

CITY OF SAN BRUNO COUNTER PROPOSALS
2021 SUCCESSOR AGREEMENT NEGOTIATIONS
SAN BRUNO MID-MANAGEMENT BARGAINING UNIT, TEAMSTERS LOCAL 350

COMPREHENSIVE SUPPOSAL

July 21, 2022

All other City and Union Proposals dropped

If Union does not ratify this supposal, the parties shall return to its last position prior to this supposal.

6. SALARY PLAN

6.1 Salary Ranges

6.1.1 The following represents agreed upon modifications to salary during the term of this contract:

- ~~• 3% increase effective the first full pay period after January 1, 2017, and to be paid retroactive to the first full pay period after January 1, 2017.~~
- ~~• 3% increase effective the first full pay period in January 2018.~~
- ~~• 3% increase effective the first full pay period in January 2019.~~
- 4% increase effective the first full pay period in January 2022.
- 3% increase effective the first full pay period in January 2023.
- 3% increase effective the first full pay period in January 2024.
- 3% increase effective the first full pay period in January 2025.

6.2 Market Equity Adjustments

~~6.2.1 Adjustments to be based on April 2017 union survey data and appropriate benchmarking in order to maintain various internal relationships as described in the City supposal of 7/28/17. For benchmarks/classes which are 3.1% – 4.5% below market median, the adjustment would be the actual % which is greater than 3%. However, the adjustment would not be greater than 1% (example – if a class is 3.5% below market, it would receive a .5% adjustment). For benchmarks/classes which are 4.6% – 7% below market median, the adjustment would be the actual % which is greater than 3%. However, the adjustment would not be greater than 2% (example – if a class is 6% below market, it would receive a 2% adjustment). For benchmark/classes which are 7.1% – 9.5% below market median, the adjustment would be 3%. For benchmark/classes which are 12.1% – 15% below market median, the adjustment would be 5%.~~

6.2.1 Equity adjustments for the classifications in this bargaining unit will be conferred as described in the chart below. Whenever multiple pay adjustments occur on the same date, all adjustments shall be added together for calculation purposes.

Classification	Department	% San Bruno Above or Below Labor Market Median	Adjusted Internal Relationship Analysis (IRA) Benchmark	2022 Equity effective first full pay period in January 2022	2023 Equity effective first full pay period in January 2023	2024 Equity effective first full pay period in January 2024	2025 Equity effective first full pay period in January 2025	Total Equity Adjustment
Field Supervisor-Public Works	PW	-22.98%	-22.98%	2.00%	3.00%	3.00%	4.00%	12.00%
Field Supervisor - CATV	CityNet	-22.98%	-22.98%	2.00%	3.00%	3.00%	4.00%	12.00%
Field Supervisor - Parks	CS	-17.61%	-22.98%	2.00%	3.00%	3.00%	4.00%	12.00%
Recreation Services Supervisor ¹	CS	-19.28%	-22.98%	2.00%	3.00%	3.00%	4.00%	12.00%
Planning & Housing Manager	CED	-22.56%	-22.56%	2.00%	3.00%	3.00%	4.00%	12.00%
Nutrition Program Manager	CS	-19.28%	-19.28%	2.00%	1.00%	3.00%	3.00%	9.00%
Deputy Public Works Director - Public Works Administration & Engineering	PW	-18.92%	-18.92%	8.00%	1.00%	0.00%	0.00%	9.00%
Deputy Public Works Director - Public Works Utilities And Operations (PE)	PW	-18.92%	-18.92%	8.00%	1.00%	0.00%	0.00%	9.00%
Deputy Public Works Director - Public Works Utilities And Operations	PW	-18.92%	-18.92%	3.00%	2.00%	2.00%	1.00%	8.00%
Chief Building Official	CED	-18.47%	-18.47%	3.00%	2.00%	2.00%	1.00%	8.00%
Systems Administrator	IT	-17.01%	17.01%	2.00%	2.00%	1.00%	1.00%	6.00%
CATV Programming Technology Manager	CityNet	# N/A	17.01%	2.00%	2.00%	1.00%	1.00%	6.00%
Information Technology Associate	IT	# N/A	17.01%	1.00%	2.00%	1.00%	2.00%	6.00%
Accountant	Finance	-14.54%	-14.97%	2.00%	1.00%	1.00%	0.00%	4.00%
Financial Services Supervisor	Finance	-14.97%	-14.97%	2.00%	1.00%	1.00%	0.00%	4.00%
Information Technology Manager	IT	-14.54%	-14.54%	2.00%	1.00%	1.00%	0.00%	4.00%
Associate Planner	CED	-11.46%	-11.46%	0.00%	0.00%	0.00%	0.00%	0.00%
Assistant Planner	CED	-11.46%	-11.46%	0.00%	0.00%	0.00%	0.00%	0.00%
Senior Planner	CED	-11.46%	-11.46%	0.00%	0.00%	0.00%	0.00%	0.00%
Building Inspector II	CED	-9.88%	-9.88%	0.00%	0.00%	0.00%	0.00%	0.00%
Building Inspector I	CED	-9.88%	-9.88%	0.00%	0.00%	0.00%	0.00%	0.00%
Management Analyst II	ALL	-9.55%	-9.55%	0.00%	0.00%	0.00%	0.00%	0.00%
Management Analyst I	ALL	-9.55%	-9.55%	0.00%	0.00%	0.00%	0.00%	0.00%
Accounting Manager	Finance	-9.29%	-9.29%	0.00%	0.00%	0.00%	0.00%	0.00%
Financial Services Manager	Finance	-9.29%	-9.29%	0.00%	0.00%	0.00%	0.00%	0.00%
CATV Business Manager	CityNet	-9.29%	-9.29%	0.00%	0.00%	0.00%	0.00%	0.00%
CATV System Engineer	CityNet	-9.29%	-9.29%	0.00%	0.00%	0.00%	0.00%	0.00%
Parks And Facilities Manager	CS	# N/A	-9.29%	0.00%	0.00%	0.00%	0.00%	0.00%
Recreation Services Manager	CS	# N/A	-9.29%	0.00%	0.00%	0.00%	0.00%	0.00%
Community Services Superintendent	CS	# N/A	-9.29%	0.00%	0.00%	0.00%	0.00%	0.00%
Library Services Manager	CS	# N/A	-9.29%	0.00%	0.00%	0.00%	0.00%	0.00%
Police Communications and Records Supervisor	Police	# N/A	-9.29%	0.00%	0.00%	0.00%	0.00%	0.00%
Associate Civil Engineer	PW	-5.03%	-5.03%	8.00%	1.00%	0.00%	0.00%	9.00%
Senior Civil Engineer	PW	-5.03%	-5.03%	8.00%	1.00%	0.00%	0.00%	9.00%
Principal Civil Engineer	PW	-5.03%	-5.03%	8.00%	1.00%	0.00%	0.00%	9.00%
Assistant Engineer	PW	-5.03%	-5.03%	8.00%	1.00%	0.00%	0.00%	9.00%
Maintenance Services Manager	PW/CS	-23.21%	-23.21%	3.00%	3.00%	3.00%	3.00%	12.00%
CATV - Technical Manager	CityNet	-23.21%	-23.21%	3.00%	3.00%	3.00%	3.00%	12.00%

¹ Parity to Field Supervisor

33. HEALTH AND WELFARE

33.6 Beginning January 1, ~~2017~~2022 through December 31, 2025, the City shall pay 75% and employee shall pay 25% of the health and welfare benefit premium increase over the prior plan year. ~~Beginning January 1, 2018, the City shall pay 75% and the employee shall pay 25% of health and welfare benefit premium increase over the prior plan year. Beginning January 1, 2019, the City shall pay 75% and employee shall pay 25% of health and welfare benefit premium increase over the prior plan year.~~

33.7. Retiree Plus Health Coverage

33.7.1. Employees in this unit participate in Retiree Plus Health Coverage established January 1, 2021. For the term of this contract the City shall pay 75% and employee shall pay 25% of Retiree Plus Health Coverage premium.

33.7.2. Eligibility for any Retiree coverage: If you retire from employment with an employer who is making contributions for retiree coverage, you will be eligible for retiree benefits provided (1) You were covered under this Plan for a total of 120 months and (2) You were eligible for at least 12 continuous months immediately prior to the date of your retirement.

33.7.3. Eligibility for Retiree Plus coverage: If you retire from employment with an employer who is making the required contributions for Retiree Plus coverage, you will be eligible for the reduced Monthly Self-Pay rate provided (1) you have at least 240 months of coverage and (2) 12 continuous months immediately prior to the date of your retirement with an employer who paid into the Retiree Plus Plan. If you have at least 120 months, but less than 240 months, you will be eligible for Retiree coverage but not for the reduced Monthly Self-Pay rate. Retirees are encouraged to review the Retiree Plus Health Coverage Plan Document for exceptions and enrollment deadlines.

58. TERM

58.1 This Memorandum of Understanding, ~~entered into on,~~ shall remain in effect for those employees employed in the classifications set forth in Appendix A for the period from January 1, ~~2017~~2022 to December 31, ~~2019~~2025, except to the extent that such Memorandum of Understanding may be modified by the parties during such period, and shall continue in full force and effect until either superseded by a subsequent Memorandum of Understanding or by such other action of the City Council affecting wages, hours, and conditions of employment of the employees in classifications covered by this Memorandum of Understanding.

WATER DIVISION RE-ORGANIZATION

This section shall not be incorporated into a successor MOU unless mutually agreed upon by the parties. The City and the bargaining unit have met and conferred in good faith concerning the terms and conditions of the reorganization and implementation and now therefore agree to the new job specifications (attached) and the following classification amendments effective the first full pay period following Union ratification and City Council approval on the regular agenda.

CURRENT CLASSIFICATION	STUDY PROPOSED RANGE	PROPOSED TITLE CHANGE	PROPOSED REQUIRED CERTIFICATIONS	CURRENT TOP STEP WITH CERTIFICATIONS	PROPOSED TOP MONTHLY STEP
Water Quality Technician II (Miscellaneous)	21.19%	Water Quality & Production Supervisor (Mid-Management)	D3/T2	\$7,937	\$10,045
Water System & Conservation Manager (Mid-Management)	-4.96%	Water Field Services Supervisor (Mid-Management)	D3/T2	\$10,569	\$10,045
Maintenance Services Manager - Water Services (Mid-Management)	9.30%	Water Distribution Manager (Mid-Management)	D4/T2	\$10,569	\$11,552

Classifications with required certifications identified within the job description will no longer receive certification pay.

Any Cost-of-Living Adjustments (COLAs) negotiated during the term of the existing contract shall be applied to the new ranges described herein.

Water Quality Technician II within the Water Distribution and Treatment Division who were hired before the signed agreement, and have yet to receive D3/T2 certifications, will remain Water Quality Technician II, and will be reclassified to Water Quality & Production Supervisor upon receiving required D3/T2 certifications.

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**Agreed upon by City of San Bruno representative:**

DocuSigned by:

*Dania Torres Wong*

7/22/2022

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*Dania Torres Wong, Chief Negotiator, Sloan Sakai Yeung & Wong, LLC*

*Date*

**Agreed upon by Mid-Management representative Teamsters Local 856:**

DocuSigned by:

*Peter Finn*

7/22/2022

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*Peter Finn, Secretary/Treasurer/Principal Officer*

*Date*



City of Bruno

## **CLASS SPECIFICATION**

### **CLASS TITLE:**

WATER FIELD SERVICES SUPERVISOR

### **DEFINITION:**

To plan, organize, direct and supervise a variety of personnel engaged in a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of water distribution, treatment and related systems facilities; and to perform a variety of technical tasks relative to assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS:**

The Water Services Field Supervisor level recognizes positions that perform full supervisory responsibilities for a unit, including planning, assigning and evaluating the work of subordinates and responsible for a program area within a work unit or department.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from a Water Systems Manager.

Exercises direct supervision over assigned Water Systems Operators.

### **EXAMPLES OF DUTIES:**

*Duties may include, but are not limited to, the following:*

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for a variety of water distribution, treatment and related maintenance activities and implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff involved in water distribution, treatment and maintenance activities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for various water distribution and treatment activities and monitor and control related expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Supervise and coordinate construction, maintenance and operations of water distribution, wells and related facilities; oversee water distribution and treatment preventive maintenance activities, including valve testing, leak detection and repair, and hydrant flushing; respond to and direct emergency repairs as appropriate.
- Maintain a variety of records for operational and regulatory purposes.
- Respond to critical emergency situations involving broken water distribution pipelines and related activities.
- Use a computer to enter and retrieve information related to work assignments and recordkeeping.
- Notify customers of water main shutdowns; respond to customer concerns and questions.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.

- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **QUALIFICATIONS:**

#### Knowledge of:

- Methods, techniques, tools, maintenance and operating characteristics of mechanical equipment used in the construction and maintenance of water systems facilities.
- Principles and practices of supervision, training, and performance evaluations.
- Principles of budget monitoring.
- Safety practices and procedures including, but not limited to, confined space entry, trenching and shoring.
- Know and understand operations and observe safety rules.
- Principles and practices of safety management and CAL-OSHA requirements for all aspects of maintenance and repair work, equipment usage and Confined Space Program.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

#### Ability to:

- Organize, implement and direct water distribution and treatment operations and maintenance activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means.
- Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds and at times 100 pounds.
- Intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.
- Interpret and explain pertinent City and department policies and procedures.
- Assist in the development and monitoring of an assigned program performance budget.
- Develop and recommend policies and procedures related to assigned operations.
- Read and understand blueprints, maps, plans, specifications and related technical documents.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

#### Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Equivalent to completion of the twelfth (12th) grade.

Two years of increasingly responsible experience performing field maintenance work similar to that of a Lead Distribution Systems Operator with the City of San Bruno.

Special Requirements:

Possession of a valid California Class B driver's license.

Possession of a California State Water Resources Control Board Water Distribution Operator Grade 3 (D3) certificate by date of appointment.

Possession of a California State Water Resources Control Board Water Treatment Operator Grade 2 (T2) certificate by date of appointment.

Working Conditions:

While performing the duties of this job, the employee may work either indoors or in outside weather conditions. The employee frequently works near moving mechanical parts, chemicals, and is frequently exposed to wet and/or humid conditions and vibration. The employee may be required to work night, early morning, or weekend hours, depending on workload factors, in addition to normally scheduled work hours.

Employee is subject to call back after hours and to respond to emergency situations on a 24- hour basis, seven days per week in addition to normally scheduled work hours. The noise level in the work environment can range from moderately quiet to loud.

|                      |               |
|----------------------|---------------|
| Category:            | Supervisor    |
| FLSA Classification: | Non-Exempt    |
| Effective Date:      | July xx, 2022 |
| Revisions:           | N/A           |



City of Bruno

## **CLASS SPECIFICATION**

### **CLASS TITLE:**

WATER QUALITY AND PRODUCTION SUPERVISOR

### **DEFINITION:**

Under general direction, coordinates, directs, monitors, and documents the activities of the City's water production/Treatment section. Supervises employees engaged in the operation and maintenance of all City water production/Treatment facilities to ensure the water is safe and meets all federal and state primary water quality standards. Maintains the security and accessibility of all water facilities.

### **DISTINGUISHING CHARACTERISTICS:**

Provides a broad range of professional, analytical, technical and administrative support for the Water Division of the Public Works Department, including responsibility for supporting and assisting, planning, implementing, coordinating and evaluating the City's water program. The incumbent will receive only occasional instruction or assistance as new or unusual situations arise and is expected to be fully aware of the operating procedures and policies within the Water Division.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from a Department Manager or Deputy Director.

Exercises technical and functional supervision over assigned technical, professional or administrative support staff.

### **EXAMPLES OF DUTIES:**

*Duties may include, but are not limited to, the following:*

- Performs chemical analyses, laboratory procedures, operates analytical equipment and instrumentation, handles chemicals common to the field of Water Quality.-
- Plan, prioritize, assign, supervise and review the work of staff involved in water distribution, treatment and maintenance activities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Assist in Establishing and implementing water sampling operations and procedures; reviews specifications for water quality equipment; conduct field sampling and analyses; coordinates and participates in the collection, interpretation and evaluation of water quality data; keeps detailed records accurately and neatly.
- Inputs and tracks water quality information in computer database, and drafts reports to management and other agencies. Analyzes complex data, reports and correspondence.
- Produces operational and water quality reports from data collected through field meter and gauge readings and from laboratory analyses. Keeps accurate and current operational, water quality related records and maintains these records available on computerized spreadsheets. Assist with all



Federal, State and local laws, rules, regulations and guidelines on sampling, testing, record keeping, and reporting requirements are met.

- Develops, schedules, and supervises the flushing program. Maintains records on well production and groundwater levels on computerized spreadsheets; assists in coordination with outside agencies on special groundwater studies and programs; makes recommendations for improvement and rehabilitation projects related to water quality and system reliability.
- Assists in coordination with the development of effective preventative maintenance program recommendations and quality assurance of the City's reporting responsibilities and water resource databases, including well production and groundwater yield emergency water supply plan and; assists in coordination of the response to emergencies related to water supply.
- Prepares requisitions and controls inventories for supplies and equipment; obtains quotations for water quality projects and equipment; and prepares purchasing documentation.
- Assist in preparation of Water Quality reports and Consumer Confidence reports as required by various regulations. Assist in the written public notifications related to water quality and directs special investigations in water quality and process control.
- Assists with the development of capital improvements related to water quality and assist in the coordinating with the Engineering Division on implementation of these projects.
- Meets and coordinates with outside agencies regarding water quality legislation and regulations: research and reviews existing and proposed Federal, State and local environmental regulatory requirements pertaining to water quality.
- Participates in the development and implementation of various public education programs related to water quality such as chloramination, as well as other water quality programs included in the City's Urban Water Management Plan.
- Actively participates in and assists with the development of various planning documents such as the Water Master Plan, Urban Water Management Plan, the City's Water Quality Program, and other specialty plans and studies.
- Assist in division budget preparation and monitoring; prepare, review, and monitor the water conservation program budget.
- Participate in a variety of technical reports, written communications, analytical reports, and correspondence for both internal use and outside agencies; participate in annual water conservation Best Management Practices (BMP) Reports and other related reports as required.
- Supervises, trains, and evaluates assigned staff; assist with agreements with outside consultants to perform specialized services or studies to meet division goals.
- Assists in presenting information on water conservation, water supply, and related issues to internal departments, community and business groups, trade organizations, and other public agencies; represent the City at professional association meetings and on assigned boards and councils if needed
- Assist with updates the City's Urban Water Management and Water Shortage Contingency Plans; assists in the preparation of other local and regional water-related planning documents; participate in Integrated Regional Water Management (IRWM) planning activities.
- May serve with technical assistance at the direction of the Services Manager in the areas of water supply and conservation; monitor and report to management on potential and actual legislation which may affect the policies and operating procedures of the division; recommend operational changes as required.
- Assists in special water supply agreements.
- Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respects and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Builds and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

#### **QUALIFICATIONS:**

Knowledge of:

- Objectives, principles and practices of water treatment, distribution, quality conservation, planning, and management.
- Methods associated with water usage assessment; laws and regulatory codes applicable to water supply and demand management; the State of California Urban Water Management Planning Act, Water Conservation in Landscaping Act, and California Urban Water Conservation Council Best Management Practices.
- Administrative principles and methods, including project planning and program management; methods and techniques for creating written and oral public information programs; basic research techniques; principles of statistical and fiscal analysis; technical report writing techniques; grant writing and administration principles; budget preparation and monitoring principles.
- Principles and practices of effective supervision.
- Safety practices and procedures including, but not limited to, confined space entry, trenching and shoring.
- Know and understand operations, and observe safety rules
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles and practices of excellent customer service.

Ability to:

- Plan, develop, implement, and monitor a comprehensive municipal water quality conservation and supply programs.
- Oversee and conduct water use audits; supervise, train, and evaluate support staff; make effective oral presentations to a wide variety of audiences including civic, business, and school groups; deal tactfully and courteously with the public; understand Federal, State, and local laws, regulations, policies, procedures and standards pertaining to water supply and quality.
- Research and analyze a variety of moderate to complex administrative/operational and fiscal/budgetary issues; make persuasive presentations of ideas and recommendations.
- Prepare clear, concise and complete technical documents, reports, correspondence, ~~grants~~, brochures, and other written materials; manage diverse projects and/or programs as assigned.
- Exercise sound independent judgment within established guidelines; establish and maintain effective working relationships with those contacted in the course of the work.
- Identify and resolve problems in the field; recognize and work within limits of authority.
- Read and understand blueprints, maps, plans, specifications and related technical documents.
- Intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.
- Operate motorized equipment and vehicles.
- Use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Frequently is required to stand; talk or hear; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- Frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Perform close vision, distance vision, color vision, peripheral vision, depth perception, and possess the ability to adjust focus.
- Read, write, and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully, and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Three years of professional administrative, analytical, or program management experience in water supply or conservation.

Special Requirements:

Possession of a valid California Class B driver's license.

Possession of a California State Water Resources Control Board Water Distribution Operator Grade 3 (D3) certificate by date of appointment.

Possession of a California State Water Resources Control Board Water Treatment Operator Grade 2 (T2) certificate by date of appointment.

Working Conditions:

While performing the duties of this job, the employee may work either indoors or in outside weather conditions. The employee frequently works near moving mechanical parts, chemicals, and is frequently exposed to wet and/or humid conditions and vibration. The employee may be required to work night, early morning, or weekend hours, depending on workload factors, in addition to normally scheduled work hours.

Employee is subject to call back after hours and to respond to emergency situations on a 24- hour basis, seven days per week in addition to normally scheduled work hours. The noise level in the work environment can range from moderately quiet to loud.

|                      |               |
|----------------------|---------------|
| Category:            | Supervisor    |
| FLSA Classification: | Non-Exempt    |
| Effective Date:      | July xx, 2022 |
| Revisions:           | N/A           |



City of Bruno

## CLASS SPECIFICATION

### **CLASS TITLE:**

WATER SYSTEMS MANAGER

### **DEFINITION:**

To plan, organize, direct and coordinate the activities of the Water Distribution Division within the Public Works Department including water distribution and treatment of well water; to serve as Chief Operator in accordance with State of California regulations; to coordinate division activities with other divisions or departments; and to provide highly responsible technical support to the Deputy Director of Public Works.

### **DISTINGUISHING CHARACTERISTICS:**

Provides a broad range of professional, programmatic, analytical, technical and administrative support for the Water Division of the Public Works Department, including responsibility for all managing, planning, implementing, coordinating and evaluating the City's water program. The incumbent will receive only occasional instruction or assistance as new or unusual situations arise and is expected to be fully aware of the operating procedures and policies within the Water Division.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives administrative direction from the Deputy Director of Public Works.

Exercises direct supervision over assigned supervisor, professional, technical and office support personnel.

### **EXAMPLES OF DUTIES:**

*Duties may include, but are not limited to, the following:*

- Plan, organize, and direct water distribution activities, including operation and maintenance of water distribution and treatment facilities; ensure treatment and delivery of water sufficient to meet forecasted demand.
- Direct, oversee and participate in the development of the Water Distribution Division work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Prepare the Water Distribution Division budget and assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the division and department.
- Manage and develop effective preventative maintenance program recommendations and quality assurance of the City's reporting responsibilities and water resource databases, including well

production and groundwater yield emergency water supply plan and; manage the response to emergencies related to water supply.

- Responsibility in managing the development and implementation of various public education programs related to water quality such as chlorination, as well as other water quality programs included in the City's Urban Water Management Plan.
- Responsibility in managing the development of various planning documents such as the Water Master Plan, Urban Water Management Plan, the City's Water Quality Program, and other specialty plans and studies.
- Presents information on water conservation, water supply, and related issues to internal departments, community and business groups, trade organizations, and other public agencies; represent the City at professional association meetings and on assigned boards and councils.
- Direct water distribution and treatment operations, including related construction/maintenance activities; conduct site inspections on a periodic basis or as required by circumstances to ensure compliance with standards and regulations; direct and oversee compliance with regulations governing water distribution systems.
- Plan, develop and oversee the work of staff involved in the implementation of efficient operations and delivery of excellent customer service while maintaining the highest level of water quality in the system and proactively addressing maintenance needs.
- Observe, monitor, and evaluate all functions, operations and activities of the City's water distribution systems and inclusive work units on a continuous basis; identify potential issues, problems, and opportunities and implement appropriate solutions; implement approved improvements and modifications; prepare regulatory reports on operations and activities periodically and upon request.
- Receive and respond to difficult concerns/complaints from City water customers and the general public; initiate, oversee, and monitor investigations and communications regarding such complaints and claims against the City; and implement appropriate responses and corrective actions as necessary to resolve issues in a timely manner.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance, as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Methods associated with water usage assessment; laws and regulatory codes applicable to water supply and demand management; the State of California Urban Water Management Planning Act, Water Conservation in Landscaping Act, and California Urban Water Conservation Council Best Management Practices.
- Administrative principles and methods, including project planning and program management; methods and techniques for creating written and oral public information programs; basic research techniques; principles of statistical and fiscal analysis; technical report writing techniques; grant writing and administration principles; budget preparation and monitoring principles
- Principles and practices of public works facilities construction and maintenance related to water distribution and treatment systems.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws.
- Modern office procedures and computer equipment.

- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training and personnel management.
- requirements and all essential aspects of the job
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Organize and direct Water Distribution Division operations.
- Manage, oversee, and conduct water use audits; supervise, train, and evaluate support staff; make effective oral presentations to a wide variety of audiences including civic, business, and school groups; deal tactfully and courteously with the public; understand Federal, State, and local laws, regulations, policies, procedures and standards pertaining to water supply and Quality..
- Research and analyze a variety of moderate to complex administrative/operational and fiscal/budgetary issues; make persuasive presentations of ideas and recommendations.
- Interpret and explain pertinent water utility and department policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Gain cooperation through discussion and persuasion.
- Interpret and apply City and department policies, procedures, rules and regulations.
- Prepare and administer a budget.
- Supervise, train and evaluate personnel.
- Access, review, analyze and interpret a wide variety of reports, technical data and budget documents; know and understand laws, regulations, rules and codes related to area of assignment
- Observe performance and review and evaluate staff
- Problem-solve department related issues
- Manage various processes and requirements; and interpret and communicate policy, information and instructions.
- Remain stationary at desk and in meetings for long periods of time
- Intermittently move, traverse and position self while performing duties
- Access equipment surrounding desk; activate, use and operate a computer and other office equipment; use telephone
- Communicate through written means; and move or transport weight of 25 pounds or less.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Equivalent to completion of the twelfth (12th) grade.

Five years of increasingly responsible experience in water distribution construction and maintenance, including two years of supervisory responsibility.

Special Requirements:

Possession of a valid California Class C driver's license.

Possession of a California State Water Resources Control Board Water Distribution Operator Grade 4 (D4) certificate by date of appointment.

Possession of a California State Water Resources Control Board Water Treatment Operator Grade 2 (T2) certificate by date of appointment.

Working Conditions:

Positions may be required to work outside of normal business including evenings and weekends.

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| Category:            | Division Manager |
| FLSA Classification: | Non-Exempt       |
| Effective Date:      | July xx, 2022    |
| Revisions:           | N/A              |