

**CITY MANAGER'S REPORT  
APRIL 8, 2019 CITY COUNCIL REGULAR MEETING**

**ITEM: TEMPORARILY FUND AN ADDITIONAL UTILITY AND STREET MAINTENANCE SUPERINTENDENT POSITION, CREATION OF A JOB DESCRIPTION AND FUNDING FOR A UTILITY PLANT SUPERVISOR POSITION, AND RELATED BUDGET AMENDMENTS**

**RECOMMENDATION: Adopt Resolution Temporarily Funding an Additional Utility and Street Maintenance Superintendent Position, Approve Creation of a Job Description and Funding for a Utility Plant Supervisor Position, and Approve Related Budget Amendments for Succession Planning Purposes**

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**SUMMARY:**

This item is requesting City Council authorization for two positions in the Public Works Department as part of the City's succession planning in key areas. The current Utility and Street Maintenance Superintendent (Superintendent) recently announced that he is planning to retire in June 2019. Therefore, staff is requesting to add a second temporary Superintendent position. The Superintendent is a key position for all City operations. Therefore, it is necessary to recruit and fill this position prior to the retirement of the current Superintendent to allow time for an effective transition.

Additionally, staff is asking for the creation of a new Utility Plant Supervisor position, at Grade 69. This position would reclassify the current "Lead" Utility Operator III (Lead Operator). Currently, H2O provides oversight of the Louise Avenue Water Treatment Facility (LAWTF), these services will no longer be required as staff is specially trained, experienced, and competent to operate the LAWTF. Reducing the services provided by H2O and reclassifying the Lead Operator would result in a cost savings to the city, and it would allow for additional training opportunities for lower level Utility Operators.

**BACKGROUND:**

The Superintendent is a management level position responsible for planning and organizing the day-to-day operations of the utility and street maintenance staff in the Public Works Department. Filling this position prior to the current Superintendent's retirement will minimize the impact of transitioning the responsibilities of this position.

The classification of Utility Operator III series was adopted in May 2012 in order to support the operation and maintenance of the Louise Avenue Water Treatment Facility (LAWTF). In order to meet the operator oversight requirements established by the State Water Resources Control Board (SWRCB), the City has been contracting with H2O to provide oversight of the facility. This has allowed City staff the time to obtain the required certifications and receive training to obtain the knowledge and experience necessary to run the plant independently.

## APRIL 8, 2019 CITY COUNCIL REGULAR MEETING

## TEMPORARY FUNDING FOR A UTILITY AND STREET MAINTENANCE SUPERINTENDENT POSITION AND CREATION OF UTILITY PLANT SUPERVISOR

Creating the Utility Plant Supervisor position will allow the City to reclassify the "Lead" Utility Operator III position. Commencing with Fiscal Year 2019/20, consulting services provided by H2O will no longer be required. The job description for the Utility Plant Supervisor has been sent to Lathrop Mid-Mangers and Confidential Employees Association (LMCEA) for review and acceptance to their list of represented positions. The position is FLSA Exempt and will be added to the Grade-Step Table at Grade 69.

**FISCAL IMPACT**

Salary savings from a Public Works Construction Inspector position, which was vacant for several months, will be used to temporarily fund a second Utility and Street Maintenance Superintendent Position and the Utility Plant Supervisor for remainder of Fiscal Year 2018/19. A budget amendment will be needed to redistribute the salary savings to the correct salary funds in the corresponding districts. Once the current Superintendent retires in June, the second position will be unfunded. Future funding for the Utility Plant Supervisor position will be included with the bi-annual budget process, which will be presented to Council during the budget hearings in June. The budget transfer for FY 18-19 is listed below:

## Salary Saving – Public Works Construction Inspector Position - Transfer Out

Fund	G/L Distribution	Percentage	Amount
1010-50-03	Public Works (PW) Construction Management	100%	\$ 73,115

## Utility and Street Maintenance Superintendent Position – Transfer In

Fund	G/L Distribution	Percentage	Amount
1010-50-06	PW Utility Engineering	2%	\$ 756
1010-50-80	PW Parks & Landscape Maintenance	2%	\$ 756
2080-50-10	PW Streets	5%	\$ 1,890
2080-50-11	PW Street Trees & Landscaping	5%	\$ 1,890
2390-50-66	CLSP CFD 2006-2	3%	\$ 1,134
2500-50-21	Crossroads Storm Drain Zone 1A	4%	\$ 1,512
2510-50-20	Storm Drain City Zone 1, PW Storm Drains	7%	\$ 2,646
2520-50-12	Residential LMD Street Lighting	1%	\$ 378
2520-50-14	Industrial LMD Street Lighting	1%	\$ 378
2550-50-60	Stonebridge Landscaping Maintenance District	1%	\$ 378
2560-50-61	Stonebridge Drainage & Lighting District	1%	\$ 378
2570-50-63	Mossdale CFD 2004-1	3%	\$ 1,134
2580-50-64	Mossdale Landscape & Lighting District	5%	\$ 1,890
2630-50-65	Historic Lathrop CFD 2005-1	3%	\$ 1,134
5620-50-50	Water	15%	\$ 5,670
6010-50-30	MWQCF Collection System, Wastewater	16%	\$ 6,048
6050-50-31	Water Recycling Treatment Plant	5%	\$ 1,890
6050-50-32	Water Recycling Plant, Crossroads Collection	5%	\$ 1,890
6080-50-34	MBR Plant, Wastewater, West I-5 Standby	16%	\$ 6,048

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**APRIL 8, 2019 CITY COUNCIL REGULAR MEETING**  
**TEMPORARY FUNDING FOR A UTILITY AND STREET MAINTENANCE**  
**SUPERINTENDENT POSITION AND CREATION OF UTILITY PLANT SUPERVISOR**

Utility Plant Supervisor Position – Transfer In

Fund	G/L Distribution	Percentage	Amount
2390-50-66	CLSP Services CFD 2006-2	5%	\$ 1,413
2500-50-21	Crossroads Storm Drain Zone 1A	3%	\$ 1,413
2510-50-20	Storm Drain City Zone 1, PW Storm Drains	15%	\$ 5,297
2560-50-61	Stonebridge Drainage & Lighting District	16%	\$ 1,766
2570-50-63	Mossdale CFD 2004-1	5%	\$ 2,825
5620-50-50	Water	5%	\$ 3,531
6010-50-30	MWQCF Collection System, Wastewater	16%	\$ 6,357
6050-50-32	Water Recycling Plant, Crossroads Collection	5%	\$ 706
6080-50-34	MBR Plant, Wastewater, West I-5 Standby	3%	\$ 12,007

**ATTACHMENTS:**


- A. Resolution Approving Temporary Funding for a Utility and Street Maintenance Superintendent, and Approving the Creation and Funding of the Utility Plant Supervisor Position
- B. Job Description for the Utility Plant Supervisor

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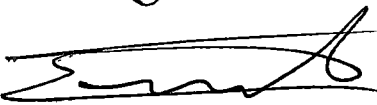
**APPROVALS:**

  
\_\_\_\_\_  
Michael King  
Assistant Public Works Director

4-2-19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Cari James  
Finance Director

4/2/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Salvador Navarrete  
City Attorney

4.2.19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Stephen J. Salvatore  
City Manager

4.3.19  
\_\_\_\_\_  
Date

**RESOLUTION NO. 19-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LATHROP TEMPORARILY FUNDING AN ADDITIONAL UTILITY AND STREET MAINTENANCE SUPERINTENDENT POSITION, APPROVE CREATION OF A JOB DESCRIPTION AND FUNDING FOR A UTILITY PLANT SUPERVISOR POSITION, AND APPROVE RELATED BUDGET AMENDMENTS FOR SUCCESSION PLANNING PURPOSES**

**WHEREAS**, this item is requesting City Council authorization for two positions in the Public Works Department as part of the City's succession planning in key areas; and

**WHEREAS**, the current Utility and Street Maintenance Superintendent (Superintendent) recently announced plans for retirement in June 2019; and

**WHEREAS**, the Superintendent is a key position for all City operations; and

**WHEREAS**, staff is requesting to add a second temporary Superintendent position to allow time for an effective transition; and

**WHEREAS**, staff is also asking for the creation of a new Utility Plant Supervisor position, at Grade 69, this position would reclassify the current "Lead" Utility Operator III (Lead Operator); and

**WHEREAS**, H2O currently provides oversight of the Louise Avenue Water Treatment Facility (LAWTF), with approval of this resolution these services will no longer be required as staff is specially trained, experienced, and competent to operate the LAWTF; and

**WHEREAS**, this position will be represented by Lathrop Mid-Manager's and Confidential Employees Association, is FLSA Exempt and will be added to the Grade-Step Table at Grade 69; and

**WHEREAS**, reducing the services provided by H2O and reclassifying the Lead Operator would result in a cost savings to the city, and it would allow for additional training opportunities for lower level Utility Operators; and

**WHEREAS**, salary savings from a Public Works Construction Inspector position, which was vacant for several months, will be used to temporarily fund a second Utility and Street Maintenance Superintendent Position and the Utility Plant Supervisor for remainder of Fiscal Year 2018/19; and

**WHEREAS**, a budget amendment will be needed to redistribute the salary savings to the correct salary funds in the corresponding districts; and

**WHEREAS**, once the current Superintendent retires in June, the second position will be unfunded, and future funding for the Utility Plant Supervisor position will be included with the bi-annual budget process;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lathrop, does hereby approve temporarily fund an additional Utility and Street Maintenance Superintendent position, approve the creation of a job description and the funding for a Utility Plant Supervisor position, and related budget amendments for succession planning purposes. The budget transfer for FY 18-19 is listed below:

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The foregoing resolution was passed and adopted this 8<sup>th</sup> day of April 2019, by the following vote of the City Council, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

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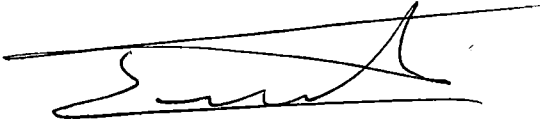
Sonny Dhaliwal, Mayor

**ATTEST:**

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Teresa Vargas, City Clerk

**APPROVED AS TO FORM:**



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Salvador Navarrete, City Attorney

**CITY OF LATHROP**  
**UTILITY PLANT SUPERVISOR**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under limited direction plans, organizes, coordinates and directs the operations and maintenance of the City's water treatment plant, water distribution, sewer collection, recycled water, storm drain system, facilities and related appurtenances in compliance with state and federal requirements; conducts inspections of plant and equipment; prepares a variety of maintenance records and reports; responsible for completion of water analysis and lab work; supervises assigned personnel and performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Utility Plant Supervisor is the advanced journey-level and lead-level supervisory class in the Utility Operator series. Incumbents provide first-line supervision, training and technical assistance to assigned operations staff. Duties and responsibilities are broad in scope and are carried out with considerable independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through conferences, inspection and analysis of records, reports, and plant performance. The work of this class involves significant accountability and independent decision-making responsibilities.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from of the Public Works Director, or designee. Exercises functional and technical supervision over lower level personnel.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Supervises, trains, and evaluates the performance of assigned personnel; recommends disciplinary action as appropriate.
- Maintains compliance with Hazardous Waste and Hazardous Material regulatory compliance, monitoring, training and reporting.
- Responsible for support of the water operations as it relates to the water distribution systems which includes meeting water demands, monitoring water pressures, ensuring availability of fire flows, providing desired and minimum chlorine residuals.
- Prepares, submits, and maintains a variety of regulatory sampling, reporting, and related documentation.
- Daily monitoring of water operations using SCADA, review of field data, laboratory water quality results, water operation reports and checklists generated by staff.
- Responsible for the other Utility Maintenance activities, including installing, inspecting and repairing water lines, sewer lines, lift stations and storm drains; ensures regular monitoring of all well sites, booster pumps and lift stations; supervises and participates in the operation of construction and maintenance equipment and/or machinery including construction vehicles, power tools and related equipment.
- Site Supervisor for the City's Recycled Water Supply System.
- Coordinate water deliveries with South San Joaquin Irrigation District



- Monitor and confirm scheduling of routine maintenance and maintenance oversight and advisement.
- Educates and enforces staff compliance with Departmental/City/State/Federal policies, procedures, regulatory requirements, and safety practices.
- Prepares and maintains employee work schedules; assigns work duties and monitors the quality and progress of work performed by staff.
- Conducts inspections of distribution and treatment facilities and systems; evaluates plant conditions; identifies and determines maintenance requirements.
- Monitors and ensures facilities, systems, and equipment are safely and properly maintained in accordance with all applicable regulatory requirements.
- Observes and assesses operational practices; recommends and implements changes necessary to improve operational effectiveness and/or efficiency.
- Participates in the development of the utility maintenance budget; assists in monitoring the approved budget; coordinates with outside vendors for various supplies and services; oversees and maintains the inventory, maintenance and operating condition of departmental tools, equipment and supplies; requisitions and orders needed materials, parts and equipment.
- Addresses and responds to customer service questions, inquiries and concerns; establishes and maintains a customer service orientation within the Unit.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Use office equipment such as personal computers is required. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants, and be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, enter confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Utility Plant Supervisor. A typical way of obtaining the required qualifications is to possess the equivalent of 5 years' experience as a Utility Operator III and possession of a high school diploma or equivalent.

**License/Certificate:**

- Possession of or ability to obtain a valid California Class B Driver's License is highly desirable.
- Possession of and ability to maintain a State of California Water Treatment Operator Grade T-3, State of California Distribution Operator Grade D-3, Cross Connection Control Specialist Certification issued AAWA and General Backflow Tester certification issued AAWA.

**Training Requirements:**

- Initial training - CA Title 22 Hazardous Waste Generator Training (4 hour), DOT Hazmat Shipper Function Specific Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour), HAZWOPER Initial Training (40 hour).
- Annual Refresher - CA Title 22 Hazardous Waste Generator Training (4 hour), Site Specific Emergency Response Contingency Plan Action Guide Training (2 hour), HAZCOM Training (2 hour), HAZWOPER Refresher Training (8 hour).
- Refresher - DOT Hazmat Shipper Function Specific Training (4 hour) required every 3 years.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.*

**Knowledge of:**

Modern practices, techniques and materials used in the operation, maintenance and repair of water distribution, recycled water distribution, sewer collection and storm drain systems, and backflow cross-connection systems; operational characteristics of standard construction and maintenance tools and equipment; traffic control methods and regulations; confined space entry procedures; safety requirements for operation of trucks, construction vehicles and other equipment; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; basic principles of mathematics and record keeping; occupational hazards and standard safety practices.

**Ability to:**

Perform maintenance, repair and operational work in water distribution, recycled water distribution, sewer collection, storm drainage, street systems, and backflow cross-connection systems; operate a variety of light and heavy duty equipment used in maintenance and construction; operate hand and power tools competently and safely; perform heavy manual labor; respond to after-hours call-outs as assigned; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of maintenance equipment, tools and materials.

**HISTORICAL DATA**

Adopted: April 8, 2019 by Resolution: 19-\_\_\_\_\_  
Bargaining Unit: LMCEA; FLSA Status: Exempt