

**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 3

Meeting Date: October 14, 2015

Attachments: X Yes No

CITY COUNCIL ACTION

Date: October 19, 2015

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Administration

Agenda Item: Filling of Wastewater Treatment Plant Superintendent Position

Recommended Action: Motion to approve/amend the job description and authorize filling the position vacancy.

Background/Summary:

Staff is recommending filling the Wastewater Treatment Plant Superintendent from within, but in order to do so, the required Bachelor of Science Degree should be amended to be "or equivalent." This will reduce the non-degreed employee from attaining the full array of pay grade points, but it will still fall within the Pay Grade 9 level.

Alternatives: Maintain the Bachelor of Science educational level and begin advertising to the general population.

Financial Considerations:

Preparer: Kevin Halliday, Interim City Administrator

Signature:

Comments:

WWTP SUPERINTENDENT

Position Title: Wastewater Superintendent
Department: Public Works
Department Head: Public Works Director
Immediate Supervisor: Public Works Director
Pay Range: 9 **FLSA Status:** Non-exempt

APPROVED:	April 5, 2000
REVISED:	
REVISED:	
REVISED:	

Purpose

Serves as division head with primary responsibility for managing the operation of the City's Class A Wastewater Treatment Plant in accordance with City, State and Federal regulations. Supervises full- and part-time employees, reviews/analyzes data and prepares reports, prepares division's budgetary and engages in planning activities.

Organizational Relationships

Communicates with: *Internally* – all WWTP personnel and various City personnel, Finance Director, City Clerk, City Administrator, Public Works Superintendent and Fire Chief;
Externally – MPCA, EPA, various consultants, suppliers and vendors, and the general public.
Supervises: All WWTP personnel including full- and part-time employees.

ESSENTIAL FUNCTIONS

Operate and manage the treatment plant and biosolids treatment and storage facility; monitor maintenance projects; and enforce/direct safety and environmental rules and regulation.
Oversee/monitor the laboratory's operation and review results.
Manage and direct lift station operations, repairs and maintenance.
Confer with local industries to determine wastes that are sewerable, discuss pre-treatment program, and to oversee emergency operations.
Prepare and monitor budgetary information, prepare monthly, annual and other periodic reports; review and code bills.
Respond to questions and concerns from residents.
Engage in facility and other capital planning; and research and confer with City management and the Council regarding future needs.
Handle permit renewal every five years by completing/submitting necessary application.
Undertake or recommend all supervisory functions for staff.
Oversee building and grounds maintenance activities and ensure equipment is repaired or replaced.

WWTP SUPERINTENDENT

Other Duties and Responsibilities

Performs other related duties as assigned by supervisor or as apparent

Required Knowledge, Skills, and Abilities

Knowledge of the principles and practices of supervision and training.

Considerable knowledge of wastewater treatment.

Knowledge of the principles, practices, methods, techniques, equipment and materials used in WWTP.

Knowledge of laboratory, safety and equipment procedures manuals and plant O & M's.

Knowledge of applicable State and Federal permit rules and regulations such as the NPDES permit, 503 biosolids rule, Chapter 7041, pretreatment, OSHA and UST and AST requirements.

Knowledge of City ordinances and Safety and Personnel policies.

Knowledge of some engineering such as-builts and O & M.

Ability to analyze process data and make determinations regarding treatment and other plant operations.

Skill in supervising subordinate supervisors and operators, reports, lab data, maintenance records and make recommendations relative to economy and efficiency and to prepare records.

Skill to compile information and communicate verbally or in written form.

Skill in using SCADA, PLC's, gas detectors, SCBA's, respirators, boiler, lab instruments, microscope and centrifuge.

Ability to prepare and maintain a variety of records and analyze complex maintenance and repair needs.

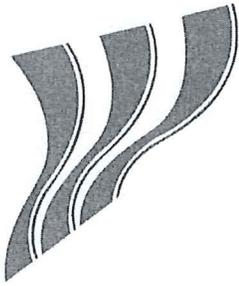
Machines, tools and equipment used: various vehicles and office equipment such as telephone, fax, two-way radio, typewriter and computer.

MINIMUM QUALIFICATIONS

Bachelor's degree in wastewater technology and five years of experience at a Class A facility, or equivalent combination of education and experience. Class A wastewater license. Type IV certified operator or inspector. ~~Ability to prepare and maintain a variety of records and analyze complex maintenance and repair needs.~~

Working Conditions

Time is spent performing work in and around the WWTP buildings and grounds with some tasks carried out in confined spaces or at various heights and depths. Operates a vehicle for regular transportation needs. Sits and stands/walks for extended periods of time. All vision abilities and senses, with the exception of taste, may be used depending on the particular task. Exposure to irritants/fumes, hazardous chemicals, temperature extremes, vibrations, infectious diseases, gases and strong odors, and noise can be occasional to frequent/continual.



**CITY OF WILLMAR, MINNESOTA
REQUEST FOR COMMITTEE ACTION**

Agenda Item Number: 4

Meeting Date: October 14, 2015

Attachments: X Yes No

CITY COUNCIL ACTION

Date: October 19, 2015

- | | |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other | |

Originating Department: Engineering

Agenda Item: Building Maintenance Supervisor Job Description

Recommended Action: Motion to approve/amend the job description

Background/Summary:

Staff is recommending approval of the Building Maintenance Supervisor job description with the amendment to remove the primary assignments and duties at the Fire Station and requirement from a Class B to a Class D Drivers License. The changes to the job description are noted in Legislative print.

Alternatives: Maintain the job description as is

Financial Considerations:

Preparer: Sean E. Christensen, P.E.
Public Works Director

Signature:

Comments:

BUILDING MAINTENANCE SUPERVISOR

Position Title: Building Maintenance Supervisor

Department: Maintenance

Department Head: Public Works Director

Immediate Supervisor: Public Works Director

Pay Range: 6 **FLSA Status:** Non-exempt

APPROVED:	July, 2010
REVISED:	
REVISED:	
REVISED:	

Purpose

Performs lead worker supervision with responsibility for organizing daily work, assigning tasks as appropriate and reviewing work results under the supervision of the Public Works Director. Performs manual work with responsibility for the daily supervision of the maintenance of all city facilities, equipment, and grounds ~~with primary assignments at the Willmar Fire Station.~~ Operates a variety of equipment to perform the maintenance, repair and snow removal duties at the City Office Building, Auditorium, WRAC8, Community Center, Airport, Public Works Garage, Fire Station and assist with the maintenance of the WWTP Administration Buildings. ~~Maintains, tests and repairs firefighting equipment and performs preventive maintenance on fire apparatus to ensure a high state of readiness and assists in fire department's vehicle replacement program and other departmental bids/specifications.~~

Organizational Relationships

Communicates with: *Internally* - Public Works Director, ~~Fire Chief~~, other City departments, Secretarial Office staff, ~~Fire Officers and paid On-Call firefighters~~, City mechanics, City administrative staff; *Externally* – Contractors and sales representatives, equipment and material suppliers, ~~dispatch center~~.

Directs: Full and part-time custodial staff and part-time temporary maintenance employees.

ESSENTIAL FUNCTIONS

Assist Public Works Director to organize, assign and supervise the operation and activities of custodial staff.

Plan work projects, prepare work schedules, outline work assignments and assemble appropriate resources.

Work with supervisor on budgets, obtaining quotes and proposals from vendors.

Meet with equipment sales persons to identify options available and prepare bid specification to match custodial needs.

Respond to calls/complaints/work orders from co-workers.

Keep necessary records of time, materials and results including compiling information for a yearly report; and orders necessary supplies and materials.

Make follow-up inspections of projects/work orders to determine conformance with plans/specifications and initiate payment approval for vendors and supplies.

Give technical advice and assistance to custodial employees on difficult or unusual work.

Make inspections to ensure proper precautions and safe policies are followed.

Confer with Supervisor regarding work scheduling, equipment needs and maintenance requirements of various facilities.

BUILDING MAINTENANCE SUPERVISOR

ESSENTIAL FUNCTIONS (continued)

Direct the general operation of equipment maintenance for maintenance personnel, and authorize repairs when necessary.

Attend seminars, workshops and other training related to licensing (if required) and other responsibilities.

May perform all of the essential functions of a custodial worker such as performing cleaning tasks: mops, sweeps, waxes floors and cleans carpets, cleans windows, maintains restrooms, empties wastebaskets and mows grass.

Empties trash outside, monitors flowers and shrubs, shovels snow, salts/sands sidewalks, maintains inside/outside lighting and works on other seasonal projects.

~~Perform preventative maintenance on firefighting equipment and make repairs, adjustments and replacements of parts; review records; inspect equipment and maintain stock of supplies; wash/wax trucks; and arrange for necessary outside repairs.~~

~~Must be able to operate and maintain a variety of equipment such as fire trucks, SCBA compressor and breathing equipment, personal alarm systems, electric and gas tools, radio equipment, atmospheric test equipment, drive apparatus, ladder tests, pump tests and calculate water pressures.~~

~~Conduct tours and speaking engagements for groups of all ages regarding fire prevention and Fire Department operations; demonstrate equipment and educate about current fire prevention practices.~~

~~Work with Truck Committee members on purchasing of new fire apparatus.~~

Other Duties and Responsibilities

Maintains computer documentation of equipment, repairs, testing and maintenance work orders.

Monitor radio frequencies, receives messages from public safety groups, monitors telephone calls, takes messages and answers questions from public.

Performs other related duties as assigned by Public Works Director.

Required Knowledge, Skills and Abilities

Knowledge of methods, tools, equipment and practices of maintenance and repair.

Knowledge of equipment operation manuals, federal and state OSHA laws, City's personnel and safety manuals, confined space entry and building/fire codes, National Fire Protection Standards (NFPA) and NIOSH.

Ability to organize and compile information.

Ability to supervise a moderate sized group of skilled and semi-skilled employees; to ensure work is accomplished in a safe and efficient manner; and train them in the efficient use of custodial equipment.

Ability to understand and follow applicable state, federal and city laws, rules and regulations.

BUILDING MAINTENANCE SUPERVISOR

Ability to understand and interpret plans and specifications.

Ability to safely lift and carry objects weighing up to 80 pounds.

Ability to operate a radio for work communication.

Skill in operating a variety of equipment such as trucks, pickups, mower, hand tools (power), air compressor, ~~fire trucks and fire related equipment.~~

Knowledge and experience in building & ground maintenance ~~of fire apparatus, fire equipment and computers.~~

Ability to exercise sound judgement and work independently.

Skill in verbal and written communications.

~~Skill in operation of fixed, portable fire pumps, engine/pumper, water tankers, command vehicles, light trucks, haz-mat trailer and aerial platform.~~

Machines, tools and equipment used: telephone and fax, copier and computer, ~~atmosphere testing equipment~~, power saws, hand tools, ropes, axes, mobile and portable radios, camera equipment, SCBA, portable generators; flood lights, ~~first aid kits, pagers, personal alert safety systems, gas sniffers, thermal imagers, SCBA air compressor~~, shop compressor, drills, saws, wrenches, sockets, screwdrivers, hammers and all shop tools.

MINIMUM QUALIFICATIONS

High School degree or equivalent and five years of experience in building maintenance and equipment repair. Valid Minnesota Class D driver's license. ~~Manufacturer's certification on SCBA.~~

Working Conditions

Majority of time is spent indoors at City facilities. Regularly uses fine motors skills to coordinate eyes, hands, and feet for the operation of a variety of tools, machines or equipment. Regularly uses large motor skills to exert moderate to considerable physical effort while performing a variety of movements such as bending, crouching, pushing/pulling, twisting/turning, digging, and lifting. All vision abilities, hearing, and sense of touch with the exception of taste, may be used depending on the particular task. Exposure to irritants/fumes, temperature extremes, vibrations, infectious diseases, dust and smoke, electric shock and noise can be occasional. Some time is spent maintaining building grounds including grass mowing and snow shoveling. Occasionally enters confined spaces (under trucks and in pump compartments) and works at heights (on ladders and roof) up to 30 feet.