



The Metropolitan District  
water supply · environmental services · geographic information

**PERSONNEL, PENSION & INSURANCE COMMITTEE  
REGULAR MEETING  
WEDNESDAY, APRIL 26, 2023  
4:00 PM**

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**Location**

Board Room  
District Headquarters  
555 Main Street, Hartford

Dial in #: (415)-655-0001  
Access Code: 43808661#

[Meeting Video Link](#)

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**Commissioners**

Avedisian	Magnan
Currey (VC)	Pane
DiBella (Ex-Officio)	Patel
Desai	Salemi
Drake	Steuber
Lester	Taylor (C)

**Quorum: 5**

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1. CALL TO ORDER
2. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS
3. APPROVAL OF MEETING MINUTES OF APRIL 3, 2023
4. CONSIDERATION AND POTENTIAL ACTION RE: APPROVAL OF LOCAL 1026 JOB SPECIFICATION - MAINTENANCE PLANNER (NEW)
5. CONSIDERATION AND POTENTIAL ACTION RE: APPROVAL OF EXEMPT & EXCLUDED JOB SPECIFICATIONS:
  - A. MANAGER OF INFORMATION SERVICES
  - B. ASSISTANT DISTRICT COUNSEL / DISTRICT CLERK
6. COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS
7. OPPORTUNITY FOR GENERAL PUBLIC COMMENTS
8. ADJOURNMENT

## **JOB SPECIFICATION MAINTENANCE PLANNER (SS-06)**

**TO:** Personnel, Pension and Insurance Committee for consideration on April 26, 2023.

Staff is recommending that the Job Specification and Job Classification System be amended to include Maintenance Planner (proposed SS-06). A copy of the proposed specification is attached as negotiated with Local 1026.

The proposed job specification continues to enhance the multi-tasking approach to District positions. The new Maintenance Planner role proposed pay range is SS-06 (range of \$103,979.20 to \$124,800) as negotiated with Local 1026.

**Employee Group: Local 1026  
FLSA Status: Non-Exempt  
Labor Grade: SS-06**

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

#### **CLASSIFICATION TITLE: MAINTENANCE PLANNER**

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#### **JOB SUMMARY**

The purpose of this classification is to provide responsible technical and supervisory work in the planning of repair, maintenance and care of District infrastructure and assets. The role will provide planning functions for the assigned department and the related functions of that department which may include water distribution, wastewater collection, wastewater and water treatment and supply facilities, facility and equipment maintenance and processes, including but not limited to pump stations, water storage facilities and lift stations.

Work involves responsibility for assisting in, developing and maintaining a comprehensive and uniform preventive maintenance (PM), predictive (PdM) and corrective maintenance (CM) programs, and for supervising employees engaged in all aspects of the repair, maintenance and care of water treatment and supply, water distribution, wastewater collection and wastewater treatment facilities, pumping stations, and other MDC facilities. Work also includes preparation of manpower, materials and cost estimates for assigned projects. Work involves independent assessments and initiative to complete assignments in a safe, timely and cost-effective manner. Duties include developing and maintain the Work Order Management System (SAP) to support the delivery of PM, PdM and CM programs. This position also has the responsibility for making difficult repair decisions and setting daily work priorities. This work requires that the employee have knowledge, skill and ability in facilities and pump station maintenance and repair and related systems and facilities.

#### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

- Schedules, assigns, trains, supervises and inspects work of workers engaged in the repair, modification, preventive, predictive or corrective maintenance, and equipment installation at wastewater and water treatment facilities, pumping stations, lift stations or other assigned areas. Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives. Responds to emergencies as needed.
- Conducts inspections, reviews and evaluates plant and pumping station maintenance activities.
- Develops projects specifications, prepares cost estimates for material, supplies, equipment and labor needs, and orders necessary materials, supplies and equipment; participates in the development of the maintenance budget.
- Tracks work progress and prepares forms and reports on completed work assignments and employee time records. Maintains equipment records. Controls expenditures within fund allocations.
- Works with employees to diagnose equipment malfunctions to coordinate required repairs; analyses component failures, and assesses efficiencies of operating systems to reduce operating and maintenance costs.
- Trains and counsels' employees. Administers union contract language and oral warnings and recommends higher level discipline. Assists in employee selection. Assures safe work practices.
- Plan all preventive, predictive, and condition-based maintenance, in conjunction with the facility's production and operational plans, including resource (mechanics, technicians, operators, parts, equipment, tools) availability to execute activities effectively and efficiently in a coordinated way. Helps prioritize and escalate critical work as necessary.
- Develop and maintain the Computerized Maintenance Management System (CMMS) program SAP to provide for full maintenance programs to water and wastewater facilities and assets
- Administer the preventive maintenance (PM), predictive (PdM) and corrective maintenance (CM) programs through the creation, revision, distribution, and posting of PM and PdM Plans and associated Work Orders. Develop and maintain the PM, PdM and CM procedures for use by District staff
- Assist in the development of the current annual budget, routine/ad-hoc reporting and program analysis. Assist with developing Capital Needs Assessments, prioritize recommended work. Assist Manager with developing budgets for replacement work.
- Assist in maintaining data for Asset Management and Project records and updating SAP. Works with staff and other departments to update and maintain SAP including but not limited to phasing in new assets and phasing out old assets.
- Manages document inventory all OEM specifications, manuals and procedures as job planning reference
- Prepare information on the strategic development of the lifecycle analysis of system components, relating to: capital replacement plan, regulatory issues, and environmental issues, sustainability of the assets, and preventive maintenance
- Collaborates with Warehouse staff to develop work kits and assists in implementing job kitting.
- Develop and implement highly efficient part ordering and retrieval to minimize staff engagement in individual part ordering and pick-up.

- Evaluate and monitor work order completion, backlog and schedule compliance.
- Interact directly with Superintendents, Team Supervisors and Facility Supervisors to ensure that repairs are completed to their satisfaction and in a timely and cost-effective manner. Ensures that all work orders are closed with correct closing codes.
- Prepare and prioritize PM routines and schedules with related stakeholders. Monitor and track the cost of PM/PdM/CM activities performed by staff and contracted services. Recommend modifications or enhancements to the PM, PdM and CM systems in order to improve effectiveness.
- Enhances electronic O&M system to ensure information is up-to-date and relevant for all installed equipment, including training, manuals, process control descriptions, LO/TO procedures, SOPs, etc.
- Conduct program audits to validate data inputting and provide lifecycle repair and replacement forecasts.
- Oversee and coordinate projects with Project Managers. Assist Projects Managers to write contract documents.
- Performs related work as required.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Department Superintendent and/or Department Manager

## **MINIMUM QUALIFICATIONS**

A high school diploma or the equivalent, plus six (6) years of progressively responsible utility maintenance or plant maintenance and repair experience, including at least some supervisory experience, including progressive experience at the supervisory level in the maintenance and repair of water distribution and wastewater collection systems, water and/or wastewater treatment facilities, monitoring equipment, electrical and mechanical systems, or related industrial plant maintenance; or an equivalent combination of education and qualifying experience, substituting on a year-for-year-basis, which provides the requisite knowledge, skills and abilities for this classification. Minimum of four (4) years of SAP Plant Maintenance and Materials Management Modules experience, including notification and work order creation, planning of work order operations and completion of work order and notification requirements. Creation and maintenance of maintenance planning functions in SAP is preferred.

## **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

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

Knowledge of preventive/predictive maintenance procedures, development of maintenance standards and planning.

Knowledge of business applications including, SAP EAM, MS Office products and productivity tools.

Knowledge of plant and pump station operations and maintenance.

Knowledge of water distribution and wastewater collection operations and maintenance.

Knowledge of the principles and practices of electrical, hydraulics, pneumatic, plumbing and mechanical equipment maintenance and repair.

Knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.

Knowledge of process improvement and management methodologies including but not limited Lean

Ability to communicate orally and in writing and to lead others in a work unit.

Ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports.

Ability to effectively access/use HACH WIMS, SAP, SCADA, eOM and Microsoft Word, Excel & PowerPoint.  
Ability to supervise others in a work unit.

Ability to establish and maintain effective working relationships with coworkers, vendors, contractors and other governmental agencies.

Knowledge of MDC policies and procedures.

Ability to operate computers, software, and systems required for performing essential functions.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate physical effort that involves lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (under 50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally and in writing.

**Environmental Factors:** Essential functions are performed primarily outdoors, frequently exposed to any or all of the following: various weather conditions, high or deep dangerous places, working near moving mechanical parts, risk of electric shock, vibration, fumes, airborne particles, chemicals, etc., with some performance of these functions in plants and pump stations, frequently exposed to heavy industrial equipment, caustic chemicals, raw sewage, activated sludge, biologically contaminated underground facilities, and the like.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

It is therefore **RECOMMENDED** that it be:

VOTED: That the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the Job Specification for Maintenance Planner (SS-06) 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  
MANAGER OF INFORMATION SERVICES (E&E)**

**TO:** Personnel, Pension and Insurance Committee for consideration on April 16, 2023.

Staff is recommending that the Job Specification and Job Classification System be amended to update Manager of Information Services (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 Information Services role would change the pay range from EE18 (range of \$ 131,018.61 to \$170,324.17) to EE20 (\$138,569.98 to \$193,997.94).

~~Code:19~~  
Employee Group: E&E  
FLSA Status: Exempt  
Labor Grade: EE-20

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE:           MANAGER OF INFORMATION SERVICES**

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**JOB SUMMARY**

This is a highly responsible managerial level position. The purpose of this classification is to provide technical expertise and direct management of core enterprise Information Systems (IS) and services including business applications, financial data processing, hardware and software services, network applications, communication systems, internet and web site, and management of other administrative areas as may be assigned by executive staff.

**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.**

- Participates in design and delivery of the operational management processes of the organization as a member of the Business Services management team to foster leadership innovation and prioritization of information system applications.
- Assists in directing the development and application of information technology hardware and software to meet District management, budget, engineering and operational needs.

- Plans, manages and directs the staff, resources and operations of the District's IS departments and functions. Manages the development, implementation and maintenance of all IS and communication systems including telephones, cell phones and PDAs.
- Plans, directs and coordinates the technological development, operation, and maintenance of the District IS, including system analysis, programming, hardware installation and software applications and prepares systems maintenance schedules and oversees its implementation; assures continuous delivery of IS services through monitoring of IS performance; directs the development and execution of a comprehensive disaster recovery and business continuity plan.
- Coordinates approved IS development and upgrade projects; coordinates and facilitates consultation with user departments; collaborates with process owners in defining business and system requirements for new technology implementations; monitors project status and progress; and provides training for users and reports progress. Assists in developing department goals and objectives; develops operating procedures; establishes work plans, priorities and assignments; sets department performance goals; monitors operations and department performance; ensures compliance with applicable laws and regulations; evaluates department effectiveness and efficiency; and implements changes to improve performance.
- Manages District IS resources including equipment, develops business case justifications and cost/benefit analyses for IS spending; develops and manages department operating and capital budgets; identifies opportunities for cost-effective investments in IS systems including staffing, sourcing, purchasing and in-house development and maintains appropriate user licenses.
- Supervises IS staff; assigns work; establishes performance expectations; provides training and employee development; provides guidance and advice regarding difficult IS issues; enforces safe work practices; evaluates employee performance; counsel employees; administers union contract language, oral and written warnings and suspensions; and recommends higher level discipline and other personnel actions, such as reclassifications.
- Reviews hardware and software acquisition and maintenance contracts; pursues master agreements to capitalize on economies of scale; and represents the District and its IS issues to vendors and contractors.
- Directs the development of the operating and capital budget and presents budget requests to the Board of Finance. Directs assigned departments expenditures with fund allocations and approves fund transfers for Finance department and Board of Finance consideration.
- Prepares and/or reviews project reports, statistical analyses, project tracking records, correspondence, and other operational and administrative documents.
- Performs special assignments and duties as assigned.

## **SUPERVISION RECEIVED**

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



## MINIMUM QUALIFICATIONS

Bachelor's degree in management information systems, computer science or a related field; master's degree in related field preferred; supplemented by minimum of five (5) years of progressively responsible IS technical management experience including specific experience in Microsoft Applications, SAP, database and network management including three (3) years at the management level; or any equivalent combination of education, training, and experience, substituting on a year-for-year basis, which provides the requisite knowledge, skills, and abilities for this classification.

## SPECIAL REQUIREMENTS

Must have a valid driver's license.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

**Human Interaction:** Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

**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 synthesis data and information, as well as reference, descriptive, design, advisory, and consulting 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 scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organization problems of major functions.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving risk to the organization.

## KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and ability to manage information technology information systems and software including the ability to manage Outlook, Desktop, SAP and Oracle applications.
- Knowledge of business theory, business processes, strategic planning, management, finance and budgeting, and business office operations.

- Knowledge and exposure to data processing, hardware platforms, enterprise software applications and outsources systems.
- Knowledge of and ability to manage information technology integrations in the District.
- Knowledge of contracting, negotiating and change management.
- Ability to communicate orally and in writing and to lead others.
- Ability to develop and administer policies and procedures at the management level.
- Ability to manage the work of IT-related departments through direct reports.
- Extensive skills to build trust and personal accountability, and the ability to establish and maintain effective working relationships with District staff, contractors, consultants and customers.  
Demonstrated competencies include: technical knowledge and abilities; accountability, team building and staff development; planning and organizational skills, astute judgment and decision-making, integrity, commitment to diversity and the ability to function well in a multicultural environment.

#### **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:** Requires the ability to work under conditions where exposure to environmental factors is not likely to present a risk of injury or illness.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

It is therefore **RECOMMENDED** that it be:

VOTED: That the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the Classification System be amended to reflect the *Manager of Information Systems* job specification with the salary allocation of EE20 with eight steps and an annual range of \$138,569.98 to \$193,997.94.

Respectfully submitted,

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

Scott W. Jellison  
Chief Executive Officer

**APPROVAL OF JOB SPECIFICATION  
ASSISTANT DISTRICT COUNSEL / DISTRICT CLERK**

To: Personnel, Pension and Insurance Committee

April 26, 2023

Staff is proposing to revise the *Assistant District Counsel/District Clerk* salary allocation. Staff is recommending that the Classification System be amended to revise *Assistant District Counsel/District Clerk* job specification from an EE20 salary allocation (annual range of \$138,569.98 to \$193,997.94) to an EE22 salary allocation (annual range of \$152,775.75 to \$213,886.03 with eight steps)

It is therefore RECOMMENDED that it be:

VOTED: That the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the Classification System be amended to reflect the *Assistant District Counsel/District Clerk* job specification with the salary allocation of EE22 with eight steps and an annual range of \$152,775.75 to \$213,886.03 effective March 1, 2023.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Scott W. Jellison', is written over the typed name.

Scott W. Jellison  
Chief Executive Officer

**Code:**  
**Employee Group: E&E**  
**FLSA Status: Exempt**  
**Labor Grade- EE-22**

## **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: ASSISTANT DISTRICT COUNSEL / DISTRICT CLERK**

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### **JOB SUMMARY**

The purpose of this classification is to serve as the District Clerk, with all duties and responsibilities as set forth in the District Charter, Ordinances and By-Laws, and serve as secretary to the District Board of Commissioners (Board) and its various Bureaus, Committees and Commissions, overseeing associated records, records management, and operating budgets. Provides administrative support for all Board, Bureau and Committee meetings. Acts as FOIA Officer for the organization and as a liaison with District Counsel. Directs the production and maintenance of administrative, legal, real estate and clerical records. Provides administrative support to Chief Executive Officer and Board members. Provides legal assistance to the Office of District Counsel as directed by District Counsel.

### **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 Clerk; attends all Board, Bureau and Committee meetings and public hearings. Writes agenda memos for Board, Bureau or Committee action; reviews all agenda memos prepared by others; and oversees preparation and distribution of meeting agenda packages.
- Reviews, edits, and corrects or writes minutes of all Board, Bureau or Committee meetings. Prepares resolutions and minutes of the proceedings, maintains indexes and preserves all permanent records. Compiles and records minutes of all official meetings consistent with State Law applicable to municipalities.
- Fulfills statutory requirements relative to public hearing notifications, Freedom of Information requests, Charter and Ordinance updates and notifications relative to the annual audit. Serves as appointed MDC Records Management Liaison Officer (RMLO) and Freedom of Information Officer. Acts as agent of service for all legal matters.
- Updates the District Charter to reflect legislative action by the General Assembly; updates Ordinances and by-laws based on Board actions.
- Manages Assessment Program relative to construction of sewer and water main extensions.
- Researches and analyzes District legal and historical issues, compiles reports, and makes recommendations.
- Advises CEO, District Counsel, and senior staff on administrative requirements of Board decisions and actions.

Advises Commissioners, District Counsel, CEO and senior staff on procedural matters.

- Accepts all contracts on behalf of the District. Ensures contracts are received by submittal times and coordinates with project managers and procurement to track all contracts to ensure timely processing.
- Directs the vault inventory and ensures proper filing of all legal documents into the central District document index.
- Responsible for implementing Statutory Document Management protocols applicable to municipalities.
- Manages records retention and destruction consistent with Statutory Requirements.
- Ensures all deeds associated with Real Property transactions are recorded and the originals are retained in the MDC Vault; and supervises Real Property staff.
- Operates a personal computer, and general office equipment as necessary to complete essential functions, including the use of word processing, spreadsheet, database, or other system software.
- Provides legal assistance to the Office of District Counsel as directed by District Counsel.
- Performs other related duties as required.

## **SUPERVISION RECEIVED**

Works under the general direction of the Chief Executive Officer or District Counsel.

## **MINIMUM QUALIFICATIONS**

Juris Doctorate supplemented by a minimum of three (3) years of progressively responsible legal experience.

## **SPECIAL REQUIREMENTS**

Must be, or within six (6) months of date of hire become, a member of the Connecticut & United States District Court (Connecticut) Bars.

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

**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, 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 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 without exposure to adverse environmental conditions.

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**PERSONNEL, PENSION AND INSURANCE COMMITTEE****The Metropolitan District**

555 Main Street, Hartford

April 3, 2023

**Present:** Commissioners John Avedisian, Donald Currey, David Drake, Byron Lester, Dominic Pane, Bhupen Patel, Pasquale Salemi, Alvin Taylor and District Chairman William A. DiBella (9)

**Remote**

**Attendance:** Commissioner David Steuber (1)

**Absent:** Commissioners Dimple Desai and Maureen Magnan (2)

**Also**

**Present:** Commissioner Allen Hoffman  
Commissioner Jacqueline Mandyck  
Scott Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Kelly Shane, Chief Administrative 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)  
Rita Kelley, Equal Employment Opportunity Compliance Officer  
Carrie Blardo, Executive Assistant to the CEO  
Victoria Escoriza, Executive Assistant  
Dylan Pecego, IT Consultant (Remote Attendance)  
David Baker, IT Consultant (Remote Attendance)

**CALL TO ORDER**

Chairman Alvin Taylor called the meeting to order at 4:01 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 27, 2023 were approved. Commissioner Avedisian abstained.***

***Commissioner Steuber entered the meeting remotely at 4:03PM***



## 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 28<sup>th</sup>, 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 1<sup>st</sup> and the full allotment for retirements July 1<sup>st</sup>-December 1<sup>st</sup>)*
- Work Clothing/Shoes and Meal Allowances- changed allowance to \$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,



Scott W. Jellison  
Chief Executive Officer

***Commissioner Currey moved to amend the report as shown in red line above.  
The amendment was adopted by unanimous vote of those present.***

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

### **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:

<b>Remaining Local 3713 Position Framework (as amended 02/06/2023 and 03/22/2023)</b>				
<b>Current Position Title</b> (shaded individual job specifications will be replaced with multi-tasking job specifications)	<b>Current Pay Level</b>	<b>New Position Title</b>	<b>New Pay Level</b>	<b>Updated Minimum Qualifications</b>
Real Estate Assessment Technician 1	PT09	<b>Engineering Technician 1</b>  <b>Amended 2/6/2023 to expand multi-tasking responsibilities for Engineering Technician Series</b>	<b>PT07</b>	Associates +3 years' experience (or equivalent for current MDC employees only)
Engineering Drafter	PT09			
Utility Services Technician 1	PT10			
Engineering Technician 1	PT05			
Mapping Technician	PT09			

Utility Services Technician	PT10	<b>Engineering Technician 2</b>  <b>Amended 2/6/2023 to expand multi-tasking responsibilities for Engineering Technician Series</b>	<b>PT09</b>	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	<b>Senior Engineering Technician</b>  <b>Amended 2/6/2023 to expand multi-tasking responsibilities for Engineering Technician Series</b>	<b>PT11</b>  -	Associates +8 years' experience (or equivalent for current MDC employees only) +Must be certified as a Connecticut Backflow Prevention Tester and a Cross-Connection Survey Inspector Certified Water Distribution Operator Class 2 (MDC to provide 18-months for existing MDC employees to obtain Class 2)
Cross Connection Technician 2	PT12			
Cross Connection Technician 1	PT11			
Claims Agent	PT11			
Engineering Technician 3	PT11			
Principal Engineering Technician	PT14			
Electronics Technician 2	PT13	<del>Electronic Technician</del> <b>Electrical Technician</b> <b>(Electrical License req)</b>	<del>PT10</del> <b>PT12</b>	HS +2 5 years SCADA experience +E1 or E2 license and applicable certifications
Electronics Technician 1	PT12			
	NEW	<del>Control System Technician</del> <b>Instrumentation and Control Systems Technician</b>	<del>PT11</del> <b>PT12</b>	Associates (or equivalent) +4-3 years SCADA experience + applicable certifications
Senior Electronics Technician	PT14	<del>Senior Electronic Technician</del> <b>Senior Electrical Technician</b>	<del>PT12</del> <b>PT14</b>	Associates or equivalent +8 years +E2 license +SCADA + applicable certifications
	NEW	<b>Senior Instrumentation and Control Systems Technician</b>	<b>PT14</b>	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,



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.***

***Without objection, agenda items #6A through #6G “Approval of Local 3713 Job Specifications” were consolidated and considered together.***

**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**

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### **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,



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**

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**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**

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**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 (5) years related experience. Minimum of three (3) years of experience in 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,



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**

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**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; assess 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**

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**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 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,



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**

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**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,



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**

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**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

***On motion made by District Chairman DiBella and duly seconded, the reports for resolutions agenda items #6A through #6G "Approval of Local 3713 Job Specifications" were received and the resolutions adopted by unanimous vote of those present.***



***Without objection, agenda items #7A through #7G “Approval of Exempt & Excluded Job Specifications” were consolidated and considered together.***

**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**

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**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,



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~~**

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### 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 petitions, ~~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. ;~~  
~~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 oversight 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**

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**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**

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**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,



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**

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**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**

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**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**

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**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

***On motion made by District Chairman DiBella and duly seconded, the reports for agenda items #7A through #7G "Approval of Exempt & Excluded Job Specifications" were received and the resolutions adopted by unanimous vote of those present.***

**COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS**

Commissioner Currey requested that the District Clerk resolution be added to the next Personnel, Pension and Insurance Committee agenda.

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 4:56 PM

ATTEST:

John S. Mirtle, Esq.  
District Clerk

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Date Approved