



**REQUEST FOR BOARD ACTION**

**ITEM NO.** 18.

**DATE OF MEETING:** April 2, 2012

**REQUESTED BY:** Michael G. Mack, Director, PCU

**SHORT TITLE:** Resolution Amending the Pender County Pay & Classification Plan

**BACKGROUND:** With the new Surface Water Treatment Plant scheduled to begin testing and start-up operations in May 2012, additional plant operational and maintenance staff will be required to run the plant. Working in concert with CDM, the plant's design engineering firm and the Water Plant Superintendent, the necessary positions to operate the plant have been identified and budgeted. The total necessary personnel at this time are five (5) positions; Chief Water Plant Operator, Chemist, Water Maintenance Technician I, and two (2) Water Plant Operators.

The duties of these positions are described on the accompanying job descriptions. Funding for these positions is available and no additional funding is required for this fiscal year.

**SPECIFIC ACTION REQUESTED:** To consider a resolution authorizing amending the Pender County Pay & Classification Plan to add Chief Water Plant Operator, Chemist, Water Maintenance Technician I, and Water Plant Operator positions.

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.



Initial

**RESOLUTION**

**NOW, THEREFORE BE IT RESOLVED** by the Pender County Board of Commissioners that

the authorization to amend the Pender County Pay & Classification Plan to add the following positions is approved: Chief Water Plant Operator, Chemist, Water Maintenance Technician I, Water Plant Operator. The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

YEA VOTES: Brown \_\_\_ Tate \_\_\_ Rivenbark \_\_\_ Ward \_\_\_ Williams \_\_\_

\_\_\_\_\_  
George R. Brown, Chairman      04/02/12  
Date

\_\_\_\_\_  
ATTEST      04/02/12  
Date

# Chief Water Plant Operator

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs complex technical and difficult professional and administrative work planning and supervising the day-to-day operation, maintenance, and repair of the Surface Water Treatment Plant and related facilities; serves as Operator in Responsible Charge (ORC) in the absence of the Water Treatment Plant Superintendent; does related work as required; maintains records and reports. Work is performed under the supervision of the Water Treatment Plant Superintendent. Divisional supervision is exercised over all personnel within the Water Plant Division.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

- Planning, coordinating, supervising, and directing the activities of the Surface Water Treatment Plant operational staff; ensuring compliance with regulatory agency requirements; maintaining records and files; preparing reports.
- Oversees the operation of the SCADA system to control and monitor water supply throughout the Districts.
- Prioritizes and issues Work Orders and assigns staff to treatment and repair work.
- Serves as ORC in the absence of the Plant Superintendent.
- Enforces OSHA and division safety procedures and practices.
- Assists in preparation, monitoring, and managing annual budget for the Water Supply Division.
- Assists in preparation of Annual Consumer Confidence Report.
- Orders and maintains sufficient inventory of equipment and supplies for system operations.
- Collects various system samples for laboratory analysis and reporting in compliance with State and Federal regulations.
- Maintains records and prepares a variety of reports for regulatory agencies concerning water treatment operations.
- Receives and responds to inquiries and complaints from citizens.
- Performs related tasks as required.

## Knowledge, Skills and Abilities

Thorough knowledge of modern surface water treatment plant principles and operating practices; thorough knowledge of the hydraulic, chemical, and mechanical principles pertinent to treatment plant operations; thorough knowledge of State and Federal water and sewer regulations and requirements; thorough knowledge of OSHA requirements; thorough knowledge of the tools, equipment, and materials used in treatment work; ability to plan, coordinate, supervise, and evaluate the work of others; ability to prepare reports, ability to establish and maintain effective working relationships with associates, engineers, state regulators, elected officials, and the general public.

## Education and Experience

3-5 years experience in operating a North Carolina A-Surface water treatment plant. Experience in starting-up/commissioning a surface water treatment plant preferred.

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking and hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or

small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to the risk of electrical shock and occasionally requires working near moving mechanical parts, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location.

### **Special Requirements**

Possession of North Carolina A-Surface Water Treatment Operator Certification. Valid driver's license in the State of North Carolina.

# Chemist

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs complex technical and intermediate professional and administrative work involving the chemical and biological analysis of water and wastewater; does related work as required; maintains records and reports. Work is performed under the supervision of the Water Treatment Plant Superintendent. Supervision is exercised over all laboratory personnel.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

- Conducts regular and special chemical analysis of samples of water and wastewater to determine the efficiency of treatment and chemical constituents.
- Maintains records of analyses and quality control for all parameters as required by permits.
- Calibrates and maintains all necessary laboratory equipment.
- Prepares reagents used for water and wastewater analyses.
- Orders and maintains all laboratory supplies, assists in budget preparation.
- Trains operations personnel in correct procedures for obtaining and handling water and wastewater samples.
- Performs a variety of chemical and biological tests, including but not limited to bacteria count, coliform check, turbidity, color, alkalinity, pH, CO<sub>2</sub>, chlorine residual, temperature, fluoride, and total phosphorous.
- Ensures compliance with regulatory agency requirements; maintaining records and files; preparing reports.
- Assists in preparation of Annual Consumer Confidence Report.
- Collects various system samples for laboratory analysis and reporting in compliance with State and Federal regulations.
- Maintains records and prepares a variety of reports for regulatory agencies concerning water treatment operations.
- Performs related tasks as required.

## Knowledge, Skills and Abilities

Thorough knowledge of the principles of organic and inorganic chemistry and biochemistry; thorough knowledge of modern chemical laboratory procedures, techniques and equipment and skill in their use; thorough knowledge of the chemical principles pertinent to surface water treatment plant operations; thorough knowledge of State and Federal water and sewer regulations and requirements; thorough knowledge of OSHA requirements; ability to perform research work on problems of a chemical nature; ability to prepare clear and accurate reports; ability to plan, train, and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates.

## Education and Experience

Bachelor's degree in chemistry, biology, or related field; 3-5 years laboratory experience at a water or wastewater treatment plant laboratory.

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking and hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or

small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to the risk of electrical shock and occasionally requires working near moving mechanical parts, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location.

### **Special Requirements**

Possession of the following North Carolina State Laboratory of Public Health certifications, Laboratory Analyst: Bacteriology and Laboratory Analyst: Process Control Chemistry Certification; North Carolina C-Surface; and Physical/Chemical Grade I certifications required or obtainable within 18 months of employment. Valid driver's license in the State of North Carolina.

# Water Maintenance Technician I

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs routine and complex technical and mechanical work, maintenance, and repair of the water treatment, and disposal systems; maintaining records and reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Water Treatment Plant Superintendent.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

- Coordinates, supervises and participates in the repair and maintenance of public water and wastewater systems.
- Enforces OSHA and division safety procedures and practices.
- May participate in the design, review, approval, inspection and acceptance of County utility infrastructure.
- Orders and maintains sufficient inventory of repair parts, equipment, and supplies for system operations and maintenance.
- Responsible for grounds-keeping and assisting plant staff in housekeeping
- Performs routine preventative and predictive maintenance
- Performs related tasks as required.

## Knowledge, Skills and Abilities

Comprehensive knowledge of the methods, techniques, practices and procedures involved in installation, operation, repair and maintenance of drinking water treatment systems and facilities; thorough knowledge of State and Federal water and sewer regulations and requirements; thorough knowledge of OSHA requirements; thorough knowledge of the tools, equipment, and materials used in utility work; ability to prepare reports, ability to establish and maintain effective working relationships with associates, engineers, state regulators, elected officials, and the general public.

## Education and Experience

Any combination of education and experience equivalent to graduation from high school and 2-4 years experience in water and wastewater treatment and in the construction, maintenance, and repair of public infrastructure.

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking and hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to the risk of electrical shock and occasionally requires working near moving mechanical parts, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location.

## Special Requirements

Valid driver's license in the State of North Carolina.

# Water Plant Operator

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs technical work in the daily operation of a Surface Water Treatment Plant and related facilities; monitors and adjusts plant operations; records and maintains plant operation, water storage clearwells, and pump operation records; ensures proper functioning of water pumps, motors, filters, and chemical feeders and makes adjustments as necessary to maintain proper flow of water; does other related work as required. Work is performed under the regular supervision of the Chief Water Plant Operator.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

- Operates and maintains water treatment equipment ensuring compliance with regulatory agency requirements; maintaining records and files; preparing reports.
- Obtains and performs laboratory tests of water to include pH, chlorine residual, and turbidity.
- Adjusts chemicals as necessary to maintain optimum system performance.
- Monitors water tank levels and makes flow rate changes to meet system demands.
- Makes periodic checks of plant equipment, including feed pumps, flocculators, flash mixer, basins, filters, and high service pumps.
- Backwashes filters as required.
- Refills day chemical tanks.
- Monitors SCADA system to maintain quality and monitor water supply throughout the Districts.
- Collects various system samples for laboratory analysis and reporting in compliance with State and Federal regulations.
- Maintains records and prepares a variety of reports for regulatory agencies concerning water treatment operations.
- Performs related tasks as required.

## Knowledge, Skills and Abilities

Comprehensive knowledge of the principles, practices, equipment and methods used in modern surface water treatment and pumping operations; general knowledge of chemistry as applied to water treatment; ability to adjust water pumps, chemical feed machines and other water plant equipment; ability to check the operation of equipment and to detect defects in operation; ability to take accurate readings, to keep routine records and to make arithmetical computations; ability to establish and maintain effective working relationships with associates.

## Education and Experience

Graduation from high school and 2 -4 years of experience in operating a North Carolina surface water treatment plant. Experience in starting-up/commissioning a surface water treatment plant preferred.

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking and hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently

requires exposure to wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and exposure to the risk of electrical shock and occasionally requires working near moving mechanical parts, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location.

### **Special Requirements**

Possession of a North Carolina Grade C-Surface Water Treatment Operator Certification required. Grade B or A-Surface Water Treatment Operator Certification preferred. Valid driver's license in the State of North Carolina.