineering of a wide variety of utility construction projects.

Work involves responsibility for timely and effective design, execution, and completion of a variety of assigned construction projects that meet professional engineering standards, District design standards, and regulatory codes. Duties include designing basic water and sewer pipeline, capital and related construction projects, assisting in the design of major projects and community outreach, and performing assigned administrative tasks. This position also has the responsibility for making basic engineering project design and management decisions. This work requires that the employee have knowledge, skill and ability in public works engineering as applied to utility construction projects.

### 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 higher engineering classifications in designing and developing a wide variety of major utility and facility construction and other projects according to professional engineering, District design and regulatory code standards. Performs engineering calculations and other technical operations in support of higher engineering classifications. Signs engineering designs as a licensed engineer.
- Designs, develops and manages basic pipeline, capital and related projects, including developer and layout and assessment, as assigned, according to professional engineering, District design and regulatory code standards.

- Facilitates coordination between MDC and contractors in regard to field issues and other correspondence. Monitors field conditions, materials, management, and safety at project sites as needed.
  - Reviews contract specifications, drawings, change order proposals, and payment applications and invoices. Provides input and comments as required.
  - Assists in managing project development and executing, scheduling approvals and construction, preparing documentation, and maintaining files.
  - Assists in coordinating the preparation of construction drawings by drafters and reviewing completed drawings. Assists in monitoring project construction and financing and other project activities.
  - Creates work notifications and work orders.
  - Provides regular project updates to internal and external customers.
- 
- Updates and maintains accurate project records and documentation.
  - Assists in researching special engineering and capital planning problems and projects.
  - May assume the lead project management role for assigned basic projects.
  - Designs and develops layout and assessment and comparable pipeline projects according to established design standards. Reviews the project designs and plans of developers and contractors and assures needed corrections to comply with District specifications and requirements.
  - Manages the administration of project development and execution. Schedules project approval and construction activities. Prepares reports, applications, forms, contracts, budget transfers, and related project documents. Chairs meetings of contractors, developers and other governmental agencies. Maintains project files.
  - Assures the preparation of construction drawings by drafters. Coordinates drafting requirements and plans with the drafting unit. Reviews completed drawings for conformance with design instructions and District standards and assures needed corrections.
  - Monitors project construction and financing. Tracks construction against project schedules. Assures project completion, punch list completion, project viability during acceptance periods, and completion of as-built drawings, as necessary.
  - Coordinates project public relations. Resolves public questions and complaints and associated technical and administrative problems. Attends public hearings.
  - Performs related work as required.

### **SUPERVISION RECEIVED**

Works under the direction of the Manager of Construction Services, Manager of Engineering Technical Services, or Manager of Design .

### **MINIMUM QUALIFICATIONS**

A bachelor of science degree from a recognized college or university in Civil, Control Systems, Electrical & Computer, Environmental, Industrial and Systems, Mechanical or Structural Engineering plus five (5) years of progressively responsible engineering experience. Must be a Connecticut licensed professional engineer (PE) in civil, mechanical or electrical engineering.

### **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of civil, mechanical, electrical or environmental engineering principles and practices as applied to utility systems.
  
- Knowledge of project design and management.
  
- Knowledge of MDC construction and design standards.
  
- Knowledge of federal, state, and local guidelines and regulations.
  
- Knowledge of personal computer and engineering-related applications and systems.
  
- Ability in oral and written communications.
  
- Ability to design, administer and coordinate the design and construction of a wide variety and complexity of utility projects.
  
- Ability to research and analyze a wide variety of engineering problems and to provide engineering and technical assistance to District personnel and other interested agencies or contractors.
  
- Ability to compile and analyze information and to prepare technical reports.
  
- Ability to establish and maintain effective working relationships with coworkers, developers, contractors, consultants, other governmental agencies, and the general public.

## ADA COMPLIANCE

**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 cues or signals. Some tasks require the ability to communicate orally and in writing.

**Environmental Factors:** Essential functions are performed primarily in an indoor, shop, laboratory, or office environment with occasional fieldwork that may involve exposure to various weather conditions, atmospheric conditions, hazards, noises, 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.*

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 Job Specification for *Project Engineer 1 (PT12)* attached hereto be adopted.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

## JOB SPECIFICATION PROJECT ENGINEER 2 (LOCAL 3713)

**TO:** Personnel, Pension and Insurance Committee for consideration on February 27, 2023

Staff is recommending that the Job Specification be amended for the *Project Engineer2* (currently PT17) to amend the minimum qualifications and job classification to PT15.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The updated *Project Engineer 2* role would change the current pay range from a (PT17) range of \$114,420-\$137,280 to a (PT15) range of \$103,417-\$124,092 as negotiated with Local 3713.



Code:  
Employee Group: Local 3713  
FLSA Status: Non-Exempt  
2022

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: PROJECT ENGINEER 2**

### JOB SUMMARY

This is highly responsible professional engineering work involving the design, project management, and inspection of a wide variety of utility construction projects.

Work involves responsibility for timely and effective execution of construction projects that meet professional engineering standards and District design and regulatory code standards. Duties include designing, scheduling, managing, planning, ensuring compliance, and participating in community outreach for capital and related construction projects of a varied and complex nature. This position also has the responsibility for making very difficult engineering project design and management decisions. This work requires that the employee have knowledge, skill and ability in public works engineering as applied to utility construction projects.

### 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.**

- Designs and develops a wide variety of capital and related projects according to professional engineering, District design and regulatory code standards. Signs engineering designs as a licensed engineer. Reviews the project designs and plans of developers and contractors and assures needed corrections.
- Manages the administration of project development and execution. Schedules project approval and construction activities. Prepares reports, applications, forms, and related project documents. Manages or assists with managing construction contracts. Chairs meetings of contractor, developers, consultants and other governmental agencies. Maintains project files.
- Assures the preparation of construction drawings by drafters. Coordinates technical drafting requirements and plans with the drafting unit. Reviews completed drawings for conformance with design instructions and District standards and assures needed corrections.
- Monitors project construction and financing. Tracks construction against project schedules. Assures project completion, punch list completion, monitors project viability during acceptance periods, and completion of as built drawings as necessary.
- Coordinates project public relations. Resolves public questions and complaints and associated technical and administrative problems. Attends public hearings and represents the District in presentations and deliberations.
- Researches special engineering and capital planning problems and projects. Gathers and analyzes information and develops recommendations. Prepares and presents special reports or findings.
- Advises District personnel on engineering and other technical matters. Reviews specifications, prospectuses and proposals for sound engineering standards and technical feasibility.

- In project manager or construction manager role, manages daily construction activities, coordinates with inspectors, serves as liaison for public outreach, provides assistance in resolving utility conflicts, coordinates traffic control, and oversees construction safety.
- Provides operating support for District's water pollution control facilities.
- May be responsible for specialty areas such as process review and improvement.
- Coordinates project public relations. Resolves public questions and complaints and associated technical and administrative problems. Attends public hearings.
- Performs related work as required.

### **SUPERVISION RECEIVED**

Works under the direction of the Manager of Construction Services, Manager of Engineering Technical Services, or the Manager of Design.

### **MINIMUM QUALIFICATIONS**

A bachelor of science degree from a recognized college or university in Civil, Control Systems, Electrical & Computer, Environmental, Industrial and Systems, Mechanical or Structural Engineering plus eight (8) years of progressively responsible engineering experience. Must be a Connecticut licensed professional engineer (PE) in Civil, Control Systems, Electrical & Computer, Environmental, Industrial and Systems, Mechanical or Structural Engineering.

### **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of civil, mechanical, electrical or environmental engineering principles and practices as applied to utility systems.
- Knowledge of project design and management.
- Knowledge of MDC construction and design standards.
- Knowledge of federal, state, and local guidelines and regulations.
- Knowledge of personal computer and engineering-related applications and systems.
- Ability in oral and written communications.
- Ability to design, administer and coordinate the design and construction of a wide variety and complexity of utility projects.
- Ability to research and analyze a wide variety of engineering problems and to provide engineering and technical assistance to District personnel and other interested agencies or contractors.

- Ability to compile and analyze information and to prepare, technical reports.
- Ability to establish and maintain effective working relationships with coworkers, developers, contractors, consultants, other governmental agencies, and the general public.
- Skill in managing multiple projects and contracts.

### ADA COMPLIANCE

**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 cues or signals. Some tasks require the ability to communicate orally and in writing.

**Environmental Factors:** Essential functions are performed primarily indoors with minimal exposure to outdoor environmental factors.

*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 Job Specification for *Project Engineer 2 (PT15)* attached hereto be adopted.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

### JOB SPECIFICATION STAFF ACCOUNTANT

**TO:** Personnel, Pension and Insurance Committee for consideration on February 27, 2023

Staff is recommending that the Classification System be amended to include the *Staff Accountant* classification. A copy of the proposed Specification is attached. The salary allocation of EE10 (range of \$88,778 to \$115,411).

This proposed job specification changes will provide a mid-level Accounting role and create a career path. In this role, the Staff Accountant will learn District Accounting processes and be able to advance to the next level.

### **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	<b>STAFF ACCOUNTANT</b>
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#### **JOB SUMMARY**

The purpose of this classification is to perform professional level accounting and pre-auditing work for the District's finance programs. Duties include preparing, analyzing and auditing transactions prior to entry into SAP in order to maintain accurate financial records. Other responsibilities include, but are not limited to, posting general ledger entries, revenue and expenditure analysis, and participating in special projects, as assigned.

#### **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.

- Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of accounting and budgeting applications, word processing, spreadsheet, database, or other system software.
- Assists with monitoring and managing District budgets; investigates budgetary control problems; and recommends solutions.
- Reviews debt service principal and interest liability accounts for correct balances.
- Assists in the coordination, implementation and administration of the District accounting programs including revenues, expenses, fixed assets, capital improvement, debt service, and inter-fund transfers, receivables and payables; booking accounting entries for accounts receivables and payables; and preparing debit memos for reimbursements between funds.
- Coordinates and maintains the general ledger accounting system: resolves accounting issues; reconciles accounts; reviews and completes pre-audit and post-audit transactions.
- Assists in the coordination and preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standard Board (GASB) and budgetary timeframes.
- Supports month-end, quarter-end and year-end close processes including annual audit.
- Performs a variety of accounting and analytical tasks and computations including budget to GAAP reconciliation and fixed asset, prepaid and inventory management.
- Performs other related duties as assigned

#### **SUPERVISION RECEIVED**

Works under the direction of the Controller.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting, finance, or a related field; supplemented by five (5) years previous accounting experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**SPECIAL REQUIREMENTS**

Must have a valid driver's license.

**PERFORMANCE APTITUDES (KNOWLEDGE, SKILLS, AND ABILITIES)**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; and may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**ADA COMPLIANCE**

**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 communicate orally and in writing. Some tasks require the ability to perceive and discriminate visual cues or signals.

**Environmental Factors:** Essential functions are performed primarily indoors with minimal exposure to outdoor environmental factors.

*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 Job Specification for Staff Accountant attached hereto be added to the classification system and allocated to EE10.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

### **JOB SPECIFICATION PROCUREMENT SPECIALIST II**

**To:** Personnel, Pension and Insurance Committee for consideration on February 27, 2023

Staff is recommending that the Job Specifications and Title be amended for the current *Procurement Specialist* classification to *Procurement Specialist II* with the proposed specification changes as attached. The salary allocation of EE12 would remain the same (range of \$97,868 to \$127,229).

This proposed job specification changes will be used to attract and retain qualified candidates with skills sets to help advance the capabilities of Procurement.

**Code:**  
**Employee Group:** E&E  
**FLSA Status:** Exempt

### **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE:**            **PROCUREMENT SPECIALIST II**

#### **JOB SUMMARY**

The purpose of this classification is to plan, coordinate, and perform responsible work related to the District's procurement programs and operations. Work involves planning, coordinating, and performing technical and complex procurement activities for District commodities, labor contracts, and plain materials contracts in accordance with laws, ordinances, rules, regulations, and other requirements governing procurement. Responsibilities include creating purchase orders and contract documents, drafting [bid-award/rejection letters](#), [sole source procurement documentation](#), [sourcing vendor requirements](#), and administering the [MDC-District's Purchase -Card program](#).

#### **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.

- Plans, administers and performs technical and complex procurement activities for public works material, labor contracts, and plain materials contracts.

- Plans, coordinates, and performs technical and complex procurement activities in accordance with laws, ordinances, rules, regulations, and other requirements governing District procurement.
  - Administers the District's Purchase Card Program to include maintenance of the on-line reconciliation system, monitoring budget reconciliations on a monthly basis. Trains program card holders, approvers, and department custodians.
  - Researches vendor sourcing alternatives including State, Federal, or other Municipal ordering cooperatives and contracts.
  - Reviews and analyzes complex solicitations, budgetary estimates and price proposals from vendors and subcontractors in accordance with the District's Charter and bylaws to determine reasonableness of process and proposal terms and conditions.
  - ~~Coordinates the advertising process with external media for assigned procurements~~Processes revenue contracts such as timber sales.
  - Reviews and drafts, signs and/or issues purchase orders in SAP, ensuring accuracy and compliance with procurement policies and procedures.
  - ~~Negotiates and a~~Administers procurement contracts; monitors contractor performance; and ensures contract specifications are met.
- 
- Establishes and maintains procurement files, records, lists, documentation and databases; reviews records and reports prepared by subordinates; compiles information; maintains procurement activity reports; and prepares operational and statistical reports.
  - Attends seminars and trade fairs to keep abreast of trends, new developments, and new products; develops and researches new and alternative sources of supply.
  - Performs other related duties as required.

## SUPERVISION RECEIVED

Works under the general direction of the Manager or Director of Procurement.

## MINIMUM QUALIFICATIONS

Bachelor's degree in business administration, or a related field; supplemented by a minimum of four (4) years previous experience and/or training that includes procuring goods and services, supervising staff, administering a p-card program, and negotiating purchasing contracts; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## SPECIAL REQUIREMENTS

~~None~~Must have a valid driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility; and to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; and may require ability to utilize principles of fractions and/or interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

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Approved:

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## 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.*

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 *Procurement Specialist* Job Specification be amended to change the title to *Procurement Specialist II* and the Job Specification attached hereto be adopted with no change to the salary allocation EE12.



Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

***On motion made by Chairman DiBella and duly seconded, the following new job specifications were by approved unanimous vote of those present.***

**JOB SPECIFICATION  
CONTROL SYSTEMS TECHNICIAN (LOCAL 3713)**

**TO:** Personnel, Pension and Insurance Committee for consideration on February 27, 2023

Staff is recommending the addition of a Job Specification for the *Control Systems Technician* (proposed PT11).

The proposed job specification continues to enhance the multi-tasking approach to District positions. The proposed range for the new *Control Systems Technician* role would be (PT11) range of \$85,404-\$102,449 as negotiated with Local 3713.

Due:  
Employee Group: Local 3713  
FLSA Status: Non-Exempt  
2022

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	<b>CONTROL SYSTEMS TECHNICIAN</b>
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**JOB SUMMARY**

This position provides technical support in support of the implementation and maintenance of automation and process control infrastructure. Responsible for implementing, maintaining and supporting the automation & process control infrastructure for water and wastewater systems. Assist in creating and reviewing engineering plans, designs, monitoring, building commissioning and operation of automation & process control systems. Understand and apply new technological systems and multiple vendor products to develop and support innovative system solutions that match operational and business requirements.

Assist in the development of standards, practices and policies related to the installation, maintenance and operations of automation & process control systems. Develop, deploy and maintain standard and custom programming and configuration code for the automation & process control systems. Provide support for maintaining and troubleshooting the automation & process control infrastructure, which includes on call as well as on site when required. Perform quality assurance checks of automation & process control systems as required.

## 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.**

- Work collaboratively with design engineers, operations personnel and other District staff on the design, review, inspection, commissioning / start-up and operation of projects that include process control equipment and systems.
- Develop programming and configuration code for process control systems, make changes to existing programs, review work performed by contractors, participate in factory witness testing, and coordinate control system issues between District Engineering, the contractor, and District Operations.
- Review control logic strategies and present proposed programming changes and implement programming to optimize control strategies for water/wastewater supply, distribution, treatment and collection processes and automate as appropriate.
- Maintain security protocols, firewalls and access for field and operator Supervisory Control and Data Acquisition (SCADA) access for field devices in conjunction with the District's Information Technology department. Provide virus and malicious software protection, and intrusion alert systems with the support of the District's Information Technology department.
- Work collaboratively with District Engineering and Information Technology staff to support, maintain, and add to the District's Computer Maintenance Management System (CMMS).
- Provide support for Electronic Technicians as required.
  - Calibrate instrumentation per SOPS to ensure control systems operate correctly.
  - Review vendor specifications, report findings and make recommendations.
  - Performs related work as required.

## SUPERVISION RECEIVED

Works under the general supervision of the Electrical Maintenance Supervisor.

## MINIMUM QUALIFICATIONS

An Associate's degree in Automation Engineering, Electrical Engineering, Computer Engineering, Computer Science, Electronics or a closely related field plus four (4) years' experience in the maintenance, troubleshooting, calibration, repair and installation of Process Control Systems (SCADA and DCS), configuration and programming of PLCs / RTUs, control and instrumentation loops. Must have Control Systems Technician Certificate, Level I (CCST) or be able to obtain within 24 months.

## SPECIAL REQUIREMENTS

Must have a valid driver's license.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of Piping and Instrumentation (P&ID) drawings, control system drawings, instrument specifications and feedback loop diagrams.
- Working knowledge of industrial control system platforms including Programmable Logic Controllers (PLC) / Distributed Control System (DCS) / Human Machine Interface (HMI) programming, design, construction, commissioning, configuration and implementation.
- Knowledge of process computers and data collection methods.
- Understanding of computer networking technology, telemetry methods and historical archiving databases.
- Demonstrative knowledge of engineering concepts and their application in water/wastewater equipment and systems operations preferred.
- Proficient with identifying, planning, scheduling, conducting, and coordinating detailed phases of Capital Projects.
- Proficient with data communications systems, protocols, wired and wireless network systems, and radio telemetry.
  - Ability in oral and written communications.
  - Ability to establish and maintain effective working relationships with coworkers, town officials, vendors, contractors, consultants, 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.

**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.*

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 Job Specification for *Control Systems Technician (PT11)* attached hereto be adopted.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

**JOB SPECIFICATION  
ENTRY LEVEL ENGINEER (LOCAL 3713)**

**TO:** Personnel, Pension and Insurance Committee for consideration on February 27, 2023

Staff is recommending the addition of a Job Specification for the *Entry Level Engineer* (proposed PT09).

The proposed job specification continues to enhance the multi-tasking approach to District positions. The proposed range for the new *Entry Level Engineer* role would be (PT09) range of \$77,438-\$92,872 as negotiated with Local 3713.

Employee Group: Local 3713  
FLSA Status: Non-Exempt

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: ENTRY LEVEL ENGINEER**

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**JOB SUMMARY**

This is responsible entry level engineer position involving working with higher level engineers on various projects including designing and developing a wide variety of major utility and facility construction and other District projects according to professional engineering, District design and regulatory code standards.

This work requires that the employee have good knowledge, skill and ability in engineering principals.

**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 higher engineering classifications in various projects including designing and developing a wide variety of major utility and facility construction and other projects according to professional engineering, District design and regulatory code standards.

- Assist higher engineering classifications in inspecting active construction work on municipal water, road/utilities, or wastewater projects. Perform construction administration duties such as documenting activities, communicating regarding status and progress of construction, measuring and testing, and interacting with contractors, sub-contractors.
- Assists in designs and develops of basic pipeline, capital and related projects. Provides input and comments as required.
- Assists in managing project development and executing, preparing documentation, and maintaining files. Assists in maintaining accurate project records and documentation.
- Assists in coordinating the preparation of construction drawings and reviewing completed drawings. Assists in monitoring project construction and financing and other project activities.
- Assists in researching special engineering and capital planning problems and projects.
- Prepares contracts, including document preparation, revision of existing contract specification, adding new specifications, preparing project budgets, preparing requisitions, evaluating bidder qualifications.
- Estimates bid quantities and material quantities for contract documents based on quantity and type of work to be done.
- Designs and develops layout and assessment and comparable pipeline projects according to established design standards. Reviews the project designs and plans of developers and contractors and assures needed corrections to comply with District specifications and requirements.
- Manages the administration of project development and execution. Schedules project approval and construction activities. Prepares reports, applications, forms, contracts, budget transfers, and related project documents. Chairs meetings of contractors, developers and other governmental agencies. Maintains project files.
- Assures the preparation of construction drawings by drafters. Coordinates drafting requirements and plans with the drafting unit. Reviews completed drawings for conformance with design instructions and District standards and assures needed corrections.
- Monitors project construction and financing. Tracks construction against project schedules. Assures project completion, punch list completion, project viability during acceptance periods, and completion of as-built drawings, as necessary.
- Coordinates project public relations. Resolves public questions and complaints and associated technical and administrative problems. Attends public hearings.
- Performs related work as required.

**SUPERVISION RECEIVED**

Works under the direction of the Manager of Construction Services, Manager of Design, Manager of Engineering Technical Services, or the Manager of Design.

**MINIMUM QUALIFICATIONS**

A Bachelor's of Science degree in Civil, Control Systems, Electrical & Computer, Environmental, Industrial and Systems, Mechanical or Structural Engineering. Successful completion of Fundamental of Engineering exam required and have obtained CT Engineer in Training Certificate (EIT).

**SPECIAL REQUIREMENTS**

Must have a valid driver's license.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of civil, mechanical, electrical or environmental engineering principles and practices.
- Knowledge of water and wastewater project design and management.
- Knowledge of federal, state, and local guidelines and regulations.
- Knowledge of personal computer and engineering-related applications and systems.
- Ability in oral and written communications.
- Ability to research and analyze a wide variety of engineering problems and to provide engineering and technical assistance to District personnel and other interested agencies or contractors.
- Ability to compile and analyze information and to prepare technical reports.
- Ability to establish and maintain effective working relationships with coworkers, developers, contractors, consultants, other governmental agencies, and the general public.

**ADA COMPLIANCE**

**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 cues or signals. Some tasks require the ability to communicate orally and in writing.

**Environmental Factors:** Essential functions are performed primarily in an indoor, shop, laboratory, or office environment with occasional fieldwork that may involve exposure to various weather conditions, atmospheric conditions, hazards, noises, 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.*

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 new Job Specification for *Entry Level Engineer (PT09)* attached hereto be adopted.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

**JOB SPECIFICATION  
PROCUREMENT SPECIALIST I**

**TO:** Personnel, Pension and Insurance Committee for consideration on February 27, 2023

Staff is recommending that the Classification System be amended to include the *Procurement Specialist I* classification. A copy of the proposed Specification is attached. The salary allocation of EE10 (range of \$ 88,778 to \$115,411).

This proposed job specification changes will provide a mid-level procurement role and create a career path. In this role, the Procurement Specialist I will learn District Procurement processes and be able to advance to the next level.

**Code:**  
**Employee Group: E&E**  
**FLSA Status: Exempt**

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE:           PROCUREMENT SPECIALIST I**

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**JOB SUMMARY**

The purpose of this classification is to assist with the planning, coordination, and performance of responsible work related to the District's procurement programs and operations. Work involves procurement related support activities for District purchases in

accordance with laws, ordinances, rules, regulations, and other requirements governing procurement. Responsibilities include creating routine purchase orders, assisting with the administration of the District's purchase card program, as well as other contract administration support.

## **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 the department and internal customers with daily procurement administration to include development of requirements and procurement reporting, creating purchase orders, and providing status on active procurement actions.
- Assists with the planning, coordination, and performance of procurement activities in accordance with laws, ordinances, rules, regulations, and other requirements governing District procurements.
- Assists with the review and analysis of bid packages, solicitations, budgetary estimates and price proposals from vendors and subcontractors in accordance with the District's Charter and Bylaws.
- Assists with drafting Contract Award Forms, sole source requests, and other related procurement documents.
- Manages the routing of procurement documents for internal approvals.
- Coordinates the advertising of bid and proposal packages with external media as assigned.
- Reviews requisitions and creates purchase orders in SAP for approval, ensuring accuracy of purchase requirements.
- Analyzes requisitions, reviews purchasing specifications, conducts vendor searches, compares pricing, and handles vendor inquiries.
- Assists with maintaining procurement files, records, lists, documentation and databases; reviews records and reports.
- Attends seminars and trade fairs to keep abreast of trends, new developments, and new products; develops and researches new and alternative sources of supply.
- Assists with the administration of the purchase card program to include assisting with bill reconciliation.
- Performs other related duties as required.



## **SUPERVISION RECEIVED**

Works under the general direction of the Manager or Director of Procurement.

## **MINIMUM QUALIFICATIONS**

Associate's Degree in business administration, or a related field; supplemented by a minimum of two (2) years previous experience and/or training that includes procuring goods and services, and supporting company purchasing activities; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization**: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

**Human Interaction**: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility; and to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization**: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude**: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; and may require ability to utilize principles of fractions and/or interpret graphs.

**Functional Reasoning**: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning**: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## 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.*

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 Job Specification for Procurement Specialist I attached hereto be added to the classification system and allocated to EE10.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

## **COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS**

Commissioner Currey requested that District Counsel Stone provide a report to the Committee on how much has been saved in the legal budget from the time he became District Counsel as a result of increased in-house legal work.

Chief Executive Officer Scott Jellison informed Committee members that the Local 184 tentative agreement was just recently signed and it will be brought to Personnel, Pension & Insurance soon with additional job modifications.

Commissioner Taylor asked if staff is considering effects of climate change on our employees who work in the field.

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 4:54 PM

ATTEST:

John S. Mirtle, Esq.  
District Clerk

\_\_\_\_\_  
Date Approved