

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

The Metropolitan District
555 Main Street, Hartford
Monday, October 28, 2024

Present: Commissioners John Avedisian, David Drake, Pasquale Salemi, Alvin Taylor, James Woulfe and District Chairman Donald Currey (6)

Remote

Attendance: Commissioners Joan Gentile, Dimple Desai, Byron Lester, Maureen Magnan and David Steuber (5)

Absent: Commissioner Bhupen Patel (1)

Also

Present: Commissioner William A. DiBella
Commissioner Allen Hoffman
Commissioner Jean Holloway (Remote Attendance)
Commissioner Jacqueline Mandycz
Scott Jellison, Chief Executive Officer
Christopher Stone, District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Chief Operating Officer
Kelly Shane, Chief Administrative Officer
Jamie Harlow, Director of Human Resources
Robert Schwarm, Director of Information Systems (Remote Attendance)
Thomas Tyler, Director of Facilities (Remote Attendance)
Michael Mohr, Controller
Shereese Rodgers, Assistant Manager of Budgeting (Remote Attendance)
Carrie Blardo, Assistant to the Chief Executive Officer
Victoria Escoriza, Executive Assistant
Amanda Litvak, IT Professional Level Associate (Remote Attendance)
Jacob Aviles, IT Consultant (Remote Attendance)

CALL TO ORDER

Chairman Taylor called the meeting to order at 4:00 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Drake and duly seconded, the meeting minutes of September 18, 2024 were approved. Commissioner Gentile abstained.

Commissioner Steuber entered the meeting remotely at 4:04 PM

Commissioner Woulfe entered the meeting at 4:13 PM

Commissioner Woulfe made a motion to approve items #4A “Construction & Utility Services Supervisor” and 4B “Occupational Health & Safety Administrator”.

District Chairman Currey asked Commissioner Woulfe to withdraw his motion because agenda item #4A is a job specification amendment and agenda item #4B is a new job specification. Commissioner Woulfe withdrew his motion.

**APPROVAL OF JOB SPECIFICATION
CONSTRUCTON AND UTILITY SERVICES SUPERVISOR (1026)**

TO: Personnel, Pension and Insurance Committee for consideration on October 28, 2024

Staff is recommending that the job specification and job classification system be amended to update for the Construction and Utility Services Supervisor from (currently SS-06) to SS-07. A copy of the proposed updated specification is attached.

The proposed amendments to the job specification and classification system would change the pay range from SS-06 (\$111,924.80 to \$134,347.20) to SS-07 (\$117,582.40 to \$141,169.60) and continues to support the Districts multi-tasking roles and the District overall commitment to Health and Safety.

Code: 08006

Employee Group: Local 1026

FLSA Status: Non-Exempt

Salary Grade: SS-0607

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: CONSTRUCTION AND UTILITY SERVICES SUPERVISOR

JOB SUMMARY

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

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

This position also has the responsibility for making very difficult construction inspection technical field decisions as well as supporting safety protocols and ensuring work is performed to the highest quality and safety standards. Ensures compliance with all applicable safety standards, rules, protocols and laws- This work requires that the employee have knowledge, skill and ability in construction inspection methods and supervision.

ESSENTIAL FUNCTIONS

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

- Schedules, assigns, trains, directs and evaluates employees and consultants in medium to large construction inspection unit.
- Reviews standard and complex sewer, water and related pipeline and utility service connection plans for conformance with District and technical utility services standards. Identifies problems and determines corrective actions to be taken by developers, contractors and/or engineers.
- Oversees inspection of new and existing utility pipeline and services.
- Oversees house connections, cross connection, CBYD program/Utility Mark out programs.
- Prepares reports, completes forms and compiles information on completed work assignments and employee effort. Analyzes information related to unit effectiveness and efficiency. Assists in the drafting of the unit budget and controlling and accounting for expenditures within fund allocations.
- Trains and counsels employees. Administers Collective Bargaining Agreements. Applies disciplinary action. Assists in employee selection. Assures safe work practices.
- Operates water distribution infrastructure including operating water main and service line valves for the purpose of isolating, pressurizing, or flushing a water main or service and also performs pressure tests, obtains water

- samples and commissions hydrants. Ensures new water mains pass all required tests prior to opening new water main for public use.
- Identifies and analyzes opportunities for improving service delivery methods and procedures; identifies and calculates resource needs; coordinates informational reviews and updates with appropriate management staff; and provides guidance and leadership with the implementation of revised, adjusted and/or new work procedures.
 - Monitors jobsite safety and work zone traffic patterns to ensure compliance with established specifications, protocols and procedures. Coordinates and works with others (Inspectors, EH&S, Team Traffic, Outreach, PM and CM) to communicate and resolve issues.
 - Directs and coordinates the review of work plans for assigned construction inspection services and activities; assigns work activities and projects; monitors and tracks work flow; reviews and evaluates work products, methods, and procedures; meets with staff to provide input to identify and resolve problems.
 - Assigns, reviews, monitors and tracks work performed in the field; performs field inspections and approves construction work; reviews and approves inspector diaries, reports, correspondence, memoranda, and recommendations for change orders and progress payments; confers with construction inspectors, engineers, and contractors regarding contract and plan interpretation, and use and provision of construction materials, or methods. This position ensures compliance with the plans, specifications and internal engineering construction standards. Takes appropriate action to correct or remediate construction issues or concerns.
 - Provides staff assistance to higher level management staff; participates as an attendee to a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary. Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field on construction inspection.
 - Coordinates construction inspection activities with those of other divisions and outside agencies and organizations. Acts as principal liaison between District engineers and contractors.
 - Assists in settling disputes arising between contractor and inspector during the performance of the contracts, participates in public meetings and/or hearings, and, addresses and promptly disposes of public complaints.
 - Inspects standard and highly complex utility pipeline and building mechanical systems construction. Instructs contractors in construction practices and in correcting construction errors. Enforces inspection decisions. Oversees contractor pressure tests of water, sewer and force main pipelines.
 - Maintains detailed records of inspection activities. Meets with customers in order to understand concerns and/or complaints. Investigates reviews and makes recommendations for claims for the District and its contractors.
 - Compiles and prepares reports for internal use as well as reports for required agency compliance (Department of Public Health, etc.).
 - May supervise a survey crew to survey property lines, topography, construction layout and completed pipeline projects.
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 - Performs other related duties as required.

SUPERVISION RECEIVED

Works under the general supervision of the Manager of Construction Services, Manager of Command Center and Utility Services or designee.

MINIMUM QUALIFICATIONS

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

SPECIAL REQUIREMENTS

Must have a valid driver's license.

State of Connecticut Land Surveying License preferred

KNOWLEDGE, SKILLS, AND ABILITIES

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

- Read and interpret plans, specifications, maps, drawings, contracts and work orders. Communicate clearly and concisely, both orally and in writing.
- Knowledge of MDC policies and procedures.

ADA COMPLIANCE

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

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

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

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

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 Construction and Utility Services Supervisor attached hereto be adopted.

Respectfully Submitted,



John S. Mirtle
District Clerk

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

JOB SPECIFICATION OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATOR (E&E)

TO: Personnel, Pension and Insurance Committee for consideration on October 28, 2024

Staff is recommending that the job specification and job classification system be amended to include Occupational Health & Safety Administrator (Proposed EE-14) salary range of \$112,222.19 to \$145,888.83. A copy of the proposed specification is attached.

The proposed amendments to the job specification system continues to support the District overall commitment to Health and Safety.

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

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: OCCUPATIONAL HEALTH & SAFETY ADMINISTRATOR

JOB SUMMARY

The purpose of this classification is to perform professional-level work to administer, oversee, and improve health and safety programs for the District and to ensure compliance with federal, state, and local health & safety regulations for the entire District. Work involves accessing various work sites and facilities to identify possible work-related safety risks and assist in designing protocols to help mitigate risk. Administer safety programs for District employees, leadership and departments to help train and support employees in the safe operation of job tasks. Work involves developing and implementing safety training programs and analyzing, identifying and developing recommendations to reduce risk and improve overall health and safety.

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 develops, coordinates and implements safety and health programs for the purpose of reducing workplace injuries and illnesses; develops and conducts risk management programs including safety, hazardous materials, medical testing, and driver improvement; develops training materials; distributes supervisors' monthly training session materials upon request; and coordinates and conducts safety training classes for a wide variety of departments.
- Conducts safety studies and reviews: conducts in-depth facility safety audits; conducts on-site visits and inspections at District and contractor work sites; conducts job hazard analyses for operating positions; conducts ergonomic reviews for employees; conducts air quality samplings and noise level surveys; and provides recommendations to improve job site safety, reduce risk, and implement safer work practices as appropriate.
- Develops and updates Emergency Action Plans for all District locations. Works with local municipalities on emergency management issues.
- Assists in the coordination and implementation of District-wide safety compliance policies, procedures, standards and licenses. Maintains EH&S programs, procedures, systems and protocols that promote health and safety of individuals to comply with applicable regulations. Assists in monitoring health and safety standards and in compliance with various compliance agencies including but not limited to OSHA, DPH, DEEP and EPA. Assists with District-wide regulatory compliance policies, procedures, standards and licenses.
- Identifies strengths and weaknesses pertaining to safety measures; reviews monthly facility safety inspection reports; monitors effectiveness of safety programs; and implements changes to improve program effectiveness and results. Assists departments with safety related equipment inspections, repairs and recertifications.
- Serves as a resource in the development, implementation and sustainability of various District safety initiatives. Implements initiatives and programs that encourage employee involvement in identifying and mitigating safety and health hazards and risks.

- Reviews all accident/investigation reports; gathers and reviews information about losses and accidents; prepares incident reports; conducts safety investigations of occupational injuries. Serve as an active participant on various District committees including but not limited to safety committees and attends quarterly workers compensation safety meetings throughout District. Maintains OSHA 300 Log of Occupational Injuries and Illnesses for each District location.
- Reviews workers compensation injury claims information provided from Human Resources and the Third-Party Claims Administrator and prepares and submits required injury and illness data to OSHA and the Bureau of Labor Statistics.
- Investigates complex incidents, injuries, exposures, illnesses and complaints and responds to emergency situations as needed.
- Performs safety reviews of District construction contract documents and drawings to verify there are adequate details and language in the contract as it pertains to safety of employees, contractor employees, pedestrians, and the public. Provides technical information to engineers and project managers to enhance safety requirements on District projects. Reviews contractors' health and safety program submittals to screen and approve contractors prior to doing work for the District.
- Establishes and maintains records, files, databases; and documentation for safety and health programs and operations; maintains safety and administrative procedures; and researches information in files, records and databases and prepares reports from same.
- Manages a web-based Learning Management System to plan, coordinate and implement safety training courses and curricula to all District employees. Develops course content and materials and creates training programs with appropriate software. Assess employee safety training needs, conduct training and/or coordinate training by other instructors, manage training resources and maintain training records. Analyzes training completion rates and works with supervision to correct employee deficiencies.
- Regularly reviews OSHA for new standards and for changes in existing health and safety standards and administers applicable changes to the District health and safety programs.
- Assists with budget preparation regarding health and safety training programs and for budgeting for new and replacement of safety equipment.
- Provides technical information to leadership, managers, supervisors and employees regarding safety and loss control issues.
- Performs other related duties as required.

SUPERVISION RECEIVED

Works under the general direction of the Manager of Environment, Health & Safety.

MINIMUM QUALIFICATIONS

Bachelor's degree in occupational health and safety or safety management or a related field; supplemented by five (5) years previous experience conducting safety programs and training; 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.

Must obtain OSHA HAZWOPER certification and OSHA construction and general industry training within six (6) months of hire.

PERFORMANCE APTITUDES

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

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

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

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, 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 require ability to utilize principles of fractions and/or interpret graphs.

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

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

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate depth, texture, and visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks may risk exposure to temperature, weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wildlife, disease, blood, bodily fluids, electric currents, machinery or traffic hazards.

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 Occupational Health & Safety Administrator attached hereto be adopted.

Respectfully submitted,



Scott W. Jellison
Chief Executive Officer

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

PRIOR COST OF LIVING ADJUSTMENTS TO RETIREE PENSIONS

Jamie Harlow, Director of Human Resources, provided information regarding prior cost of living adjustments to retiree pensions.

OPPORTUNITY TO ESTABLISH A BUDGET ITEM FOR INDEPENDENT LABOR COUNSEL

The Committee discussed a budget for independent labor counsel. No action was taken.

A MANAGEMENT STUDY

Commissioner Drake made a motion for staff to figure out how to move forward to put together a management study. No action was taken on the motion.

Commissioner Salemi made a motion to have staff put together what would be put into an RFP and bring it back to the next PPI meeting. The motion was duly seconded and passed by majority vote of those present. Commissioner Avedisian opposed.

EMPLOYEE CLIMATE STUDY

Jamie Harlow, Director of Human Resources, provided an update on preparations for the employee climate study and that it will launch on October 29, 2024.

VACANCIES INCLUDING JOB TITLE, CLASSIFICATION, OPEN POSTINGS AND WHETHER INTERNAL/EXTERNAL POSTING

Jamie Harlow, Director of Human Resources, provided a report on the prior month's vacancies.

PRIOR MONTH'S RETIREMENTS, RESIGNATIONS, TERMINATIONS INCLUDING EMPLOYEE'S YEARS OF SERVICE, GENDER, RACE & CLASSIFICATION

Jamie Harlow, Director of Human Resources, provided a report on the prior month's retirements, resignations and terminations.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

Judy Allen, West Hartford resident, stated that as a customer, she is completely against the independent labor counsel. She stated that the MDC has been operating fine with the current counsel and thinks the MDC should be forward looking.

COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS

District Chairman Currey asked to put on a future agenda to establish a review of the cost of living for retirees every five (5) years.

Commissioner Salemi asked to confirm that his motion regarding a management study included language to have staff bring back their recommendation on RFP for the next PPI meeting.

ADJOURNMENT

The meeting was adjourned at 5:29 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date Approved