



CITY OF REDDING

777 CYPRESS AVENUE, REDDING, CA 96001

P.O. Box 496071, REDDING, CA 96049-6071

November 16, 2018
P-100-050-129

Amber Edenburn, President
Redding Independent Employees' Organization
1800 Park Marina Dr
Redding, CA 96001

Subject: Side Letter of Agreement to MOU between City of Redding and Redding Independent Employees' Organization (RIEO) Regarding the Classification Specifications for Working Supervisor - Wastewater Plant

Dear Amber:

The purpose of this letter is to codify the establishment of classification specifications for the positions of Working Supervisor – Wastewater Plant - Grade IV (593) and Working Supervisor -Wastewater Plant - Grade V (594). Both of the position titles are listed on the RIEO Clerical, Technical, and Professional Unit's *Non-Exempt Employee Schedule of Classifications and Hourly Wage Rates* with assigned hourly wage rates and salary steps. However, the classification specifications outlining the job duties and qualifications of the positions had not been fully developed. Attached are the agreed upon classification specifications for the two positions.

If the Organization concurs with the foregoing, please sign and date the enclosed copies of this letter, return one to me, and keep the other copy for your records.

Sincerely,

A handwritten signature in blue ink that reads "S. DeMaagd".

Sheri DeMaagd
Personnel Director

The Organization concurs with the above:

A handwritten signature in blue ink that reads "Amber Edenburn".

Amber Edenburn, RIEO PresidentA handwritten date in blue ink that reads "11/28/18".

Date

c: City Council
Barry Tippin, City Manager
Chuck Aukland, Director of Public Works
Bill Avery, Labor Negotiator



CITY OF REDDING

WORKING SUPERVISOR - WASTEWATER PLANT -GRADE IV (593)

SALARY RANGE

\$37.82 - \$39.71 Hourly

\$3,025.60 - \$3,176.80 Biweekly

\$6,555.47 - \$6,883.07 Monthly

\$78,665.60 - \$82,596.80 Annually

DEFINITION:

“Operates” as defined by Title 23 of the California Code of Regulations, controls and maintains the City’s wastewater treatment facilities to meet National Pollutant Discharge Elimination System (NPDES) requirements. Lead, plan, supervise, and assist in the work of subordinates engaged in the operation and maintenance of the City’s Wastewater Treatment facilities. May act as plant supervisor in his/her absence or when assigned.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification:

1. Plan and organize daily work schedules and assign work to subordinates.
Measures: Effectively delegates work to subordinates.
2. Oversee and direct plant safety policies and programs.
Measures: Employee mishaps are minimized.
3. Lead subordinates in the maintenance of the equipment and operation of the plant. Assign work orders to staff and ensure completion of vital maintenance tasks.
Measures: Maintenance schedules are properly followed, ensuring well maintained facility.
4. Provide input to supervisor regarding employee performance evaluations.
Measures: Timely and accurate feedback of performance to ensure proper employee development.
5. Supervise and participate in preventative maintenance program including up to date entry into CMMS system.
Measures: Equipment is effectively maintained and well documented.
6. Inspect work performed by department employees during process and upon completion to ensure proper work standards are maintained.
Measures: Work inspected on timely, thorough basis.
7. Prepare records including SOPs, purchase orders, invoices, time sheets, work schedules and operational data.
Measures: Reports are prepared in a thorough and timely manner.
8. Troubleshoot plant equipment to correct process problems.
Measures: Identify and correct problems as they occur.

9. Interpret operations and laboratory data and make changes as required.
Measures: Plant process is monitored and controlled.
10. Build and maintain positive working relationships with co-workers, other City employees and the public.
Measures: Use principles of good customer service.
11. Perform other duties as assigned within the scope of the job classification.

QUALIFICATIONS:

Knowledge of: Principles, methods, procedures, equipment and materials involved in the operation and maintenance of an advanced wastewater treatment facility; City construction and safety standards; Federal, state and local regulations and requirements governing wastewater processing, effluent and recordkeeping.

Ability to: Interact effectively with the public and employees. Effectively manage personnel, including supervision, training, and enforcement of safety practices; plan and direct the work of others; maintain accurate records and logs; communicate clearly and concisely, both orally and in writing; know and understand all aspects of the job and observe safety rules; recognize unusual and dangerous operating conditions.

Education: Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a high school diploma or equivalent with some relevant college coursework in wastewater treatment operations.

Experience: Typical experience would include five years prior experience in wastewater operations.

Special Requirements: Must possess a Grade IV Wastewater Operator Certificate from the State of California. Possession of a valid California driver's license.

Working Conditions:

Date of study: January 1991. The following duties have been identified as the critical job elements for the **WORKING SUPERVISOR WASTEWATER PLANT** classification. The Med-Tox Physical Standards Study established several task statements for each physical ability; the task statements selected below are based on the (1) Significant level of physical ability required to perform the task, (2) the high level of rater agreement - reliability, (3) the frequency with which the task is performed and (4) the high degree of criticality and importance raters assigned to the task.

Incumbents in this classification are required to work outdoors in a variety of extreme weather conditions.

STATIC STRENGTH: Carry a 100-lb. rotor and starter up a flight of stairs.

EXPLOSIVE STRENGTH: Use a 4-foot pipe wrench to break loose a starter from a pump casing.

DYNAMIC STRENGTH: Hold up a drive shaft while another person puts a nut on it when removing a pump.

TRUNK STRENGTH: Squat while working on a pump, motor, piping or valve for 15-minutes, rest a few

minutes, and then continue to work in the squatting position.

STAMINA: Climb into and out of a manhole with a MSA air pack on your back.

EXTENT FLEXIBILITY: Reach out into an unusual position to use a ratchet to tighten nuts and bolts that are hard to get to.

DYNAMIC FLEXIBILITY: Continuously bend and stretch while shoveling dirt or gravel for three hours.

SPEED OF LIMB MOVEMENT: Swing a 32-oz hammer to break loose a nut, bolt or cement.

WHOLE BODY COORDINATION: Climb up a flight of stairs while carrying a 5-gallon bucket. Coordinate arm and leg movements while climbing into a manhole with MSA airpack on your back.

WHOLE BODY EQUILIBRIUM: Maintain your balance while working in an empty clarifier.

ARM-HAND STEADINESS: Hold a pipe steady while cutting it on a band saw. Hold a drill steady while using it.

MULTI-LIMB COORDINATION: While leaning over the edge of a boat, hold a 5-gallon bucket in one hand while retrieving debris with the other.

MANUAL DEXTERITY: Use a hammer. Close and open a valve. Use a drill.

FINGER DEXTERITY: Assemble a diaphragm. Assemble nuts, bolts and washers.

NEAR VISUAL ACUITY: Read the warning labels on chemical containers. Read the measurements on meters. See the wear marks on bearings, shafts, chains and belts.

FAR VISUAL ACUITY: Check oil levels from a distance of 100-yards. See in order to conduct sechi disc readings.

COLOR DISCRIMINATION: Determine if chlorine is leaking from color coded pipe. Determine by pink color if samples contain the proper amount of chlorine.

HEARING QUIET: Hear the voice of a soft spoken individual over the telephone.

HEARING NOISY: Hear someone talking to you on the radio and over the noise of a pump or motor. Hear and understand another worker talk to you while you are in a manhole.

HEARING LOCATION: Hear from what direction an air leak is coming.

HEARING DISCRIMINATION: Distinguish the sounds of a bearing or a gear. Distinguish between a normal and faulty engine noise. Recognize the sound of flowing water.

Est 4/08

Rev 5/13

Rev 9/18

CITY OF REDDING

WORKING SUPERVISOR - WASTEWATER PLANT -GRADE V (594)

SALARY RANGE

\$38.76 - \$40.70 Hourly

\$3,100.80 - \$3,256.00 Biweekly

\$6,718.40 - \$7,054.67 Monthly

\$80,620.80 - \$84,656.00 Annually

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