



**PERSONNEL, PENSION & INSURANCE COMMITTEE
SPECIAL MEETING
MONDAY, APRIL 3, 2023
4:00 PM**

<u>Location</u>	<u>Commissioners</u>	
Board Room	Avedisian	Magnan
District Headquarters	Currey (VC)	Pane
555 Main Street, Hartford	DiBella (Ex-Officio)	Patel
	Desai	Salemi
Dial in #: (415)-655-0001	Drake	Steuber
Access Code: 43808661#	Lester	Taylor (C)
Meeting Video Link	Quorum: 5	

1. CALL TO ORDER
2. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS
3. APPROVAL OF MEETING MINUTES OF FEBRUARY 27, 2023
4. CONSIDERATION AND POTENTIAL ACTION RE: APPROVAL OF TENTATIVE AGREEMENT WITH A.F.S.C.M.E. LOCAL 184
5. CONSIDERATION AND POTENTIAL ACTION RE: APPROVAL OF AMENDED A.F.S.C.M.E. LOCAL 3713 RESTRUCTURE AGREEMENT
6. CONSIDERATION AND POTENTIAL ACTION RE: APPROVAL OF LOCAL 3713 JOB SPECIFICATIONS:
 - A. ELECTRICAL TECHNICIAN
 - B. SENIOR ELECTRICAL TECHNICIAN
 - C. INSTRUMENTATION AND CONTROL SYSTEMS TECHNICIAN (NEW)
 - D. SENIOR INSTRUMENTATION AND CONTROL SYSTEMS TECHNICIAN (NEW)
 - E. ENGINEERING TECHNICIAN 1
 - F. ENGINEERING TECHNICIAN 2
 - G. SENIOR ENGINEERING TECHNICIAN
7. CONSIDERATION AND POTENTIAL ACTION RE: APPROVAL OF EXEMPT & EXCLUDED JOB SPECIFICATIONS:
 - A. ASSISTANT MANAGER OF ENGINEERING (NEW)
 - B. MANAGER OF ENGINEERING
 - C. CONTROL SYSTEMS ENGINEER (NEW)
 - D. MANAGER OF MAINTENANCE
 - E. COMMAND CENTER AND UTILITY SERVICES ADMINISTRATOR (NEW)
 - F. MANAGER OF COMMAND CENTER AND UTILITY SERVICES
 - G. ASSISTANT CONSERVATION RANGER (NEW)
8. COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS
9. OPPORTUNITY FOR GENERAL PUBLIC COMMENTS
10. ADJOURNMENT

LOCAL 184 TENTATIVE AGREEMENTS

To: Personnel, Pension and Insurance Committee for consideration on April 3, 2023

The District reached a tentative contract settlement agreement with Local 184 on March 3, 2023. The agreement was made subject to the ratification with Local 184 and the District's governing bodies.

Local 184 conducted ratification voting on March 28th, March 29 and March 30, 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 District's 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 - 5%

For year 2024, effective December 29, 2023 – 4%

For year 2025, effective December 28, 2024 – 3.5%

For year 2026, effective December 27, 2025 – 3%

- Moratorium on negotiable pension matters extended through December 31, 2030.
- Moratorium on reassignments until December 31, 2026
- Longevity- structure will change from hourly (\$0.10-\$0.50) to lump sum as noted below. The Collective Bargaining Agreement will be amended as follows:
 - All employees hired on or before December 31, 2022 and who have

consistently received satisfactory work performance reports shall receive lump sum longevity payments on the first pay day in July and December of each contract year in accordance with the following schedule:

<u>Years of Service</u>	<u>July</u>	<u>December</u>	<u>TOTAL</u>
10 and over	\$137.50	\$137.50	\$275.00
15 and over	\$187.50	\$187.50	\$375.00
20 and over	\$300.00	\$300.00	\$600.00
25 and over	\$510.00	\$510.00	\$1020.00

- On-Call- amend language to permit weekly (7-days) on-call (\$250 in addition to weekend on-call (\$75). 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.
- 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 Retirement- 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 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 separation or discharge.

- Eliminate Pro Rata Vacation Payments at Termination – advance vacation payments
(The District currently pays retiring employees, ½ of the following year vacation allotment for retirements before July 1st and the full allotment for retirements July 1st-December 1st)
- Work Clothing/Shoes and Meal Allowances- changed allowance to \$900 annual

to consolidate allowances into one payment (clothing, shoes, meals, etc). Payable once per year in February.

(currently the District pays \$140 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 184 will be due each March for those employees at the top step of their respective labor grade. For employees not at the top step of the labor grade, performance appraisals will be due March and September instead of anniversary date.
- Probationary period for employees changed from 120 days to 90 days and transfer and promotions from 60 days to 90 days.
- Update language regarding use of Plant Operator Trainee (POIT)- Water and/or Wastewater
- Temporary Assignment- Employees, assigned temporarily to work in higher-classified positions by the Department Head with written notice to the Director of Human Resources shall be paid at a rate in the higher classification that provides for at least a one-half step increase not to exceed the maximum step of the higher classification. The pay adjustment shall be effective the first day of performing the higher-classified work.
- Subject to approval of the Personnel, Pension and Insurance Committee and the Board of Commissioners, the District will create a multi-tasking Water Pollution Control Crew Leader (LT-13), requiring Class III certification. Current employees in WPC Crew Leader positions will be provided the opportunity to participate in this one time mass posting subject to certification requirements which will be clarified in the mass posting. The current WPC CL I and WPC CL 2 positions will be eliminated through attrition once there are no longer incumbent employees who either: 1) chose not to avail themselves to the new positions or 2) who fail to successfully attain a Class 3 license.

Housekeeping

- Update Discrimination Language of the Collective Bargaining Agreement to be reflective of current regulations.
- Remove Assistant/Spare Language
- Remove reference to "District Driving Permit"
- Update Earned Time language consistent with Local 1026, Local 3713 and E&E.
- Pension- shall be updated to replace 414(h) with 457(b).
- 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). Update Appendix F.

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 March 3, 2023 and execute an updated collective bargaining agreement with Local 184 incorporating the terms of the Tentative Agreement.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Scott W. Jellison', written in a cursive style.

Scott W. Jellison
Chief Executive Officer

LOCAL 3713 AMENDED RESTRUCTURE AGREEMENT

To: Personnel, Pension and Insurance Committee for consideration on April 3, 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. On February 27, 2023 the Personnel, Pension & Insurance Committee approved the Restructure Agreement with Local 3713, as amended, and the District Board approved it on March 6, 2023. A further amendment to the Restructure Agreement occurred on March 22, 2023 relating to electronics and electrical positions.

Staff recommend that the Restructure Agreement (as amended) be approved with the recommendation of approval to the full Board of Commissioners.

The amended Restructure Agreement includes the following:

Remaining Local 3713 Position Framework (as amended 02/06/2023 and 03/22/2023)				
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
Real Estate Assessment Technician 1	PT09	Engineering Technician 1 Amended 2/6/2023 to expand multi-tasking responsibilities for Engineering Technician Series	PT07	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	Engineering Technician 2 Amended 2/6/2023 to expand multi-tasking responsibilities for Engineering Technician Series	PT09	Associates +4 years' experience (or 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)
Engineering Technician 2	PT09			
Real Estate Assessment Technician 2	PT10			
Senior Engineering Drafter	PT10			
Utility Services Engineering Technician	PT11			
Senior Utility Services Technician	PT11			

Senior Engineering Technician	PT12	Senior Engineering Technician Amended 2/6/2023 to expand multi-tasking responsibilities for Engineering Technician Series	PT11 -	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	Electronic Technician Electrical Technician (Electrical License req)	PT10 PT12	HS +2 5 years SCADA experience +E1 or E2 license and applicable certifications
Electronics Technician 1	PT12			
	NEW	Control System Technician Instrumentation and Control Systems Technician	PT11 PT12	Associates (or equivalent) +4-3 years SCADA experience + applicable certifications
Senior Electronics Technician	PT14	Senior Electronic Technician Senior Electrical Technician	PT12 PT14	Associates or equivalent +8 years +E2 license +SCADA + applicable certifications
	NEW	Senior Instrumentation and Control Systems Technician	PT14	Associates (or equivalent) +6 years SCADA experience + applicable certifications

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 and March 22, 2023).

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'S. Jellison', written in a cursive style.

Scott W. Jellison
Chief Executive Officer

Memorandum of Understanding
3713 Position Framework

The Metropolitan District Commission, hereinafter, "the District," together with Local 3713, COUNCIL 4, AFSCME, hereinafter, "the Union," in consideration of the promises made herein, including the execution of this Agreement, WITHOUT SETTING PRECEDENT OR ESTABLISHING PRACTICE, agree as follows:

1. Subject to approval by the District's governing bodies, the parties have developed an updated framework for Local 3713 positions. This updated framework will combine certain positions into multi-tasking roles and assigns new pay levels and minimum qualifications for Local 3713 Bargaining Unit positions. This new framework will apply to existing Local 3713 employees and employees newly hired, transferred or promoted into a Local 3713 position; provided, however, existing Local 3713 employees will maintain their existing pay levels and collectively bargained increases for their current positions. All updated position job specifications will also include the requirement of a valid driver's license in addition to the updated Education and Experience noted below. The updated framework is as follows:

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	Administrative Assistant	PT06	HS+ 4 years' experience
Senior Clerk	PT04			
Administrative Assistant	PT11			
Administrative Analyst	PT12			
Document Management Coordinator	PT11			
Customer Service Rep	PT06	Customer Service Rep	PT03	HS+4 years' experience
Sr. Customer Service Rep	PT09			
Principal Account Clerk	PT07	Principal Account Clerk	PT04	Associates + 4 years' experience
Laboratory Assistant	PT03	Laboratory Technician 1	PT06	Associates + 2 years
Laboratory Technician	PT08			
Chemist	PT13	Laboratory Technician 2	PT11	Bachelors +5 years' experience
Microbiologist	PT13			
Water Pollution Control Process Analyst	PT13			

GIS Analyst	PT13	GIS Analyst	PT11	Bachelors +2 years' experience
Principal GIS Analyst	PT14	Principal GIS Analyst	PT12	Masters +5 years' experience + applicable certifications
Utility Systems Monitoring Technician	PT11	Utility Systems Monitoring Technician	PT09	HS+ 5 year experience +PACP certification > 1 yr req.
Utility Systems Monitoring Technician 2	PT12			
Real Estate Assessment Technician 1	PT09	Engineering Technician 1	PT07	Associates +3 years' experience
Engineering Drafter	PT09			
Utility Services Technician 1	PT10			
Engineering Technician 1	PT05			
Mapping Technician	PT09			
Utility Services Technician	PT10	Engineering Technician 2	PT09	Associates +4 years' experience
Engineering Technician 2	PT09			
Real Estate Assessment Technician 2	PT10			
Senior Engineering Drafter	PT10			
Utility Services Engineering Technician	PT11			
Senior Utility Services Technician	PT11			
Senior Engineering Technician	PT12	Senior Engineering Technician	PT10	Associates +8 years' experience +Must be certified as a Connecticut Backflow Prevention Tester and a Cross-Connection Survey Inspector
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	Electronic Technician (Electrical License req)	PT10	HS +2 years SCADA experience +E2 license and applicable certifications
Electronics Technician 1	PT12			
	NEW	Control System Technician	PT11	Associates +4 years SCADA experience + applicable certifications
Senior Electronics Technician	PT14	Senior Electronic Technician	PT12	Associates or equivalent +8 years +E2 license +SCADA + applicable certifications

Network Analyst	PT15	Network/Systems Analyst	PT13	Bachelors +5 years' experience+ applicable certifications
Systems Analyst	PT15			
	NEW	Engineer Trainee (Entry Level Engineer) automatic promotion to Project Engineer 1 with PE and 5 years	PT09	Bachelors and EIT Certification
Project Engineer 1	PT13	Project Engineer 1	PT12	Bachelors +5 years' experience + PE License
Project Engineer 2	PT17	Project Engineer 2	PT15	Bachelors +8 years' experience + PE License

2. Consistent with number one (1) above, subject to the approval by the District's governing bodies, the below individual job specifications/ classifications will be officially eliminated and the job tasks will be incorporated into the updated multi-tasking positions noted in one (1) above:

Eliminated Individual Job Specifications	
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

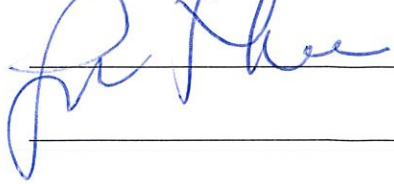
3. Effective the Sunday following the date of approval of the aforementioned classifications by the District's governing bodies, for any further vacancies that the District determines necessary to fill, the District will indicate the updated job requirements in the posting, screening and interviewing process.
4. This Agreement satisfies the requirements of Section 21.1 and Section 21.3 of the Collective Bargaining Agreement.

Above terms and conditions, save for Item # 4, agreed to this 31 day of August, 2022.

For Local 3713, AFCSME:

For the Metropolitan District:


 Daniel Kays

 Cy Edwards


 R. H. Hester

2/6/2023

(JH)

AA3

(M)

(X3)

(DF)

(C.D.)

	Main/Service/Facility Construction Inspection (incl. DPA, Encroachments)	CBYD Markouts and Work Management	Claims Response
<p>Engineering Technician 1 (PT-07)</p> <p>Minimum Qualifications for Entry:</p> <p>1. Associates Degree (or equivalent years experience in addition to 3 years experience for current MDC employees only)</p> <p>2. 3+ Years Experience</p>	<p>Ability to:</p> <ul style="list-style-type: none"> -serve on a construction inspection team. Assists in inspecting construction and assists in preparing manholes, pits and vaults for entry. -Maintain records of construction and connections. Compile and prepare reports. Enter, process and retrieve utility services information into a data management system. -Inspect and monitor the status of pavement and sidewalk restoration. -Marks out work area for the contractor on the basis of the cut sheet. -Plans, plots locations, and coordinates the work of contractors. -Estimates work area and repair costs based on the type of surface to be repaired. -Maintains records relative to the type, size, and reason for cut, location of street and town, and budget account to be charged on behalf of repairs for District forecasting purposes. -Enters, processes and retrieves pavement and sidewalk restoration information into a computerized database management system according to established software procedures. -Communicates with State and Town officials on pavement and sidewalk restoration and other related matters. -Performs in a safe manner and observes all safety procedures; works in small confined spaces and must be trained in confined space entry procedures. <p>Knowledge of:</p> <ul style="list-style-type: none"> -Knowledge of surveying and construction inspection principles and practices as applied to basic engineering technician projects. -Knowledge of computer technology, as applied to construction inspection. -Ability to ability to read and interpret plans and blueprints and to inspect utility pipeline construction safely, effectively and efficiently and with firmness and tact.-Good knowledge, skill and ability in utility construction methods and plan review. 	<p>Ability to:</p> <ul style="list-style-type: none"> -Enter, process and retrieve utility services information into a database management system according to established procedures. Issues work orders for Call Before You Dig requests and dispatches staff for emergency repairs. <p>Knowledge of:</p> <ul style="list-style-type: none"> -CT PURA requirements for Call Before You Dig and the required timeframes to complete the markout. 	<p>Ability to:</p> <ul style="list-style-type: none"> -Investigates and reports on District claims against transgressors including vehicular and non-vehicular accidents, vandalism, theft, fraud, and debts. -Investigates and reports on claims against the District including vehicular and non-vehicular accidents, damages and employee misconduct. -Maintain database of claims <p>Knowledge of:</p> <ul style="list-style-type: none"> -District procedures and processes for documenting claims

	Main/Service/Facility Construction Inspection (incl. DPA, Encroachments)	CBYD Markouts and Work Management	Claims Response
<p>Engineering Technician 2 (PT-09)</p> <p>Minimum Qualifications for Entry:</p> <p>1. Associates Degree (or equivalent years experience in addition to 4 years experience for current MDC employees only)</p> <p>2. 4+ Years Experience</p> <p>3. Certified Cross Connection Survey Inspector and Connecticut Backflow Prevention Tester</p> <p>4. Certified Water Distribution Operator Class I (MDC to provide 18-months for existing MDC employees to obtain Class I Certification)</p> <p>5. Proficient in Ability and Knowledge of Eng Tech 1</p>	<p>Ability to:</p> <ul style="list-style-type: none"> -Inspect standard and highly complex utility pipeline and building mechanical systems construction and materials. Instruct contractors in construction practices and in correcting construction errors. Enforce inspection decisions. Oversee contractor pressure tests of water, sewer and force main pipelines. -Coordinate and track the progress of contracted construction programs. Carry out liaison between District engineers and contractors. -Lead construction inspection teams in the largest projects or on-going construction programs, as assigned. Demonstrate construction inspection practices and guides less experienced inspectors. -Compile outstanding deficiencies for substantially completed construction projects and resolves issues with contractors. -Ensure the accuracy and completeness of associated documentation at the completion of a construction project. -Ensure that work zones comply with MDC and OSHA safety standards. <p>Knowledge of:</p>	<p>Ability to:</p> <ul style="list-style-type: none"> -Respond to state Call Before You Dig Markout Program requests. Interprets existing records using various equipment to accurately identify and mark utilities. -Maintain accurate markouts and document markouts through video/photo and GPS data collection of infrastructure marked out. <p>Knowledge of:</p>	<p>Ability to:</p> <ul style="list-style-type: none"> -Assist in collection of monies for delinquent water accounts and miscellaneous bills. Confer with customers, attorneys or District personnel regarding collection action. Appear as a court witness representing the District. -Establish payment schedules. Determine abatement of penalties and occupancy/hardship status. -Respond to inquiries and complaints and assist in the follow-up of claims. -Assist in processing and scheduling termination and restoration of service for non-payment. Assist Operations Function with service shut on/off during off-hours. Demonstrate service termination procedures. <p>Knowledge of:</p> <ul style="list-style-type: none"> -Claims administration principles and practices -Public Administration Principles and practices as applied to claims resolution. -Account clerical procedures and techniques in support of claims management

	Main/Service/Facility Construction Inspection (incl. DPA, Encroachments)	CBYD Markouts and Work Management	Claims Response
<p>Senior Engineering Technician (PT-11)</p> <p>Minimum Qualifications for Entry:</p> <p>1. Associates Degree (or equivalent years experience in addition to 8 years experience for current MDC employees only)</p> <p>2. 8+ Years Experience</p> <p>3. Certified Cross Connection Survey Inspector</p> <p>4. Connecticut Certified Backflow Prevention Tester</p> <p>5. Certified Water Distribution Operator Class II (MDC to provide 18-months for existing MDC employees to obtain Class II Certification)</p> <p>6. Proficient in Ability and Knowledge of Eng Tech 2</p>	<p>Ability to:</p> <ul style="list-style-type: none"> -Monitor project construction and financing. Track construction against project schedules. Assure project completion, punch list completion, project viability during acceptance periods, and completion of as-built drawings, as necessary. -Coordinate project public relations. Resolve public questions and complaints and associated technical and administrative problems. Attend public hearings. -Assist with the planning, monitoring and coordination of staffing and operational activities for the construction inspection unit, including resolving critical construction project issues in the field. -Identify and analyze opportunities for improving service delivery methods and procedures; identifies and calculates resource needs; coordinate informational reviews and updates with appropriate management staff; and provide guidance and leadership with the implementation of revised, adjusted and/or new work procedures. -Direct and coordinate the review of work plans for assigned construction inspection services and activities; assign work activities and projects; monitor and track work flow; review and evaluate work products, methods, and procedures; meet with staff to provide input to identify and resolve problems. -Assign, review, monitor and track work performed in the field; performs field inspections and approves construction work; reviews and approves inspector diaries, reports, correspondence, memoranda, and recommendations for change orders and progress payments; confers with construction inspectors, engineers, and contractors regarding contract and plan interpretation and use and provision of construction materials, or methods. This position ensures compliance with the plans, specifications and internal engineering construction standards. Takes appropriate action to correct or remediate construction issues or concerns. -Coordinate the training, evaluation and motivation of assigned construction inspectors, devising plans and methodologies to work with employees to correct, modify or improve upon production techniques and procedures. <p>Knowledge of:</p>	<p>Ability to:</p> <ul style="list-style-type: none"> -Administer CBYD program for the District. -Report contractor mismarks and hits to regulatory authorities when required. -Provide annual summaries of performance. <p>Provide input on improvements to the program and execute improvements as directed.</p> <p>Knowledge of:</p>	<p>Ability to:</p> <ul style="list-style-type: none"> -Confer and negotiate with claimants or debtors, including individuals, companies, other governmental agencies, attorneys, and insurance companies. -Determine smaller settlements of claims and recommends settlement levels for larger claims. -Collect on bills and arranges for payment schedules with debtors. -Handle subrogation matters. <p>Knowledge of:</p> <ul style="list-style-type: none"> -Complex insurance claims and legal requirements to support District in claim response and resolution

Engineering Technician
Series - FINAL 1/19/23

	Pre-Treatment Inspection (FOG/MIU/SIU)	Cross Connection Survey Inspection/ Device Testing	BWV/PPID/Lateral CCTV Program
<p>Engineering Technician 1 (PT-07)</p> <p>Minimum Qualifications for Entry:</p> <p>1. Associates Degree <i>(or equivalent years experience in addition to 3 years experience for current MDC employees only)</i></p> <p>2. 3+ Years Experience</p>	<p>Ability to:</p> <ul style="list-style-type: none"> -maintain customer/facility information and discharge monitoring reports -assist with inspection of facilities and equipment <p>Knowledge of:</p> <ul style="list-style-type: none"> -CT DEEP wastewater discharge programs and requirements -pretreatment equipment and opearation and maintenance requirements 	<p>Ability to:</p> <ul style="list-style-type: none"> -Assist Licensed Cross Connection Surveyors -Maintain property survey and device testing data and create regulatory reports <p>Knowledge of:</p> <ul style="list-style-type: none"> -CT DPH Cross Connection Program and requirements 	<p>Ability to:</p> <ul style="list-style-type: none"> -Assist with private property surveys -Coordinate required improvement with contractors -Communicate with Contractor, Town Officials and Customers <p>Knowledge of:</p> <ul style="list-style-type: none"> -Basic plumbing and electrical work in residential and small commercial buildings -Procurement, contracting and work management -State and Local Building Codes

	Pre-Treatment Inspection (FOG/MIU/SIU)	Cross Connection Survey Inspection/ Device Testing	BWV/PPID/Lateral CCTV Program
<p>Engineering Technician 2 (PT-09)</p> <p>Minimum Qualifications for Entry:</p> <p>1. Associates Degree (or equivalent years experience in addition to 4 years experience for current MDC employees only)</p> <p>2. 4+ Years Experience</p> <p>3. Certified Cross Connection Survey Inspector and Connecticut Backflow Prevention Tester</p> <p>4. Certified Water Distribution Operator Class I (MDC to provide 18-months for existing MDC employees to obtain Class I Certification)</p> <p>5. Proficient in Ability and Knowledge of Eng Tech 1</p>	<p>Ability to:</p> <ul style="list-style-type: none"> -Monitor customer compliance with discharge limits against Federal/State/Local/District regulations -Calculate discharge fees related to specific customer discharges. <p>Knowledge of:</p>	<p>Ability to:</p> <ul style="list-style-type: none"> -Perform surveys at residential and small/medium Industrial and Commercial facilities -Inspect standard cross-connections in all types of structures for backflow conditions. Conducts surveys of industries for possible hazardous waste discharge, determines corrective actions and assures their implementation. -Determine backflow prevention measures for standard problems and assures the implementation of those measures by the owner. -Investigate standard water contamination problems, including meter readings, excessive water use, water leaks, and water quality, and determine corrective actions to be taken and assures their implementation. <p>Knowledge of:</p>	<p>Ability to:</p> <ul style="list-style-type: none"> -Perform and document private property surveys -Coordinate required improvement with contractors -Conduct research and makes recommendations for inclusion of customers' property in the District's inflow, backwater device installation, rain water disconnect, and similar programs. -Meet with property owners and others to explain program implications. Assists in development of strategy for effective program presentation, implementation and expansion. Educates customers through home visits and public speaking. Review basic plumbing of customer's property to determine applicability to the program. Coordinates activities for inflow and backwater device installation. Receive customer complaints and recommends solutions. Follows up to ensure proper actions. <p>Knowledge of:</p> <ul style="list-style-type: none"> -Basic plumbing and electrical work in residential and small commercial buildings -Procurement, contracting and work management

	Pre-Treatment Inspection (FOG/MIU/SIU)	Cross Connection Survey Inspection/ Device Testing	BWV/PPID/Lateral CCTV Program
<p>Senior Engineering Technician (PT-11)</p> <p>Minimum Qualifications for Entry:</p> <p>1. Associates Degree (or equivalent years experience in addition to 8 years experience for current MDC employees only)</p> <p>2. 8+ Years Experience</p> <p>3. Certified Cross Connection Survey Inspector</p> <p>4. Connecticut Certified Backflow Prevention Tester</p> <p>5. Certified Water Distribution Operator Class II (MDC to provide 18-months for existing MDC employees to obtain Class II Certification)</p> <p>6. Proficient in Ability and Knowledge of Eng Tech 2</p>	<p>Ability to:</p> <ul style="list-style-type: none"> -Oversee the District pre-treatment program. -Manage the administration of the pre-treatment program. Report performance of customers against permitted discharges. Review and address variances with other District departments and communicate non-compliance with enforcement agencies. <p>Knowledge of:</p>	<p>Ability to:</p> <ul style="list-style-type: none"> -Perform surveys at large Industrial and Commercial facilities -Inspect complex cross-connections in all types of structures for backflow conditions. Conduct surveys of industries for possible hazardous waste discharge, determines corrective actions and assures their implementation. -Determine backflow prevention measures for complex problems and assures the implementation of those measures by the owner. -Compile and analyze cross-connection and backflow data in preparation for producing the annual report submitted to CT DPH. <p>Knowledge of:</p>	<p>Ability to:</p> <ul style="list-style-type: none"> -Coordinate large inspection campaigns, including monitoring and tracking of assessments, permitting, execution and completion. <p>Knowledge of:</p>

Engineering Technician
Series - FINAL 1/19/23

	Survey/Drafting / GIS	Engineering Design and Real Estate	Customer Account Maintenance
<p>Engineering Technician 1 (PT-07)</p> <p>Minimum Qualifications for Entry:</p> <p>1. Associates Degree (or equivalent years experience in addition to 3 years experience for current MDC employees only)</p> <p>2. 3+ Years Experience</p>	<p>Ability to: -Draft standard engineering project plans to scale from notes, sketches and scaled drawings.</p> <p>-Conform drafting to District drafting standards and procedures.</p> <p>-Research and compile information from a variety of sources to form water and sewer record plans for use within and outside of the organization.</p> <p>-Interpret project drafting requirements and conduct additional research to produce the needed level of detail in the drawings.</p> <p>-Inspect project areas or facilities to ascertain field conditions or problems, as directed.</p> <p>-Prepare and draft as-built plans of water and sewer facilities and related construction.</p> <p>-Compile and input utility and geographic information, including information from field inspectors, engineering plans, contractor data, and member town/state projects, into the computerized mapping system according to established procedures.</p> <p>-Ensure a quality assurance/quality control peer review process has occurred prior to entering record plans and GIS data.</p> <p>-Conduct source material research, including old geographic information data.</p> <p>-Serve on a land survey or construction survey team. Cuts brush and clears a line of sight. Assist in locating pipe lines, rights-of-way and property corners and markers. Operate survey transit and other survey instruments, as assigned.</p> <p>Knowledge of:</p> <p>-mapping technology principles and practices as applied to planimetric, thematic and topographic mapping. Some knowledge of computerized mapping digitizing practices.</p> <p>-mathematics as applied to surveying and related operations.</p>	<p>Ability to: -Review standard sewer and water construction plans for conformance with District and technical utility services standards. Identify problem areas and determine corrective actions to be taken by developers, and contractors and/or engineers. Coordinate plan revisions with developers.</p> <p>-Issue construction permits. Draft permits for plans receiving review approval. Determine special conditions to be attached to permits and drafts language. Coordinate utility services construction and inspections. Perform or coordinate necessary District clerical and technical services.</p> <p>-Search land records for titles, descriptions, dimensions, deeds, and encumbrances. Determine property dimensions and other characteristics necessary for assessment of standard and complex properties.</p> <p>-Determine ownership of a parcel or lot for which a permit has been requested for water and/or sewer service.</p> <p>-Create detailed assessments and caveat maps for proposed sewer and water main extensions.</p> <p>-Advise District personnel on assessment charges.</p> <p>-Review permit agreements for the construction or extension of sewer and water mains for outstanding assessments, connection charges, outlet charges, easements, and encroachments.</p> <p>-Review requests for encroachments on District property.</p> <p>-Assist with outreach activities for capital improvement projects</p> <p>Knowledge of:</p> <p>-District Ordinances regarding Developer Permit Agreements and Assessments</p> <p>-District Engineering standards and manuals and requirements of those standards</p>	<p>Ability to:</p> <p>-Calculate District charges and fees for service connections.</p> <p>-Figure cost estimates, connection charges and assessments, and drafts owner-developer agreements.</p> <p>-Calculate pipe and meter sizes and initiates billings.</p> <p>-Perform account maintenance including inputting custoemr information and creating contracts for services to be provided with accurate billing information.</p> <p>Knowledge of:</p> <p>-SAP Customer Account Maintenance</p> <p>-Basic SAP Billing and Sales and Distribution Contract Creation</p>

	Survey/Drafting / GIS	Engineering Design and Real Estate	Customer Account Maintenance
<p>Engineering Technician 2 (PT-09)</p> <p>Minimum Qualifications for Entry:</p> <p>1. Associates Degree (or equivalent years experience in addition to 4 years experience for current MDC employees only)</p> <p>2. 4+ Years Experience</p> <p>3. Certified Cross Connection Survey Inspector and Connecticut Backflow Prevention Tester</p> <p>4. Certified Water Distribution Operator Class I (MDC to provide 18-months for existing MDC employees to obtain Class I Certification)</p> <p>5. Proficient in Ability and Knowledge of Eng Tech 1</p>	<p>Ability to:</p> <ul style="list-style-type: none"> -Operate all survey equipment, as assigned. Participates in land surveying parties. Surveys completed pipeline construction projects for proper line and grade. Prepares not-to-scale as-built drawings and performs calculations. May act as leader of a survey party, as assigned. -Use survey equipment to provide base map locations involving horizontal and vertical control, topographic, land and boundary surveys; locate existing land and building features and utilities for records and design purposes (mark-outs); and handle residential inquiries and/or disputes of easements, right-of-ways, and property lines. <p>Knowledge of:</p> <ul style="list-style-type: none"> -Various ESRI tools, databases and services. 	<p>Ability to:</p> <ul style="list-style-type: none"> -Prepares contracts, including document preparation, revision of existing contract specification, adding new specifications, preparing budgets, preparing requisitions, evaluating bidder qualifications, and determining restoration schedules. -Administer complex permitting procedures with firmness and tact. -Prepare assessment publications, water and sewer liens and District agendas. -Respond to questions from owners, developers, contractors, attorneys, agencies and the public regarding assessments, water and sewer extensions, liens and other District-related matters. Confer with project engineering staff on real estate considerations of projects. -Advise District personnel on assessment charges. <p>Knowledge of:</p>	<p>Ability to:</p> <ul style="list-style-type: none"> -Provide information to customers and others requiring customer financial data. Prepare summaries and analyses financial data according to explicit instructions. -Coordinate and maintain the document management system files <p>Knowledge of:</p> <ul style="list-style-type: none"> -SAP Sales and Distribtuion reporting as it relates to department functions -SAP Project Systems reporting for Developer Permit Agreement Projects

	Survey/Drafting / GIS	Engineering Design and Real Estate	Customer Account Maintenance
<p>Senior Engineering Technician (PT-11)</p> <p>Minimum Qualifications for Entry:</p> <p>1. Associates Degree (or equivalent years experience in addition to 8 years experience for current MDC employees only)</p> <p>2. 8+ Years Experience</p> <p>3. Certified Cross Connection Survey Inspector</p> <p>4. Connecticut Certified Backflow Prevention Tester</p> <p>5. Certified Water Distribution Operator Class II (MDC to provide 18-months for existing MDC employees to obtain Class II Certification)</p> <p>6. Proficient in Ability and Knowledge of Eng Tech 2</p>	<p>Ability to:</p> <ul style="list-style-type: none"> -Monitor the use of drafting standards on use of construction plans. Address variances from the standards with appropriate departments. -Provide improvement opportunities to GIS, Drafting and survey processes, applications and tools and execute improvements as directed. -Maintain industry best practices for the District in areas of GIS, Draftings and Survey. <p>Knowledge of:</p> <ul style="list-style-type: none"> -Various complex ESRI tools, databases and services. 	<p>Ability to:</p> <ul style="list-style-type: none"> -Oversee developer permit projects and non-complex capital improvement projects. -Develop work plans for capital improvement projects -Coordinate project public relations. Resole public questions and complaints and associated technical and administrative problems. Attend public meetings. -Prepare budget and monitor project expenses and beudget reports -Manage the administration of project development and execution. Schedule project approval and construction activities. -Prepare reports, applications, forms, contracts, budget transfers, and related project documents. Chair meetings of contractors, developers and other governmental agencies. <p>Knowledge of:</p> <ul style="list-style-type: none"> -Complex Real Estate Assessments and adjustments 	<p>Ability to:</p> <ul style="list-style-type: none"> -Review water revenue accounts and miscellaneous bills for open receivables. Prepare files to be sent to collections. Provide court testimony as needed. -Oversee data collection and data accuracy and completeness as it relates to services being provided and billed. -Monitor customer equipment data accuracy and completeness and provide reports on data cleanliness. <p>Knowledge of:</p> <ul style="list-style-type: none"> -Complex SAP Customer Contracts including cretion and maintenance of ISU and Sales and Distribution Contracts

Memorandum of Understanding
3713 Position Framework- Electronics and Electrical positions

The Metropolitan District Commission, hereinafter, "the District," together with Local 3713, COUNCIL 4, AFSCME, hereinafter, "the Union," in consideration of the promises made herein, including the execution of this Agreement, WITHOUT SETTING PRECEDENT OR ESTABLISHING PRACTICE, agree as follows:

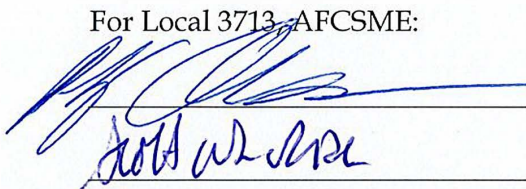
1. Subject to approval by the District's governing bodies, the parties have modified the framework for Local 3713 Electrical and Electronic positions previously agreed to in the Memorandum of Understanding dated August 31, 2022. This modifications will continue to focus on multi-tasking roles and assigns new pay levels and minimum qualifications for the designated Electronics and Electrical positions. This new framework will apply to existing Local 3713 employees and employees newly hired, transferred or promoted into a Local 3713 position; provided, however, existing Local 3713 employees will maintain their existing pay levels and collectively bargained increases for their current positions. All updated position job specifications will also include the requirement of a valid driver's license in addition to the updated Education and Experience noted below. The updated framework is as follows:

Local 3713 Modified Position Framework (Electrical and Electronic Positions)				
Current Position Title	Current Pay Level	New Position Title	New Pay Level	Updated Minimum Qualifications
Electronics Technician 2	PT13	Electronic Technician Electrical Technician (Electrical License req)	PT10 PT12	HS +2 5 years experience +E1 or E2 license and applicable certifications
Electronics Technician 1	PT12			
	NEW	Instrumentation Control System Technician	PT11 PT12	Associates (or equivalent combination of education, training and experience) +4 3-years SCADA experience + applicable certifications
Senior Electronics Technician	PT14	Senior Electrical Electronic Technician	PT12 PT14	Associates or equivalent +8 years experience +E1 or E2 license +SCADA + applicable certifications (i.e. CETa or ISCET)
	NEW	Senior Instrumentation Control System Technician	PT14	Associates (or equivalent combination of education, training and experience) +2 6 years SCADA experience +Control Systems Technician Certificate, Level 1 and other applicable certifications

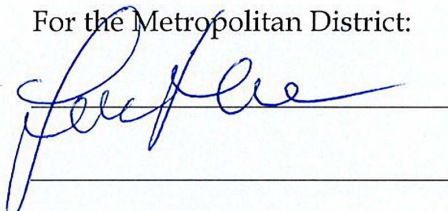
2. Electrical and Electronic work is not exclusively Local 3713 work and is supported by other positions within the District. The Union accepts and agrees to not grieve support necessary to the maintenance and troubleshooting required to support the infrastructure and keep District systems secure.
3. Effective the Sunday following the date of approval of the aforementioned classifications by the District's governing bodies, for any further vacancies that the District determines necessary to fill, the District will indicate the updated job requirements in the posting, screening and interviewing process.
4. This Agreement satisfies the requirements of Section 21.1 and Section 21.3 of the Collective Bargaining Agreement.

Above terms and conditions, save for Item # 4, agreed to this 22 day of March, 2023.

For Local 3713-AFCSME:



For the Metropolitan District:



JOB SPECIFICATION ELECTRICAL TECHNICIAN (3713)

TO: Personnel, Pension and Insurance Committee for consideration on April 3, 2023.

Staff is recommending that the job specification and job classification system be amended to include Electrical Technician (proposed PT-12) by consolidating similar positions into one multi-tasking job description. A copy of the proposed specification is attached as re-negotiated with Local 3713.

The proposed job specification continues to enhance the multi-tasking approach to District positions and will result in one multi-tasking job description titled Electrical Technician (PT-12). Similar previous positions titled Electronics Technician 1 (PT-12); Electronics Technician 2 (PT-13) and Electrician/Electronic Technician (PT-10) will be eliminated.

The updated Electrical Technician role proposed pay range is PT-12 (range of \$89,648 to \$107,556.80) as re-negotiated with Local 3713.

**Employee Group: Local 3713
FLSA Status: Non-Exempt
Labor Grade: PT-12**

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ELECTRICAL TECHNICIAN

JOB SUMMARY

Performs full performance level work as an electrical and electronic equipment technician; specializes in the installation, repair, and maintenance of electrical systems and equipment and electronic instrumentation systems for District properties, facilities, equipment, and lines or devices in public utilities systems and electrical and electronic equipment used in production treatment and transmission of potable water and wastewater. Operates light to medium equipment within the District's plant operations divisions, often requiring manipulative ability as well as utilizing job-acquired skills in specialized fields. Performs journey-level electrical work in connection with the construction, maintenance, installation, inspection testing, repair and alteration of electrical power equipment and other electrical equipment and systems found in the District facilities. Performs related work as required.

Responsible for maintaining and supporting the automation & process control infrastructure for water and wastewater systems. Assist in monitoring, building commissioning and operation of electrical and electronic systems. Provide primary level support for maintaining and troubleshooting the electrical and automation & process control infrastructure, which includes on call as well as on site when required. Perform quality assurance checks of electrical, automation & process control systems as required. Assist with the maintenance and integration of computerized maintenance management systems.

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 full range of electrical and electronic technician work including ensuring the proper operation of all vital process equipment pertaining to water and wastewater processes, performing upgrades and installations to all facilities and operations to improve reliability and efficiency, detecting and repairing difficult electrical and electronic system corrective maintenance and performing preventive maintenance.
- 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 electrical, electronic equipment and systems.
- Work collaboratively with District Engineering staff to support, maintain, and add to the District's Computer Maintenance Management System (CMMS).
- Perform and/or coordinate maintenance activities on electrical, electronic equipment and/or systems.
- Perform upgrades and provide replacement of equipment, hardware and software.
- Troubleshoot and resolve electrical, electronic system issues.
- Investigate and recommend new technological developments and processes to equipment.
- Advise, instruct, and assist District Maintenance and Operations staff on proper operation and maintenance of electrical, electronic and process control equipment and systems. Provide technical instruction as required.
- Work with members of District Staff to enforce compliance with mandatory electrical and process control policies and procedures.
- Make recommendations to change standards and methods to improve processes and efficiencies.
- Provide support for Instrumentation and Control System Technicians as required.
- Ensure compliance with the Change Management process and process control system life cycle practices.
- Maintain relationship with Electrical and Electronic vendors to keep current with changes in electrical and operational control systems. Review vendor specifications, report findings and make recommendations.
- Responds to emergencies as directed. Serves on-call, as assigned.
- Performs other duties as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Electrical Maintenance Supervisor or Plant Maintenance Supervisors.

MINIMUM QUALIFICATIONS

High School Diploma plus five (5) years electrical related experience. Must be a licensed Electrician in the State of Connecticut (E-1 or E-2 license), and maintain applicable certifications. Minimum of five (5) years of experience in the construction, maintenance, or electrical fields or equivalent combination of education, training, and experience which provides the requisite skills and knowledge for the job.

Must have a valid driver's license.

SPECIAL PREFERRED QUALIFICATIONS

Experience with data communications systems, protocols, wired and wireless network systems, and radio telemetry.

ETA Associate Certified Electronics Technician (CETa) or ISCET Journeyman Level Certified Electronic Technician preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Read and interpret blueprints, schematics and electrical diagrams and documents;
- Install and maintain electrical systems and equipment;
- Assist with directing of activities of electrical vendors, contractors and other staff;
- Make detailed estimates of materials, supplies, and equipment required for jobs;
- Maintain accurate records of time, labor, materials and equipment for work performed and prepare reports (oral and written) as necessary;
- Use communication and interpersonal skills to interact effectively with coworkers, supervisor, the general public, etc. to exchange or convey information;
- Understand, follow and provide oral and written instructions.
- Independently maintain, troubleshoot, and repair electronic equipment and control systems used in utilities operations such as pumps, SCADA, or similar radio/telemetry devices, control panels, generators, transfer equipment, switch gear systems, and similar apparatus;
- Perform a combination of skilled trades tasks which may require knowledge of electrical, plumbing, mechanical, welding, and other trades required to maintain, repair, and improve potable water and wastewater operations;
- Adjust and regulate a variety of automatic or manually controlled auxiliary equipment or systems to ensure safe operations;
- Anticipate and adjust systems due to changing factors, e.g., water quality, weather, and other factors;
- Repair and replace electronics controls, filters, pumps, valves, generators, mixers, filling machines, and equipment used in monitoring and handling potable water and wastewater processes and operations;
- Understand and follow oral and/or written instructions;
- Operate a personal computer and other automated systems to enter and retrieve data;
- Establish and maintain effective working relationships with managers, supervisors, employees, others;
- Use verbal and written communications skills, including presentation capabilities and the ability to communicate complex issues clearly.
- Use or repair small, medium, and heavy equipment and machinery;
- Participate in process improvement projects as required.
- Operate hand and power tools and equipment in a safe manner;
- Operate and maintain electric motors, transformers, generators, controls, and other electrical equipment;
- Troubleshoot electrical problems in an industrial facility;
- Use computers and related software applications. Including but not limited to SAP CMMS and ERP systems for maintenance and time entry data.
- Use organizational and time management skills with attention to detail.
- Use verbal and written communications skills, including presentation capabilities and the ability to communicate complex issues clearly.
- Rapidly assesses options and likely consequences when under time pressure to make decisions or solve problems.

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 Electrical Technician (PT-12) attached hereto be adopted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Scott W. Jellison', written in a cursive style.

Scott W. Jellison
Chief Executive Officer

**JOB SPECIFICATION
SENIOR ELECTRICAL TECHNICIAN (3713)**

TO: Personnel, Pension and Insurance Committee for consideration on April 3, 2023.

Staff is recommending that the job specification and job classification system be amended to include Senior Electrical Technician (proposed PT-14) by consolidating similar/previous positions into one multi-tasking job description. A copy of the proposed specification is attached as re-negotiated with Local 3713.

The proposed job specification continues to enhance the multi-tasking approach to District positions and will result in one multi-tasking job description titled Senior Electrical Technician (PT-14). Previous positions titled Senior Electronic Technician (PT-12) and Senior Electronics Technician (PT-14) will be eliminated.

The updated Senior Electrical Technician role proposed pay range is PT-14 (range of \$98,904 to \$118,705.60) as re-negotiated with Local 3713.

**Employee Group: Local 3713
FLSA Status: Non-Exempt
Labor Grade: PT-14**

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: SENIOR ELECTRICAL TECHNICIAN

JOB SUMMARY

This position provides full performance level work as an electrical and electronic equipment technician; specializes in the installation, repair, and maintenance of electrical systems and equipment and electronic instrumentation for District properties, facilities, equipment, and lines or devices in public utilities systems and electrical and electronic equipment used in production treatment and transmission of potable water and wastewater. Operates light to medium equipment within the District's plant operations divisions, often requiring manipulative ability as well as utilizing job-acquired skills in specialized fields. Performs journey-level electrical work in connection with the construction, maintenance, installation, inspection testing, repair and alteration of electrical power equipment and other electrical equipment and systems found in the District facilities. Performs related work as required.

Responsible for maintaining and supporting the automation & process control infrastructure for water and wastewater systems. Provides assistance and collaborate in creating and reviewing engineering plans, designs, monitoring, building commissioning and operation of electrical, automation & process control systems. Provide primary level support for maintaining and troubleshooting the electrical, automation & process control infrastructure, which includes on call as well as on site when required. Perform quality assurance checks of electrical, automation & process control systems as required. Lead in the maintenance and integration of computerized maintenance management systems.

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 full range of electrical and electronic technician work including ensuring the proper operation of all vital process equipment pertaining to water and wastewater processes, performing upgrades and installations to all facilities and operations to improve reliability and efficiency, detecting and repairing difficult electrical and electronic system corrective maintenance and performing preventive maintenance.
- 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 electrical, electronic equipment and systems.
- Participate in factory witness testing, and coordinate electrical issues between District Engineering and District Operations.
- Work collaboratively with District Engineering staff to support, maintain, and add to the District's Computer Maintenance Management System (CMMS).
- Performs work of lower classifications, as necessary.
- Perform and/or coordinate maintenance activities on electrical and electronic equipment and/or systems.
- Perform upgrades and provide replacement of equipment.
- Troubleshoot and resolve electrical, electronic and process control system issues.
- Investigate and recommend new technological developments and processes to equipment.
- Advise, instruct, and assist District Maintenance and Operations staff on proper operation and maintenance of electrical, electronic equipment and systems. Provide technical instruction as required.
- Work with members of District Staff to enforce compliance with mandatory electrical and process control policies and procedures.
- Make recommendations to change standards and methods to improve processes and efficiencies.
- Provide support and oversee the work of Electrical Technicians and Instrumentation and Control System Technicians as required.
- Ensure compliance with the Change Management process.
- Enforce process control system life cycle practices.
- Develop and maintain relationship with Electrical and Electronic vendors to keep current with changes in electrical and operational control systems. Review vendor specifications, report findings and make recommendations.
- Responds to emergencies as directed. Serves on-call, as assigned.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Electrical Maintenance Supervisor.

MINIMUM QUALIFICATIONS

An Associate's degree plus eight (8) years electrical related experience. Minimum of eight (8) years of experience in the construction, maintenance, or electrical fields or equivalent combination of education, training, and experience which provides the requisite skills and knowledge for the job. Must be a licensed Electrician in the State of Connecticut (E-1 or E-2 license), and applicable certifications.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

Must have a ETA Associate Certified Electronics Technician (CETa) or ISCET Journeyman Level Certified Electronic Technician.

KNOWLEDGE, SKILLS, AND ABILITIES

- Read and interpret blueprints, schematics and electrical diagrams and documents;
- Install and maintain electrical systems and equipment;
- Direct the activities of electrical vendors, contractors and other staff;
- Make detailed estimates of materials, supplies, and equipment required for jobs and review job plans of others;
- Maintain accurate records of time, labor, materials and equipment for work performed and prepare reports (oral and written) as necessary;
- Develop standard operating procedures and train new staff on work procedures;
- Use communication and interpersonal skills to interact effectively with coworkers, supervisor, the general public, etc. to exchange or convey information;
- Understand, follow and provide oral and written instructions.
- Independently maintain, troubleshoot, and repair complex electronic equipment and control systems used in utilities operations such as pumps, SCADA, or similar radio/telemetry devices, control panels, generators, transfer equipment, switch gear systems, and similar apparatus;
- Perform a combination of skilled trades tasks which may require knowledge of electrical, plumbing, mechanical, welding, and other trades required to maintain, repair, and improve potable water and wastewater operations;
- Adjust and regulate a variety of automatic or manually controlled auxiliary equipment or systems to ensure safe operations;
- Anticipate and adjust systems due to changing factors, e.g., water quality, weather, and other factors;
- Repair and replace electronics controls, filters, pumps, valves, generators, mixers, filling machines, and equipment used in monitoring and handling potable water and wastewater processes and operations;
- Understand and follow oral and/or written instructions;
- Operate a personal computer and other automated systems to enter and retrieve data;
- Establish and maintain effective working relationships with managers, supervisors, employees, others;
- Use or repair small, medium, and heavy equipment and machinery;
- Oversee and train staff in the operation and maintenance of electrical and electronic instrumentation equipment including variable frequency drives and remote terminal units
- Prioritize, plan and oversee projects and workload for the assigned unit; coordinate with internal and external customers regarding project requirements and timelines; delegate work to subordinate staff; assess and plan for future needs.
- Participate in process improvement projects.
- Operate hand and power tools and equipment in a safe manner;
- Operate and maintain electric motors, transformers, generators, controls, and other electrical equipment;
- Troubleshoot electrical problems in an industrial facility;
- Use computers and related software applications. Including but not limited to SAP CMMS and ERP systems for maintenance and time entry data.
- Use organizational and time management skills with attention to detail.
- Use verbal and written communications skills, including presentation capabilities and the ability to communicate complex issues clearly.

- Rapidly assesses options and likely consequences when under time pressure to make decisions or solve problems.

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 Electrical Technician (PT-14) attached hereto be adopted and the Senior Electronic Technician (PT-12) and Senior Electronics Technician (PT-14) job specifications will be eliminated.

Respectfully submitted,



Scott W. Jellison
Chief Executive Officer

**JOB SPECIFICATION
INSTRUMENTATION AND CONTROL SYSTEMS TECHNICIAN (3713)**

TO: Personnel, Pension and Insurance Committee for consideration on April 3, 2023.

Staff is recommending that the job specification and job classification system be amended to include an Instrumentation and Control Systems Technician (proposed PT-12) by consolidating similar positions into one multi-tasking job description. A copy of the proposed specification is attached as re-negotiated with Local 3713.

The proposed job specification continues to enhance the multi-tasking approach to District positions and will result in one multi-tasking job description titled Instrumentation and Control Systems Technician (PT-12). Previous job specification for Control Systems Technician (PT-11) will be eliminated.

The new Instrumentation and Control Systems Technician role proposed pay range is PT-12 (range of \$89,648 to \$107,556.80) as re-negotiated with Local 3713.

**Employee Group: Local 3713
FLSA Status: Non-Exempt
Labor Grade: PT-12**

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: INSTRUMENTATION AND CONTROL SYSTEMS
TECHNICIAN**

JOB SUMMARY

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 first level support for maintaining and troubleshooting the automation & process control infrastructure, which includes on call as well as on site when required. Manage automation & process control system projects as required. Perform quality assurance checks of automation & process control systems as required. Assist with the maintenance and integration of computerized maintenance management systems.

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 developing 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.
- Assist in review of control logic strategies and implement programming changes 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) and SCADA system.
- Responds to emergencies as directed. Serves on-call, as assigned.
- Perform and/or coordinate maintenance activities on process control equipment and/or systems.
- Perform upgrades and provide replacement of hardware and software.
- Troubleshoot and resolve process control system issues.
- Investigate and recommend new technological developments and processes to hardware and software platforms.
- Research, recommend and implement systems to enhance control systems functionality and reliability.
- Assist District Maintenance and Operations staff on proper operation and maintenance of Process Control equipment and systems. Provide technical instruction as required.
- Work with maintenance and operations staff to implement policies, standards, practices and guidelines for all phases of process control implementation, operation and maintenance.
- Work with members of District Staff to enforce compliance with mandatory process control policies and procedures.
- Make recommendations to change standards and methods to improve processes and efficiencies.
- Provide support for Electrical Technicians as required.
- Ensure compliance with the Change Management process.
- Enforce process control system life cycle practices.
- Maintain relationship with Process Control vendors to keep current with changes in operational control systems.
- Review vendor specifications, report findings and make recommendations.
- Performs other duties as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Manager of Maintenance.

MINIMUM QUALIFICATIONS

Associates degree in related field plus three (3) years related experience. Minimum of three (3) years of experience in the maintenance, troubleshooting, calibration, repair and installation of Process Control Systems (SCADA and DCS), configuration and programming of PLCs / RTUs (Allen – Bradley, Modicon, Rockwell Automation, Siemens, Emerson) and HMIs (Iconics, Intellution (iFix), Wonderware), control and instrumentation loops or other related experience that provides the requisite skills and knowledge. Significant additional experience and/or certifications or other education and training may be substituted for formal education.

Able to obtain a Control Systems Technician Certificate, Level I (CCST) within 24 months of placement.

Must have a valid driver's license.

SPECIAL PREFERRED QUALIFICATIONS

Experience with data communications systems, protocols, wired and wireless network systems, and radio telemetry.

KNOWLEDGE, SKILLS, AND ABILITIES

- 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.
- 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.
- Working knowledge of electrical, electronic, computer, communication, mechanical and instrumentation process control equipment and systems.
- Knowledge of security camera design, installation, programming and maintenance.
- Knowledge of card access design, installation, programming and maintenance.
- Knowledge of building management systems including but not limited to Schneider applications, for control of fire systems, HVAC, mechanical systems, lighting and security systems.
- Demonstrated ability to configure programmable process controllers Programmable Logic Controllers / Remote Terminal Units (Allen Bradley, Modicon, Rockwell Automation, Siemens, Emerson)
- Demonstrated ability to configure HMI with Iconics, Intellution (iFix), or Wonderware.
- Ability to develop Process Control Functional descriptions.
- Demonstrated ability to solve process control problems related to water/wastewater systems.
- Proficient with data communications systems, protocols, wired and wireless network systems, and radio telemetry.
- Strong organizational and time management skills with attention to detail.
- Good verbal and written communications skills, including presentation capabilities and the ability to communicate complex issues clearly.
- Rapidly assesses options and likely consequences when under time pressure to make decisions or solve problems.
- Knowledge of Computer Maintenance Management Systems and applications working in SAP Enterprise Asset Management Suite.

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 Instrumentation and Control Systems Technician (PT-12) attached hereto be adopted and the Control Systems Technician (PT-11) job specification will be eliminated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Scott W. Jellison', is written over a light blue horizontal line.

Scott W. Jellison
Chief Executive Officer

JOB SPECIFICATION
SENIOR INSTRUMENTATION AND CONTROL SYSTEMS TECHNICIAN

TO: Personnel, Pension and Insurance Committee for consideration on April 3, 2023.

Staff is recommending that the job specification and job classification system be amended to include the Senior Instrumentation and Control Systems Technician (proposed PT-14). A copy of the proposed specification is attached as re-negotiated with Local 3713.

The proposed job specification continues to enhance the multi-tasking approach to District positions and will result in one multi-tasking job description titled Senior Instrumentation and Control Systems Technician (PT-14).

The Senior Instrumentation and Control Systems Technician role proposed pay range is PT-14 (range of \$98,904 to \$118,705.60) as re-negotiated with Local 3713.

Employee Group: Local 3713
FLSA Status: Non-Exempt
Labor Grade: PT-14

METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: SENIOR INSTRUMENTATION AND CONTROL
SYSTEMS TECHNICIAN**

JOB SUMMARY

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. Lead 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 first level support for maintaining and troubleshooting the automation & process control infrastructure, which includes on call as well as on site when required. Manage automation & process control system projects as required. Perform quality assurance checks of automation & process control systems as required. Lead in the maintenance and integration of computerized maintenance management systems.

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 implement programming changes 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).
- Participate in factory witness testing, and coordination electrical issues between District Engineering and District Operations
- Performs work of lower classifications, as necessary.
- Perform and/or coordinate maintenance activities on process control equipment and/or systems.
- Perform upgrades and provide replacement of hardware and software.
- Troubleshoot and resolve process control system issues.
- Investigate and recommend new technological developments and processes to hardware and software platforms.
- Research, recommend and implement systems to enhance control systems functionality and reliability.
- Advise, instruct, and assist District Maintenance and Operations staff on proper operation and maintenance of Process Control equipment and systems. Provide technical instruction as required.
- Work with maintenance and operations staff to implement policies, standards, practices and guidelines for all phases of process control implementation, operation and maintenance.
- Work with members of District Staff to enforce compliance with mandatory process control policies and procedures.
- Make recommendations to change standards and methods to improve processes and efficiencies.
- Provide support and oversee the work of Instrumentation and Control System Technicians and Electrical Technicians as required.
- Ensure compliance with the Change Management process.
- Enforce process control system life cycle practices.
- 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.
- Responds to emergencies as directed. Serves on-call, as assigned.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Electrical Maintenance Supervisor.

MINIMUM QUALIFICATIONS

An Associate's degree in related field plus six (6) years related experience. Minimum of six (6) years of experience the maintenance, troubleshooting, calibration, repair and installation of Process Control Systems (SCADA and DCS), configuration and programming of PLCs / RTUs (Allen – Bradley, Modicon, Rockwell Automation, Siemens, Emerson) and HMIs (Iconics, Intellution (iFix), Wonderware), control and instrumentation loops or

equivalent combination of education, training, and experience which provides the requisite skills and knowledge for the job.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

Must be able to obtain a Control Systems Technician Certificate, Level I (CCST) within in 12 months of placement.

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.
- Working knowledge of electrical, electronic, computer, communication, mechanical and instrumentation process control equipment and systems.
- Knowledge of security camera design, installation, programming and maintenance.
- Knowledge of card access design, installation, programming and maintenance.
- Knowledge of building management systems including but not limited to Schneider applications, for control of fire systems, HVAC, mechanical systems, lighting and security systems.
- Demonstrated ability to configure programmable process controllers Programmable Logic Controllers / Remote Terminal Units (Allen Bradley, Modicon, Rockwell Automation, Siemens, Emerson)
- Demonstrated ability to configure HMI with Iconics, Intellution (iFix), or Wonderware.
- Ability to develop complex Process Control Functional descriptions.
- Demonstrated ability to solve complex process control problems related to water/wastewater systems.
- Proficient with data communications systems, protocols, wired and wireless network systems, and radio telemetry.
- Knowledge of process improvement and management methodologies including but not limited to Lean.
- Strong organizational and time management skills with attention to detail.
- Good verbal and written communications skills, including presentation capabilities and the ability to communicate complex issues clearly.
- Rapidly assesses options and likely consequences when under time pressure to make decisions or solve problems.
- Knowledge of Computer Maintenance Management Systems and applications working in SAP Enterprise Asset Management Suite.
- Ability to prioritize, plan and oversee projects and workload for the assigned unit; coordinate with internal and external customers regarding project requirements and timelines; delegate work to subordinate staff; asses and plan for future needs.
- Ability to participate in process improvement projects.

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 Instrumentation and Control Systems Technician (PT-14) attached hereto be adopted.

Respectfully submitted,



Scott W. Jellison
Chief Executive Officer

JOB SPECIFICATION ENGINEERING TECHNICIAN 1 (3713)

TO: Personnel, Pension and Insurance Committee for consideration on April 3, 2023.

Staff is recommending that the job specification and job classification system be amended to include Engineering Technician 1 (proposed PT-07) by consolidating similar positions into one multi-tasking job description. A copy of the proposed specification is attached as negotiated with Local 3713.

The proposed job specification continues to enhance the multi-tasking approach to District positions and will result in one multi-tasking job description titled Engineering Technician 1 (proposed PT-07) and will eliminate individual job specifications such as the Real Estate Assessment Technician 1 (PT-09); Engineering Drafter (PT-09); Utility Services Technician 1 (PT-10) and Mapping Technician (PT-09).

The updated Engineering Technician 1 role proposed pay range is PT-07 (range of \$70,241.60 to \$84,364.80) as negotiated with Local 3713.

**Employee Group: Local 3713
FLSA Status: Non-Exempt
Labor Grade: PT-07**

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ENGINEERING TECHNICIAN 1

JOB SUMMARY

This position provides engineering technical and administrative work.

This position also has the responsibility for making routine technical and engineering technician decisions in accordance with established procedures. This work requires that the employee have some knowledge, skill and ability in surveying, construction inspection, utility services, drafting, mapping and administration of standard water and sewer construction plans and permits.

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.

- Serve on a construction inspection team. Assists in inspecting construction and assists in preparing manholes, pits and vaults for entry.
- Maintain records of construction and connections. Compile and prepare reports. Enter, process and retrieve utility services information into a data management system.
- Inspect and monitor the status of pavement and sidewalk restoration.
- Marks out work area for the contractor on the basis of the cut sheet.
- Plans, plots locations, and coordinates the work of contractors.

- Estimates work area and repair costs based on the type of surface to be repaired.
- Maintains records relative to the type, size, and reason for cut, location of street and town, and budget account to be charged on behalf of repairs for District forecasting purposes.
- Enters, processes and retrieves pavement and sidewalk restoration information into a computerized database management system according to established software procedures.
- Communicates with State and Town officials on pavement and sidewalk restoration and other related matters.
- Performs in a safe manner and observes all safety procedures; works in small confined spaces and must be trained in confined space entry procedures.
- Enter, process and retrieve utility services information into a database management system according to established procedures. Issues work orders for Call Before You Dig requests and dispatches staff for emergency repairs.
- Investigates and reports on District claims against transgressors including vehicular and non-vehicular accidents, vandalism, theft, fraud, and debts.
- Investigates and reports on claims against the District including vehicular and non-vehicular accidents, damages and employee misconduct.
- Maintain database of claims
- Assist with inspection of CT DEEP permitted wastewater discharge facilities and equipment and maintain customer/facility information and discharge monitoring reports specific to the FOG, MIU/SIU and groundwater discharge programs.
- Assist Licensed Cross Connection Surveyors
- Maintain property survey and device testing data and create regulatory reports
- Assist with private property surveys
- Coordinate required improvement with contractors
- Communicate with Contractor, Town Officials and Customers
- Draft standard engineering project plans to scale from notes, sketches and scaled drawings.
- Conform drafting to District drafting standards and procedures.
- Research and compile information from a variety of sources to form water and sewer record plans for use within and outside of the organization.
- Interpret project drafting requirements and conduct additional research to produce the needed level of detail in the drawings.
- Inspect project areas or facilities to ascertain field conditions or problems, as directed.
- Prepare and draft as-built plans of water and sewer facilities and related construction.
- Compile and input utility and geographic information, including information from field inspectors, engineering plans, contractor data, and member town/state projects, into the computerized mapping system according to established procedures.
- Ensure a quality assurance/quality control peer review process has occurred prior to entering record plans and GIS data.
- Conduct source material research, including old geographic information data.
- Serve on a land survey or construction survey team. Cuts brush and clears a line of sight. Assist in locating pipe lines, rights-of-way and property corners and markers. Operate survey transit and other survey instruments, as assigned.
- Review standard sewer and water construction plans for conformance with District and technical utility services standards. Identify problem areas and determine corrective actions to be taken by developers, and contractors and/or engineers. Coordinate plan revisions with developers.
- Issue construction permits. Draft permits for plans receiving review approval. Determine special conditions to be attached to permits and drafts language. Coordinate utility services construction and inspections. Perform or coordinate necessary District clerical and technical services.

- Search land records for titles, descriptions, dimensions, deeds, and encumbrances. Determine property dimensions and other characteristics necessary for assessment of standard and complex properties.
- Determine ownership of a parcel or lot for which a permit has been requested for water and/or sewer service.
- Create detailed assessments and caveat maps for proposed sewer and water main extensions; advise District personnel on assessment charges.
- Review permit agreements for the construction or extension of sewer and water mains for outstanding assessments, connection charges, outlet charges, easements, and encroachments.
- Review requests for encroachments on District property.
- Assist with outreach activities for capital improvement projects
- Calculate District charges and fees for service connections.
- Figure cost estimates, connection charges and assessments, and drafts owner-developer agreements; calculate pipe and meter sizes and initiates billings.
- Perform account maintenance including inputting customer information and creating contracts for services to be provided with accurate billing information.
- 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. Cleans and maintains any necessary equipment.
- Provides customer service both in-person and over the phone.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Manager of Command Center or Manager of Construction

MINIMUM QUALIFICATIONS

An Associate's degree plus three (3) years construction, utility, drafting, cartography, or related experience.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of surveying and construction inspection principles and practices as applied to basic engineering technician projects.
- Knowledge of computer technology, as applied to construction inspection.
- Ability to read and interpret plans and blueprints and to inspect utility pipeline construction safely, effectively and efficiently and with firmness and tact.
- Good knowledge, skill and ability in utility construction methods and plan review.

- Knowledge of Connecticut Public Utility Regulatory Authority requirements for Call Before You Dig and the required timeframes to complete the utility mark-out.
- Knowledge of District procedures and processes for documenting claims.
- Knowledge of CT DEEP wastewater discharge programs and requirements along with typical pretreatment equipment and operation and maintenance requirements.
- Knowledge of CT DPH Cross Connection Program and requirements.
- Knowledge of Basic plumbing and electrical work in residential and small commercial buildings.
- Knowledge of Procurement, contracting and work management standard practices.
- Knowledge of State and Local Building Codes.
- Knowledge and understanding of District Ordinances including but not limited to Developer Permit Agreements and Assessments.
- Knowledge of District Engineering standards and manuals and requirements of those standards.
- Knowledge of SAP Customer Account Maintenance and basic SAP Billing and Sales and Distribution Contract Creation.
- Some ability to operate a survey rod, tape, level and survey transit.
- Some ability to follow land and construction survey procedures, to maintain construction records and to prepare inspection reports.
- Some ability in mathematics as applied to surveying and related operations.
- Knowledge of standardized pipe assessment procedures.
- Good knowledge of mapping technology principles and practices as applied to planimetric, thematic and topographic mapping. Some knowledge of computerized mapping digitizing practices.
- 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 Engineering Technician 1 (PT-07) attached hereto be adopted and the Real Estate Assessment Technician 1 (PT-09), Engineering Drafter (PT-09), Utility Services Technician 1 (PT-10) and Mapping Technician (PT-09) job specifications will be eliminated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Scott W. Jellison', written in a cursive style.

Scott W. Jellison
Chief Executive Officer

**JOB SPECIFICATION
ENGINEERING TECHNICIAN 2 (3713)**

TO: Personnel, Pension and Insurance Committee for consideration on April 3, 2023.

Staff is recommending that the job specification and job classification system be amended to include Engineering Technician 2 (proposed PT-09) by consolidating similar positions into one multi-tasking job description. A copy of the proposed specification is attached as negotiated with Local 3713.

The proposed job specification continues to enhance the multi-tasking approach to District positions and will result in one multi-tasking job description titled Engineering Technician 2 (proposed PT-09) and will eliminate individual job specifications such as the Utility Services Technician (PT-10); Real Estate Assessment Technician 2 (PT10); Senior Engineering Drafter (PT10); Utility Services Engineering Technician (PT-11) and Senior Utility Services Technician (PT-11).

The updated Engineering Technician 2 role proposed pay range is PT-09 (range of \$77,438.40 to \$92,872) as negotiated with Local 3713.

**Employee Group: Local 3713
FLSA Status: Non-Exempt
Labor Grade: PT-09**

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: ENGINEERING TECHNICIAN 2

JOB SUMMARY

This is responsible engineering technical work involving the survey and inspection of utility construction plans and permits, investigation of sanitary sewer, storm drain and water service installations and the operation of applicable instruments/equipment.

Work involves responsibility for safe operation of survey instruments and inspection of construction. Duties include inspecting water and sewer main construction, operating a survey transit and other survey instruments, and maintaining records. This position also has the responsibility for making survey transit operation and construction inspection decisions in accordance with established procedures. This work requires that the employee have good knowledge, skill in surveying, construction inspection, utility services, drafting, mapping and administration of standard water and sewer construction plans and permits.

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.

- Inspect standard and highly complex utility pipeline and building mechanical systems construction and materials. Instruct contractors in construction practices and in correcting construction errors. Enforce inspection decisions. Oversee contractor pressure tests of water, sewer and force main pipelines.
- Coordinate and track the progress of contracted construction programs. Carry out liaison between District engineers and contractors. Lead construction inspection teams in the largest projects or on-going construction programs, as assigned. Demonstrate construction inspection practices and guides less experienced inspectors.
- Compile outstanding deficiencies for substantially completed construction projects and resolves issues with contractors. Ensure the accuracy and completeness of associated documentation at the completion of a construction project.
- Ensure that work zones comply with MDC and OSHA safety standards.
- Respond to state Call Before You Dig Mark-out Program requests. Interprets existing records using various equipment to accurately identify and mark utilities. Maintain accurate mark-outs and document mark-outs through video/photo and GPS data collection of infrastructure marked out.
- Assist in collection of monies for delinquent water accounts and miscellaneous bills. Confer with customers, attorneys or District personnel regarding collection action. Appear as a court witness representing the District. Establish payment schedules. Determine abatement of penalties and occupancy/hardship status.
- Respond to inquiries and complaints and assist in the follow-up of claims. Assist in processing and scheduling termination and restoration of service for non-payment. Assist Operations Function with service shut on/off during off-hours. Demonstrate service termination procedures.
- Monitor customer compliance with wastewater discharge limits against Federal/State/Local/District regulations
- Calculate discharge fees related to specific customer discharges.
- Inspect standard cross-connections in all types of structures for backflow conditions. Conducts surveys of industries for possible hazardous waste discharge, determines corrective actions and assures their implementation. Perform surveys at residential and small/medium Industrial and Commercial facilities
- Determine backflow prevention measures for standard problems and assures the implementation of those measures by the owner. Investigate standard water contamination problems, including meter readings, excessive water use, water leaks, and water quality, and determine corrective actions to be taken and assures their implementation.
- -Perform and document private property surveys with regards to the District's sewer backup prevention program and the water and sewer service line inspection and replacement program, including monitoring and tracking of assessments, permitting, execution and completion. Coordinate required improvement with contractors
- -Conduct research and makes recommendations for inclusion of customers' property in the District's inflow, backwater device installation, rain water disconnect, and similar programs. Meet with property owners and others to explain program implications. Assists in development of strategy for effective program presentation, implementation and expansion. Educates customers through home visits and public speaking.
- Review basic plumbing of customer's property to determine applicability to the program. Coordinates activities for inflow and backwater device installation. Receive customer complaints and recommends solutions. Follows up to ensure proper actions.
- Operate all survey equipment, as assigned. Participates in land surveying parties. Survey completed pipeline construction projects for proper line and grade. Prepares not-to-scale as-built drawings and performs calculations. May act as leader of a survey party, as assigned.
- Use survey equipment to provide base map locations involving horizontal and vertical control, topographic, land and boundary surveys; locate existing land and building features and utilities for records and design purposes (mark-outs); and handle residential inquiries and/or disputes of easements, right-of-ways, and property lines.

- Prepare contracts, including document preparation, revision of existing contract specification, adding new specifications, preparing budgets, preparing requisitions, evaluating bidder qualifications, and determining restoration schedules.
- Administer complex permitting procedures with firmness and tact. Prepare assessment publications, water and sewer liens and District agendas.
- Respond to questions from owners, developers, contractors, attorneys, agencies and the public regarding assessments, water and sewer extensions, liens and other District-related matters. Confer with project engineering staff on real estate considerations of projects.
- Advise District personnel on assessment charges.
- Provide information to customers and others requiring customer financial data. Prepare summaries and analyses financial data according to explicit instructions.
- Coordinate and maintain the document management system files
- Coordinates engineering program activities with other divisions, town officials, vendors, consultants, and the general public.
- Inspects invoices of contractors and others performing program work; coordinates reimbursement to property owners. Arranges follow-up inspections.
- Inspects and analyzes data for power rodding and video camera surveillance. Identifies causes of sewer failures and identifies solutions or corrective actions.
- Performs hydrostatic tests on private force mains, ejector systems and water services to assure adequate pressure. Conducts dye tests to locate defective sewers and drains.
- Drafts, details and letters varied and complex engineering project plans to scale from notes, sketches and scaled drawings. Conforms drafting to District drafting standards and procedures.
- Drafts and letters plans for large and complex utility components and unusual features.
- Interprets project drafting requirements and conducts additional research to produce the needed level of detail in the drawings. Inspects project areas or facilities to ascertain field conditions or problems, as directed.
- Researches and compiles mapping data and creates and updates a variety of map series including topographic, planimetric, regional, town and utility.
- Generates DFX AutoCAD, Shape files, and Drawing files.
- Inspects and tests standard cross-connections in all types of structures for backflow conditions. Conducts surveys of industries for possible hazardous waste discharge, determines corrective actions and assures their implementation. Tests backflow prevention devices.
- Determines backflow prevention measures for standard problems and assures the implementation of those measures by the owner.
- Responds to emergency calls on off hours
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Manager of Command Center or Manager of Construction

MINIMUM QUALIFICATIONS

An Associate's degree plus four (4) years construction, drafting, Utility, or related experience. Must be certified, or be able to be certified within one year, as a CT Backflow Prevention Tester and a Cross-Connection Survey Inspector and a Connecticut Water Distribution System Operator Class I.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

Must be certified as a certified Connecticut Cross-Connection Survey Inspector. Must be certified as a Connecticut Water Distribution System Operator Class I.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of surveying and construction inspection principles and practices as applied to basic engineering technician projects.
- Knowledge of computer technology, as applied to construction inspection.
- Good ability to ability to read and interpret plans and blueprints and to inspect utility pipeline construction safely, effectively and efficiently and with firmness and tact.
- Good knowledge, skill and ability in utility construction methods and plan review.
- Knowledge of cartography, geodesy and photogrammetry principles and practices as applied to topographic, planimetric and thematic mapping.
- Knowledge of automated mapping applications with respect to a geographic information system environment.
- Knowledge of Arc Info, GIS Mapping, and other related software.
- Knowledge of water and sewer system and pipe design.
- Knowledge of claims administration principles and practices
- Knowledge of Public Administration Principles and practices as applied to claims resolution.
- Knowledge of account clerical procedures and techniques in support of claims management
- Knowledge of basic plumbing and electrical work in residential and small commercial buildings
- Knowledge of procurement, contracting and work management
- Knowledge of various ESRI tools, databases and services.
- Knowledge of SAP Sales and Distribution reporting as it relates to department functions
- Knowledge of SAP Project Systems reporting for Developer Permit Agreement Projects and Capital Projects
- Ability in mathematics as applied to surveying and related operations.
- Knowledge of standardized pipe assessment procedures.
- Some knowledge of computerized mapping digitizing practices. Good ability in oral and written communications.
- 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 Engineering Technician 2 (PT-09) attached hereto be adopted and the Utility Services Technician (PT-10), Real Estate Assessment Technician 2 (PT10), Senior Engineering Drafter (PT10), Utility Services Engineering Technician (PT-11) and Senior Utility Services Technician (PT-11) job specifications will be eliminated.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Scott W. Jellison', written in a cursive style.

Scott W. Jellison
Chief Executive Officer

**JOB SPECIFICATION
SENIOR ENGINEERING TECHNICIAN (3713)**

TO: Personnel, Pension and Insurance Committee for consideration on April 3, 2023.

Staff is recommending that the job specification and job classification system be amended to include Senior Engineering Technician (proposed PT-11) by consolidating similar positions into one multi-tasking job description. A copy of the proposed specification is attached as negotiated with Local 3713.

The proposed job specification continues to enhance the multi-tasking approach to District positions and will result in one multi-tasking job description titled Senior Engineering Technician (proposed PT-11) and will eliminate individual job specifications such as the Cross-Connection Technician 1 (PT-11); Cross-Connection Technician 2 (PT-12); Claims Agent (PT-11); Engineering Technician 2 (PT-11) and Principal Engineering Technician (PT-14).

The updated Senior Engineering Technician role proposed pay range is PT-11 (range of \$85,404.80 to \$102,440) as negotiated with Local 3713.

**Employee Group: Local 3713
FLSA Status: Non-Exempt
Labor Grade: PT-11**

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: SENIOR ENGINEERING TECHNICIAN

JOB SUMMARY

This is responsible engineering technical work. Responsible for the survey and inspection of the most complex utility construction plans and operation of all survey equipment, inspection, correction and enforcement of cross-connection back-flow problem maintenance. Duties may include inspecting construction, instructing contractors in making corrections, coordinating construction programs, cross-connection back-flow problem maintenance, and claims administration. This position also has the responsibility for making difficult construction inspection technical field decisions.

Work involves responsibility for assuring that work is carried out according to plans and District and professional standards.

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.

- Monitor project construction and financing. Track construction against project schedules. Assure project completion, punch list completion, project viability during acceptance periods, and completion of as-built drawings, as necessary.
- Coordinate project public relations. Resolve public questions and complaints and associated technical and administrative problems. Attend public hearings.
- Assist with the planning, monitoring and coordination of staffing and operational activities for the construction inspection unit, including resolving critical construction project issues in the field.
- Identify and analyze opportunities for improving service delivery methods and procedures; identifies and calculates resource needs; coordinate informational reviews and updates with appropriate management staff; and provide guidance and leadership with the implementation of revised, adjusted and/or new work procedures.
- Direct and coordinate the review of work plans for assigned construction inspection services and activities; assign work activities and projects; monitor and track work flow; review and evaluate work products, methods, and procedures; meet with staff to provide input to identify and resolve problems.
- Assign, review, monitor and track work performed in the field; performs field inspections and approves construction work; reviews and approves inspector diaries, reports, correspondence, memoranda, and recommendations for change orders and progress payments; confers with construction inspectors, engineers, and contractors regarding contract and plan interpretation and use and provision of construction materials, or methods. This position ensures compliance with the plans, specifications and internal engineering construction standards. Takes appropriate action to correct or remediate construction issues or concerns.
- Coordinate the training, evaluation and motivation of assigned construction inspectors, devising plans and methodologies to work with employees to correct, modify or improve upon production techniques and procedures.
- Administer CBYD program for the District. Report contractor mismarks and hits to regulatory authorities when required. Provide annual summaries of performance. Provide input on improvements to the program and execute improvements as directed.
- Confer and negotiate with claimants or debtors, including individuals, companies, other governmental agencies, attorneys, and insurance companies.
- Determine smaller settlements of claims and recommends settlement levels for larger claims. Collect on bills and arranges for payment schedules with debtors. Handle subrogation matters.
- Oversee the District's wastewater discharge pre-treatment program. Report performance of customers against permitted discharges. Review and address variances with other District departments and communicate non-compliance with enforcement agencies.
- Inspect complex cross-connections in all types of structures for backflow conditions. Conduct surveys of industries for possible hazardous waste discharge, determines corrective actions and assures their implementation. Perform surveys at large Industrial and Commercial facilities
- Determine backflow prevention measures for complex problems and assures the implementation of those measures by the owner. Compile and analyze cross-connection and backflow data in preparation for producing the annual report submitted to CT DPH.
- Coordinate large inspection campaigns for the sewer backup prevention program and the water and sewer service line inspection and replacement program, including monitoring and tracking of assessments, permitting, execution and completion.
- Monitor the use of drafting standards on use of construction plans. Address variances from the standards with appropriate departments.
- Provide improvement opportunities to GIS, Drafting and survey processes, applications and tools and execute improvements as directed.
- Maintain industry best practices for the District in areas of GIS, Drafting and Survey.

- Oversee developer permit projects and non-complex capital improvement projects. Develop work plans for capital improvement projects
- Manage the administration of project development and execution. Schedule project approval and construction activities.
- Prepare reports, applications, forms, contracts, budget transfers, and related project documents. Chair meetings of contractors, developers and other governmental agencies.
- Review water revenue accounts and miscellaneous bills for open receivables. Prepare files to be sent to collections. Provide court testimony as needed.
- Oversee data collection and data accuracy and completeness as it relates to services being provided and billed.
- Monitor customer equipment data accuracy and completeness and provide reports on data cleanliness.
- Responds to emergency calls on off hours.
- Performs in a safe manner and observes all safety procedures; works in small confined spaces and must be trained in confined space entry procedures.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Manager of Command Center or Manager of Construction

MINIMUM QUALIFICATIONS

An Associate's degree plus eight (8) years construction, inspection, utility, or related experience. Must be certified as a Connecticut Backflow Prevention Tester and a Cross-Connection Survey Inspector and a Water Distribution Operator Class II..

SPECIAL REQUIREMENTS

Must have a valid driver's license. Must be certified as a Connecticut Backflow Prevention Tester and a Cross-Connection Survey Inspector.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of land and construction survey and inspection principles and practices.
- Good ability to follow land and construction survey procedures, to maintain construction records and to prepare inspection reports.
- Thorough ability to inspect utility pipeline and building mechanical trades construction safely, effectively and efficiently and with firmness and tact.
- Good ability to operate all survey instruments and to survey land and completed construction.
- Considerable ability in mathematics as applied to surveying and related operations.
- Good ability to ability to read and interpret plans and blueprints and to inspect utility pipeline construction safely, effectively and efficiently and with firmness and tact.
- Knowledge of complex insurance claims and legal requirements to support the District in claim response and resolution.
- Knowledge of complex real estate assessment and adjustments

- Knowledge of complex SAP customer contracts including creation and maintenance of SAP Utility and Sales and Distribution Contracts.
- 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 Engineering Technician (PT-11) attached hereto be adopted and the Cross-Connection Technician 1 (PT-11), Cross-Connection Technician 2 (PT-12), Claims Agent (PT-11), Engineering Technician 2 (PT-11) and Principal Engineering Technician (PT-14) job specifications will be eliminated.

Respectfully submitted,



Scott W. Jellison
Chief Executive Officer

**JOB SPECIFICATION
ASSISTANT MANAGER OF ENGINEERING (E&E)**

TO: Personnel, Pension and Insurance Committee for consideration on April 3, 2023.

Staff is recommending that the job specification and job classification system be amended to include an Assistant Manager of Engineering (proposed EE-18). A copy of the proposed specification is attached.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The new Assistant Manager of Engineering role would be labor grade EE-18 pay range from (range of \$ 131,018.61 to \$170,324.17).

**Employee Group: E&E
FLSA Status: Exempt
Labor Grade: EE-18**

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: ASSISTANT MANAGER OF ENGINEERING

JOB SUMMARY

The purpose of this classification is to assist with the management of operations, staff and resources of the District's Engineering division. The work includes assisting with the development, design, implementation and management of the District's capital improvement projects for water and wastewater pipelines, pump stations and facilities. . The work includes the development, implementation and maintenance of asset strategy, analysis programs and development of policies, procedures and standards in support of engineering and construction functions. Additionally, this position is responsible for computer model maintenance to support capital planning decisions; the coordination of petitions and developer permit agreements; and the coordination with utilities, municipalities and state agencies, including paving projects, project related communication/outreach and traffic control for MDC 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.

- Reviews construction plans for conformance with District design and engineering standards and requirements as necessary.
- Manages the collection of data, assimilation and scheduling of capital improvement projects against a planned schedule for repair, replacement or retrofit or upgrade.

- Coordinates outreach, traffic and operational activities with District goals and projects Assists with state funding applications and follow-up documentation.
- Implements policies, procedures and standards to promote consistency in MDC projects and enhance the efficient delivery of projects.
- Manages design projects to achieve program schedules and budgets, and reviews and recommends project and program modifications to ensure regulatory and program compliance.
- Manages and coordinates petitions and developer permit agreements.
- Oversees the GIS Department; assesses GIS services to ensure responsiveness to user needs; confers with staff, government agencies and other departments on GIS operations; and administers GIS and related vendor contracts.
- Implements best practices for asset management, including maintenance of contemporary valuation and accounting of assets and infrastructure.
- Reviews major initiatives and policy and procedure proposals affecting asset and capital expenditure plans and agreements for service.
- Analyzes, coordinates, and implements special engineering projects. Previews engineering designs and manuals of practice for conformance with professional engineering standards and District requirements.
- Assists in managing assigned resources and budgets for Capital Improvement Project budgets. Manages approved budgets, reviews subordinate unit or sub-activity budgets and monitors and controls activity expenditures. Works to support compliance with fund allocations; and recommends fund transfers as appropriate.
- Participates in the recruitment of applicants for selection. Assist in establishing performance expectations, training and employee development. Evaluates employee performance, counsels employees and provides guidance in addressing employee issues as they arise.
- Maintains effective working relationships with managers and employees from other District work units and with personnel from governmental agencies; coordinates design activities of other District work units to support project objectives and programs; and coordinates activities within the Division and its sub-activity operations, to include the allocation of personnel, materials and equipment.
- Assists in negotiating contracts and provides recommendations and over site on multiple complex contracts, ensuring that policies are consistent, prices are fair, and quality assurance/quality control standards are rigorously enforced.
- Prepares and/or reviews project reports, statistical analyses, project tracking records, correspondence, and other operational and administrative documents.
- Performs other related duties as required.

SUPERVISION RECEIVED

Works under the general direction of the Manager of Engineering.

MINIMUM QUALIFICATIONS

Bachelor's degree in civil engineering, mechanical engineering, environmental engineering, or closely related field; supplemented by minimum eight (8) years previous experience that includes asset management or asset replacement experience, planning and project management work including three (3) years of supervisory and/or managerial 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 Connecticut Professional Engineer License.

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 function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

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, 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; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculation..

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

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: Essential functions 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 Assistant Manager of Engineering (EE-18) attached hereto be adopted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'S. Jellison', written in a cursive style.

Scott W. Jellison
Chief Executive Officer

JOB SPECIFICATION MANAGER OF ENGINEERING (E&E)

TO: Personnel, Pension and Insurance Committee for consideration on April 3, 2023.

Staff is recommending that the job specification and job classification system be amended to update Manager of Engineering (currently EE18). A copy of the proposed updated specification is attached.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The updated Manager of Engineering role would combine the Manager of Design and Manager of Technical Services into one multi-tasking job description. The proposed pay range will be increased from EE18 (range of \$131,018.61 to \$170,324.17) to EE20 (\$138,569.98 to \$193,997.94). The previous job specifications for Manager of Design and Manager of Technical Services will be eliminated.

Code:
Employee Group: E&E
FLSA Status: Exempt
Labor Grade: EE-20

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: MANAGER OF ENGINEERING ~~TECHNICAL SERVICES~~

JOB SUMMARY

The purpose of this classification is to ~~oversee the management of operations, staff and resources of the Engineering division. coordinate, supervise, plan and~~ The work includes the development, design, implementation and management of the District's capital improvement projects for water and wastewater pipelines and ~~facilities, pump stations, tanks and facilities~~ asset management programs and technologies. ~~organize the preparation of the District's underground systems repair and replacement schedule and capital project budgets.~~ The work includes the development, implementation and maintenance of asset strategy, analysis programs and development of policies, procedures and standards in support of engineering and construction functions. Additionally, this position is responsible for computer model maintenance to support capital planning decisions; the coordination of petitions and developer permit agreements; and the coordination with utilities, municipalities and state agencies, including paving projects, project related communication/outreach and traffic control for MDC 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.

- Directs-Manages and controls the planning and design activities for the District's Capital Improvement Program, Clean Water Program and Integrated Plan.
- ~~Supervises personnel involved in the research, collection, compilation, and publication of the District's capital project budgets.~~ Manages the collection of data, assimilation and scheduling of capital improvement projects against a planned schedule for repair, replacement or retrofit or upgrade.
- Develops and implements plans that coordinate paving, traffic, project related communication/outreach, utility relocation and third party project coordination related to MDC construction projects, consistent with operational activities with District goals and projects. ~~The ability to plan, organize and cooperate with other departments and managers is essential in this position.~~
- Develops and implements policies, procedures and standards to promote consistency in MDC projects and enhance the efficient delivery of projects.
- Manages design projects to achieve program schedules and budgets, and reviews and recommends project and program modifications to ensure regulatory and program compliance.
- Coordinates petition~~s~~s and developer availability and capacity requests and permit agreements.
- ~~Oversees the GIS Department; assesses GIS services to ensure responsiveness to user needs; confers with staff, government agencies and other departments on GIS operations; and administers GIS and related vendor contracts.~~
- Reviews plans, estimates, reports and recommendations prepared by staff and outside contractors for capital projects
- ~~Coordinates outreach, traffic and operational activities with District goals and projects~~
- Develops and implements best practices for asset management, including maintenance of contemporary valuation and accounting of assets and infrastructure, transitioning of new assets to Operations and Maintenance departments and development and execution of commissioning programs for new assets.
- Reviews major initiatives and policy and procedure proposals affecting asset and capital expenditure plans and agreements for service.
- Analyzes, develops, coordinates, and implements special engineering projects. Previews engineering designs and manuals of practice for conformance with professional engineering standards and District requirements.
- Manages assigned resources for Capital Improvement projects. Develops project and budget plans and timelines. ; develops and submits budget requests for Capital Improvement Project budgets Oversees staff activities and ; manages approved budgets; reviews subordinate unit or sub-activity budgets; monitors and controls activity expenditures related to Capital Improvement Projects to; ensures compliance with fund allocations; and recommends fund transfers as appropriate approved budget.
- Manages assigned staff. ; Interviews and recommends applicants for selection, and hiring consistent with District rules and union contracts. ; -appoints job candidates from approved eligibility lists; assigns work; eWorks with staff to establishes performance expectationsexpectations, and ; -provides -andand supervisesoversees training and employee development. Provides ; -provides guidance and advice to supervisors regarding regarding difficult issues that may arise and work to appropriately address issues and bring them to resolution; assures and enforces safe work practices; evaluates employee performance and

~~approves employee performance evaluations; counsels employees; and administers union contract language and discipline and other personnel actions.~~

- ~~Establishes effective working relationships with managers and employees from other District work units and with personnel from governmental agencies. ;eCoordinates design activities of other District work units to support project objectives and programs. ;and eCoordinates activities within the Division and its sub-activity operations, to include the allocation of personnel, materials and equipment. Assists in negotiating contracts and provides recommendations and over siteoversite on multiple complex contracts, ensuring that policies are consistent, prices are fair, and quality assurance/quality control standards are rigorously enforced.~~
- ~~Ensures that all personnel and facilities operate safely at all times and promote and support an environment in which safety is a priority.~~
- Prepares and/or reviews project reports, statistical analyses, project tracking records, correspondence, and other operational and administrative documents. Provides periodic status reports of projects and activities to demonstrate schedule, budget, deliverable/scope and regulatory compliance. Utilizes reports and other methods to identify and address needs of the department.
- Performs other related duties as required.

SUPERVISION RECEIVED

Works under the general direction of the Director of Engineering.

MINIMUM QUALIFICATIONS

Bachelor's degree in civil engineering, mechanical engineering, environmental engineering, or closely related field; supplemented by minimum ten (10) years previous experience that includes asset management or asset replacement experience, planning and project management work including three (3) years of supervisory and/or managerial 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 Connecticut Professional Engineer License ~~or ability to obtain within sixty (60) days from date of appointment.~~

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 function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

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, 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; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculation..

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

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: Essential functions 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 Manager of Engineering (EE-20) attached hereto be adopted and the Manager of Design and Manager of Technical Services job specifications will be eliminated.

Respectfully submitted,



Scott W. Jellison
Chief Executive Officer

JOB SPECIFICATION CONTROL SYSTEMS ENGINEER (E&E)

TO: Personnel, Pension and Insurance Committee for consideration on April 3, 2023.

Staff is recommending that the job specification and job classification system be amended to include a new Control Systems Engineer (proposed EE16). A copy of the proposed specification is attached.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The new Control Systems Engineer role would be labor grade EE-16 pay range from (range of \$ 118,962.19 to \$154,650.85).

Employee Group: E&E
FLSA Status: Exempt
Labor Grade: EE-16

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: CONTROL SYSTEMS ENGINEER

JOB SUMMARY

Control System Engineers are responsible for managing, designing, implementing and supporting the automation & process control infrastructure for water and wastewater systems and develop and implement the District's Capital Improvement Programs. 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. Lead 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 second level support for maintaining and troubleshooting the automation & process control infrastructure, which includes on call as well as on site when required. Manage automation & process control system projects as required. Perform quality assurance checks of automation & process control systems as required. Lead the development and the maintenance and integration of computerized maintenance management systems (CMMS). Manage direct reports 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.

- Oversee preparation of short and mid-term Capital Improvement Program plan including facility condition assessment reports, maintenance inspection reports and shutdown and plant coordination requirements.
- 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.
- Ability to administer projects from conception to start-up within scope, budget and schedule using project management methodology.

- 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 implement programming changes to optimize control strategies for water/wastewater supply, distribution, treatment and collection processes and automate as appropriate.
- Create and 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 Computer Maintenance Management System (CMMS) and SCADA system.
- Develop schedules project plans and tasks; identify and pro-actively manage critical path tasks; set and meet interim project goals; set and manage project contingency; and perform change control and all other associated project management efforts needed to ensure that project schedule and budget are met.
- Develop and/or coordinate maintenance activities on process control equipment and/or systems.
- Identify upgrades and replacement of hardware and software, develop capital needs assessment and report findings for inclusion in funding requests.
- Troubleshoot and resolve process control system issues as required.
- Investigate and recommend new technological developments and processes to hardware and software platforms.
- Research, recommend and implement systems to enhance control systems functionality and reliability.
- Advise, instruct, and assist District Maintenance and Operations staff on proper operation and maintenance of Process Control equipment and systems. Provide technical instruction as required.
- Work with maintenance and operations staff to develop and implement policies, standards, practices and guidelines for all phases of process control implementation, operation and maintenance including enhancement of maintenance strategies related to condition based maintenance and predictive maintenance.
- Work with members of District Staff to enforce compliance with mandatory process control policies and procedures.
- Make recommendations to change standards and methods to improve processes and efficiencies.
- Provide support for Instrumentation and Controls Systems Technicians or Electrical and Electronic Technicians as required.
- Ensure compliance with the Change Management process.
- Enforce process control system life cycle practices.
- 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 other related duties as required.

SUPERVISION RECEIVED

Works under the general direction of the Manager of Maintenance.

MINIMUM QUALIFICATIONS

Bachelor's degree in related field. Minimum of ten (10) years previous experience in the maintenance, troubleshooting, calibration, repair and installation of Process Control Systems (SCADA and DCS), configuration and programming of PLCs / RTUs (Allen – Bradley, Modicon, Rockwell Automation, Siemens, Emerson) and HMIs (Iconics, Intellution (iFix), Wonderware), control and instrumentation loops or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUIREMENTS

Experience with data communications systems, protocols, wired and wireless network systems, and radio telemetry.

Must obtain an Automation Professional Certificate (CAP) or Control Systems Technician Certificate, Level II (CCST) within 18 months of placement.

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.
- Working knowledge of electrical, electronic, computer, communication, mechanical and instrumentation process control equipment and systems.
- Strong knowledge of Process improvement and management methodologies including but not limited Lean
- Demonstrated ability to configure programmable process controllers Programmable Logic Controllers / Remote Terminal Units (Allen Bradley, Modicon, Rockwell Automation, Siemens, Emerson)
- Demonstrated ability to configure HMI with Iconics, Intellution (iFix), or Wonderware.
- Ability to develop Process Control Functional descriptions.
- Demonstrated ability to solve complex process control problems related to water/wastewater systems.
- 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.
- Strong organizational and time management skills with attention to detail.
- Excellent interpersonal and people management skills (e.g. listening, coaching, facilitating, tact/diplomacy, employee relations, development, motivation, team building)
- Ability to prioritize and manage multiple projects simultaneously and adapt to changes in priorities efficiently.
- Ability to participate heavily in process improvement projects.
- Excellent client relations skills and customer service orientation.
- Excellent planning, time management and organization skills.
- Good verbal and written communications skills, including presentation expertise and the ability to communicate complex issues clearly.
- Rapidly assesses options and likely consequences when under time pressure to make decisions or solve problems.
- Knowledge of Computer Maintenance Management Systems and applications working in SAP Enterprise Asset Management

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 function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

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, 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; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculation..

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

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: Essential functions 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 Control Systems Engineer (EE-16) attached hereto be adopted.

Respectfully submitted,



Scott W. Jellison
Chief Executive Officer

JOB SPECIFICATION MANAGER OF MAINTENANCE (E&E)

TO: Personnel, Pension and Insurance Committee for consideration on April 3, 2023.

Staff is recommending that the job specification and job classification system be amended to update Manager of Maintenance (currently EE18). A copy of the proposed updated specification is attached.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The updated Manager of Maintenance role would change the pay range from EE-18 (range of \$ 131,018.61 to \$170,324.17) to EE-20 (\$138,569.98 to \$193,997.94).

Code:
Employee Group: E&E
FLSA Status: Exempt
Labor Grade: EE-20

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: MANAGER OF MAINTENANCE

JOB SUMMARY

The purpose of this classification is to supervise and manage the maintenance and repair of the District fleet, plants, facilities, pump stations and operations of sewer and water pumping stations, water storage facilities, and a radio control system. Work involves preparing and administering the department budget, directing and coordinating District maintenance activities and providing technical assessment of equipment and facility problems and needs.

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.

- Oversees, plans and directs the goals, objectives and operations of the maintenance department. Reviews reports on Department operations and directs corrections. Supervises and reviews performance of subordinate supervisor and staff employees.
- Plans and directs the development of physical plant facilities. Confers on the design of plant upgrading and modification. Reviews the analysis of purchase requests, equipment purchases and upgrades and recommends expenditures.
- Oversees comprehensive inventory control program, working in collaboration with the Finance Department. Responsible for and accountable for the management of inventory control operations including but not limited

to: physical inventory planning, cycle counting, and product moves. Very strong emphasis on leading initiatives to maintain the highest levels of stock accuracy, control processes, and reporting standards.

- Compiles and analyzes information on department effectiveness and efficiency, determines operating policies and approves operating procedures. Prepares reports. Reviews forms and reports from subordinate activities.
- Develops, maintains, and institutes operating and emergency response procedures.
- Investigates and assesses equipment and system failures. Responds to and directs emergency repairs. Develops and administers preventative maintenance programs.
- Conducts research into alternate technologies, such as conservation strategies.
- Oversees operating and capital budget requests. Controls department expenditures with fund allocations and approves fund transfers for Finance Department consideration.
- Counsels employees and to the extent necessary, participates in disciplinary proceedings as determined by Human Resources or Office of District Counsel. Appoints job candidates for positions reporting directly and from approved eligibility lists. Approves employee performance evaluations and recommends reclassifications.
- Coordinates department operations and goals with other District departments and governmental agencies. Coordinates department operations and the personnel, materials and equipment necessary for projects, objectives and programs.
- Monitors performance of pump stations and storage during critical periods of high demand, system failure, storms and floods. Directs control operations of the pump station/storage system, coordinates overall system operation with other departments.
- Responds appropriately to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ensures that all personnel and facilities operate safely at all times and promotes an environment in which safety is a priority.
- 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 other related duties as required.

SUPERVISION RECEIVED

Works under the general direction of the ~~Chief Operating Officer.~~ Director of Facilities.

MINIMUM QUALIFICATIONS

Bachelor's degree in ~~engineering,~~ mechanical, or electrical engineering, or closely related field; supplemented by minimum ten (10) years previous experience that includes ~~engineering,~~ mechanical and/or electrical engineering.

including three (3) years of supervisory and/or managerial 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.

Connecticut Professional Engineer License preferred.

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 function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

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 consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

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

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

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.

Environmental Factors: Essential functions are regularly performed in an office setting 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 Manager of Maintenance (EE-20) attached hereto be adopted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'S. Jellison', written in a cursive style.

Scott W. Jellison
Chief Executive Officer

JOB SPECIFICATION
COMMAND CENTER AND UTILITY SERVICES ADMINISTRATOR (E&E)

TO: Personnel, Pension and Insurance Committee for consideration on April 3, 2023.

Staff is recommending that the job specification and job classification system be amended to include Command Center and Utility Services Administrator (proposed EE-14). A copy of the proposed specification is attached.

The proposed job specification continues to enhance the multi-tasking approach to District positions. The new Command Center and Utility Services Administrator role proposed pay range is EE-14 (range of \$107,905.95 to \$140,277.73).

Employee Group: E&E
FLSA Status: Exempt
Labor Grade: EE-14

METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: COMMAND CENTER/UTILITY SERVICES
ADMINISTRATOR

JOB SUMMARY

The purpose of this classification is to coordinate staff, resources and operations of the Command Center and Utility Services Departments. Duties include coordinating water and sewer inspections, backwater valve assessments, CBYD responses, cross connection/backflow inspection coordination, claims response and review of construction plans, permitting and recordkeeping.

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 and develops operational policies and procedures; develops work schedules; monitors department services and operations; ensures activities are responsive; ensures compliance with established policies and procedures, and standards; and implements changes to improve performance.
- Supervises staff; assists in employee selection; assigns work; establishes performance expectations; provides training and employee development; provides guidance and advice regarding difficult customer service and billing issues; evaluates employee performance; counsels employees; and recommends discipline and other personnel actions as appropriate.
- Scheduling, assigning, directing and evaluating employees in their review of construction plans, construction inspection notes and sketches, and fee calculations.

- Coordinates operations with other District functions and government agencies. Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives.
- Assists in analyzing technical problems and procedures and in preparing recommendations and reports.
- Assist with the establishment and maintenance of utility services/cross connection files, records, documentation and databases; reviews records and reports prepared by subordinates; compiles information; maintains customer service activity reports; and prepares operational and statistical reports
- Assists in coordinating short and long-term activities to assure personnel, materials and equipment necessary for projects and objectives.
- Receives, analyzes and responds to difficult customer problems and/or complaints.
- Develops and administers department operating budgets; monitors expenditures; ensures compliance with fund allocations; and maintains accurate records of financial transactions and accounting information for department operations.
- Directs the establishment and maintenance of customer service files, records, documentation and databases; reviews records and reports; compiles information; and prepares operational and statistical reports.
- Oversees and supervises all general and elevated communications between federal, state and local agencies.
- Ensures that federal, state, local and MDC regulations, guidelines, policies and procedures are properly followed and executed.
- Performs other related duties as required.

SUPERVISION RECEIVED

Classification typically reports to the Manager of Command Center/Utility Services.

MINIMUM QUALIFICATIONS

Bachelor's degree in business or public administration, or a related field; supplemented by three (3) years of progressively responsible customer service and administrative experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification .

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; 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: Essential functions 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 Command Center and Utility Services Administrator (EE-14) attached hereto be adopted.

Respectfully submitted,



Scott W. Jellison
Chief Executive Officer

JOB SPECIFICATION
MANAGER OF COMMAND CENTER AND UTILITY SERVICES (E&E)

TO: Personnel, Pension and Insurance Committee for consideration on April 3, 2023.

Staff is recommending that the job specification and job classification system be amended to update the Manager of Command Center (currently EE18). A copy of the proposed specification is attached.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The updated Manager of Command Center role would change the title to Manager of Command Center and Utility Services and would change the pay range from EE-18 (range of \$ 131,018.61 to \$170,324.17) to EE-20 (\$138,569.98 to \$193,997.94).

Code:
Employee Group: E&E
FLSA Status: Exempt
Labor Grade: EE-20

METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: **MANAGER OF THE COMMAND CENTER &**
UTILITY SERVICES

JOB SUMMARY

This position is responsible for managing the District's command center and utility services functions.

Primary responsibilities include management of all command center and utility services activities, including emergency water and sewer operations, service and trouble call response, Coordinates response of MDC crews and resources, cross connection/backflow inspections and programs, water and sewer inspections and inquiries, construction plan review and permitting, Call Before You Dig responses, insurance claims response and resolution. This work requires the employee have knowledge, skill and ability in utility pipeline maintenance supervision and in meter and systems maintenance administration.

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.

- Manages command center operations, including staffing, alarm responses and emergency and non-emergency water and sewer operations.
- Manages the overall activities of the Command Center function by providing direction to supervisors, responding to after-hour emergencies, and alarm system management.

- Manages cross-connection and backwater valve program inspections and compliance.
- Coordinates division operations with other District functions and government agencies. Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives.
- Manages and develops division budgets and reviews unit budgets. Approves unit expenditures within fund allocations.
- Ensures that federal, state, local and District regulations, guidelines, policies and procedures are properly followed and executed.
- Administers the District's Call Before You Dig Program.
- Coordinates work crews and resources for emergency and non-emergency calls.
- Responds to emergencies at any time of the day or night, as necessary. Serves on-call for emergencies, as assigned.
- Keeps abreast of industry developments and trends in effective and efficient service delivery. Works to continuously improve the District's service delivery performance.
- Counsels employees. Administers union contract language and discipline. Appoints job candidates from approved eligibility lists. Approves employee performance evaluations and recommends reclassifications. Assures safe work practices.
- Performs special assignments, as assigned.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general direction of the ~~Director of Operations~~Chief Operating Officer

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university in, business, public administration or a related field; supplemented by ten (10) years of experience in utility customer service or related activity, including three (3) years in a supervisory capacity or a combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job. Experience in the water, wastewater and/or storm water industries is preferable.

SPECIAL REQUIREMENTS

Must have a CT Class III Operator Water Distribution System Certificate **or ability to obtain within two (2) years**).

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 function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

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, 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; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

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.

Environmental Factors: Essential functions 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 Manager of the Command Center and Utility Services (EE-20) attached hereto be adopted.

Respectfully submitted,



Scott W. Jellison
Chief Executive Officer

**JOB SPECIFICATION
ASSISTANT CONSERVATION RANGER (E&E)**

TO: Personnel, Pension and Insurance Committee for consideration on April 3, 2023.

Staff is recommending that the job specification and job classification system be amended to include the Assistant Conservation Ranger (proposed EE-06). A copy of the proposed specification is attached.

The proposed job specification continues to enhance the multi-tasking approach to District positions. The new Assistant Conservation Ranger role proposed pay range is EE-06 (range of \$76,350.63 to \$91,620.78).

**Employee Group: E&E
FLSA Status: Non-Exempt
Labor Grade: EE-06**

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: ASSISTANT CONSERVATION RANGER

JOB SUMMARY

The purpose of this classification is to provide responsible professional land use work involving the execution of land use programs and activities on District properties.

The work for this classification involves responsibility for maintaining and executing activities with recreational facility users, special interest groups, land owners, regulatory agencies, town officials and the general public on matters such as District land usage, watershed usage and water conservation. Executes activities involving the operation and maintenance of MDC programs and facilities. This work requires that the employee have knowledge, skill and ability in land use, recreation, and watershed conservation administration.

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.

- Serves as District liaison to recreational facility users, special interest groups and the general public on matters such as watershed usage and water conservation.
- Interacts with the public to assist them in the safe and orderly enjoyment of MDC resources and activities; assists with operational, maintenance and protective duties as required. The nature of this work requires involvement with special-interest groups, field construction and operations crews, as well as relevant program staff and managers.

- Ensures news releases and other public information on environmental issues are forwarded to appropriate personnel.
- Produces reports, maintains inspection records and other related data.
- Executes District water conservation plan for regulatory agencies and other needs. Confers with local officials and landowners on issues of land usage.
- Researches and evaluates ordinances on recreational activity and land use. Recommends District actions. Coordinates issuance of permits and verification of insurance coverage for District recreational lands and facilities users.
- Prepares and maintains reports and records on program effectiveness. Recommends changes as warranted.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general direction of the Conservation Ranger.

MINIMUM QUALIFICATIONS

A bachelor's degree from a recognized college or university in liberal arts, public or business administration, the social sciences or a related field, plus two (2) years of progressively responsible administrative experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this classification.

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 perform in a supervisory capacity over subordinate supervisors.

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, and/or advisory data and information.

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

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

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity 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 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 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 Assistant Conservation Ranger (EE-06) attached hereto be adopted.

Respectfully submitted,



Scott W. Jellison
Chief Executive Officer

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 1st and the full allotment for retirements July 1st-December 1st)
- 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 1st 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	Administrative Assistant	PT06	HS+ 4 years' experience
Senior Clerk	PT04			
Administrative Assistant	PT11			
Administrative Analyst	PT12			
Document Management Coordinator	PT11			
Customer Service Rep	PT06	Customer Service Rep	PT03	HS+4 years' experience
Sr. Customer Service Rep	PT09			
Principal Account Clerk	PT07	Principal Account Clerk	PT04	Associates + 4 years' experience
Laboratory Assistant	PT03	Laboratory Technician 1	PT06	Associates + 2 years
Laboratory Technician	PT08			
Chemist	PT13	Laboratory Technician 2	PT11	Bachelors +5 years' experience
Microbiologist	PT13			
Water Pollution Control Process Analyst	PT13			
GIS Analyst	PT13	GIS Analyst	PT11	Bachelors +2 years' experience
Principal GIS Analyst	PT14	Principal GIS Analyst	PT12	Masters +5 years' experience + applicable certifications
Utility Systems Monitoring Technician	PT11	Utility Systems Monitoring Technician	PT09	HS+ 5 year experience +PACP certification > 1 yr req.
Utility Systems Monitoring Technician 2	PT12			
Real Estate Assessment Technician 1	PT09	Engineering Technician 1 Amended 2/6/2023 to expand multi-tasking responsibilities for Engineering Technician Series	PT07	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	Engineering Technician 2	PT09	Associates +4 years' experience (or
Engineering Technician 2	PT09			

Real Estate Assessment Technician 2	PT10	Amended 2/6/2023 to expand multi-tasking responsibilities for Engineering Technician Series		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	Senior Engineering Technician Amended 2/6/2023 to expand multi-tasking responsibilities for Engineering Technician Series	PT11	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	Electronic Technician (Electrical License req)	PT10	HS +2 years SCADA experience +E2 license and applicable certifications
Electronics Technician 1	PT12			
	NEW	Control System Technician	PT11	Associates +4 years SCADA experience + applicable certifications
Senior Electronics Technician	PT14	Senior Electronic Technician	PT12	Associates or equivalent +8 years +E2 license +SCADA + applicable certifications
Network Analyst	PT15	Network/Systems Analyst	PT13	Bachelors +5 years' experience+ applicable certifications
Systems Analyst	PT15			
	NEW	Engineer Trainee (Entry Level Engineer) automatic promotion to Project Engineer 1 with PE and 5 years	PT09	Bachelors and EIT Certification

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

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

Eliminated Individual Job Specifications	
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

CLASSIFICATION TITLE:	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

- 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
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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**

CLASSIFICATION TITLE:	PRINCIPAL ACCOUNT CLERK
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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.

Metropolitan District Commission • Principal Account Clerk

12225

-
- 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 a~~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.

Metropolitan District Commission • Principal Account Clerk

12225

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

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

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

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**

CLASSIFICATION TITLE:	UTILITY SYSTEMS MONITORING TECHNICIAN
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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

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

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**

CLASSIFICATION TITLE:	NETWORK/SYSTEMS ANALYST
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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

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.

Issue:
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

CLASSIFICATION TITLE:	STAFF ACCOUNTANT
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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 <u>II</u>
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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 procurementsProcesses 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.

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

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE:	CONTROL SYSTEMS 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. 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

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

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