



DATE **February 3, 1998**

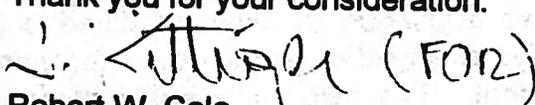
TO **Civil Service Commission**

FROM **Robert W. Cole, Executive Director/General Manager**

SUBJECT **Classification/Consolidation - Water Utility Supervisor**

I am requesting that at the earliest possible Civil Service Commission meeting, you consider the Water Department's request to consolidate the position of Water Emergency Service Supervisor and the position of Meter Repair Supervisor into the position of Water Utility Supervisor I, and II. A detailed list of how each current position will be transferred into the newly titled positions has been provided to your staff. Compensation has been reviewed and approved for these positions by Human Resources. This classification consolidation has been reviewed by Brian Burns, President of District Lodge 777 IAM. The job specifications have been reviewed by our Department, Human Resources and your staff, and an updated job specification has been provided to your staff.

Thank you for your consideration.


Robert W. Cole
Executive Director/General Manager

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LONG BEACH WATER DEPARTMENT
A Class 1 Water Utility

DATE February 9, 1998
TO Civil Service Commission
FROM Kenneth A. Walker, Administrative Officer
SUBJECT Water Department Class Consolidations

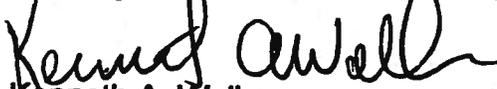
ROBERT W. COLE, Executive Director

Attached are class specifications and compensation crosswalks for the proposed consolidation of Meter Repair Mechanic and Water Emergency Service Investigator into the classification of Water Utility Mechanic, and the proposed consolidation of Meter Repair Supervisor, Water Emergency Service Supervisor, and Water Construction Supervisor into the classification of Water Utility Supervisor.

The specifications have been reviewed and approved by Cheryl Abbate of the Civil Service Department, and have subsequently been modified only with regard to format and non-substantive changes to language as recommended by the Human Resources Department. The salary crosswalk demonstrates that the consolidations are salary neutral, and that no "salary creep" is occurring. Therefore, we request that this matter be agendaized for your consideration at the Civil Service Commission Meeting of February 18, 1998.

We have been working with Brian Burns, President of District Lodge 777, IAM, on this matter and he has expressed reservations about the Emergency Service Investigator title and duties. We have addressed his stated concerns by assuring that Emergency Service Investigators may retain their current title as a working title, and that no employee will be assigned to duties for which he/she is not physically capable.

Thank you for your attention to this matter. Should you have any questions, you may contact me at extension 82379.


Kenneth A. Walker
Administrative Officer

Attachments

CC: Robert W. Cole, Executive Director/General Manager

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CLASSIFICATION SPECIFICATION

Approval Dates:

City of Long Beach
WATER DEPARTMENT

Civil Service Commission

TITLE: WATER UTILITY SUPERVISOR I, II

DEFINITION:

Under direction, plans, supervises, coordinates and participates in the installation, repair and maintenance of water and sewer mains, sewer manholes, sewer laterals and water service laterals, large valves, fire hydrants, meters, water and sewer pumping, treatment, storage and control facilities.

REPORTS TO:

Grade Level I: Water Utility Supervisor II

Grade Level II: Water Operations Officer, Water Treatment Superintendent, Support Services Officer or Sewer Operations Officer.

DISTINGUISHING CHARACTERISTICS:

Grade Level I: Supervises and participates in the work of one or more crews.

Grade Level II: Supervises the work of multiple crews and/or performs the more complex duties of the classification.

EXAMPLES OF DUTIES (including but not limited to):

Grade Level I:

- Supervises one of the following crews or activities:
 - Emergency Services Responses
 - Water Billing Investigation
 - Water Valve Operations
 - Water Valve Repair
 - Fire Hydrant Flushing
 - Fire Hydrant Maintenance
 - Water Meter Exchange
 - Water Meter Repair
 - Water Main Construction
 - Water Service Construction

- Sewer Pump Station Maintenance
 - Sewer Pipeline Inspection
 - Sewer Pipeline Cleaning
 - Sewer Pipeline Repair
- Plans, assigns, directs and trains subordinate personnel engaged in water and sewer customer field services or installation, maintenance and repair of water and sewer services, valves, controls and other apparatus used for the metering, distribution of water or sewer mains, manholes, laterals and pump stations used for the collection and transport of sanitary sewage.
 - Ensures compliance with the Department safety standards and procedures; develops and maintains safe operating procedures and work standards.
 - Investigates water and sewer related customer calls and billing inquiries, notifies customers of water and sewer service interruptions.
 - Produces and reviews video tapes of sewer lines to determine stoppage locations and condition of lines.
 - Operates a variety of tools and heavy equipment; such as, forklifts, pavement breakers, jackhammers, tampers, cement cutters, tapping machines, valve operators, cutting torches, grit blasters, ten-wheelers, gas detectors, sewer pipeline video equipment, sewer pipeline water jetting and mechanical rodding equipment; respirators, confined space entry apparatus, concrete mixers, truck mounted and stationary cranes, portable pumps and compressors, and pesticide application equipment.
 - Coordinates installation of shoring and enters confined spaces.
 - Makes taps on water mains.
 - Responds to emergencies on a 24-hour basis.
 - Participates in selection, evaluation and discipline of subordinate personnel.
 - Performs other related duties as required.

EXAMPLES OF ADDITIONAL DUTIES:

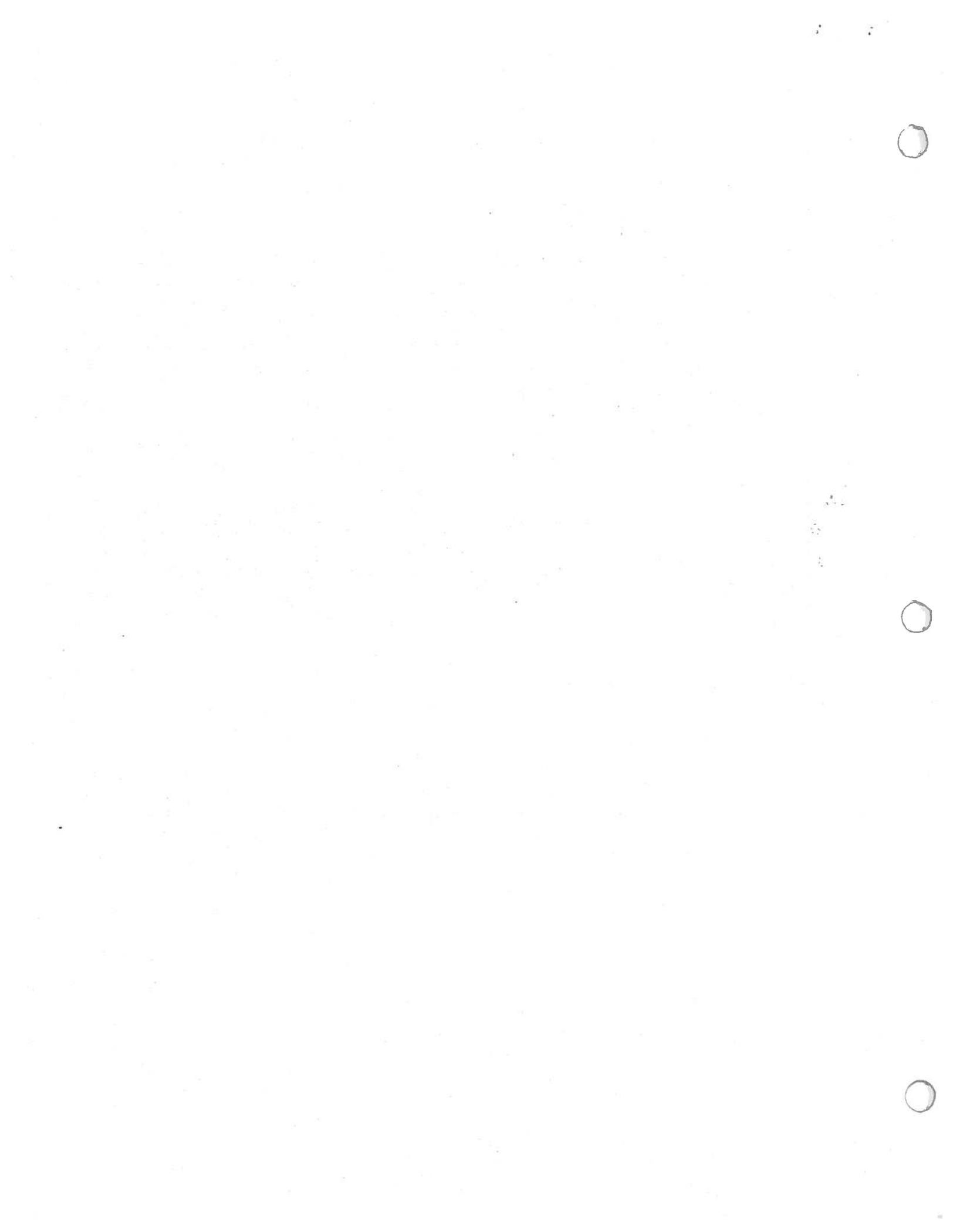
Grade Level II:

- Supervises one of the following sections or shops:
 - Emergency Service Section
 - Main Construction Section
 - Service Construction Section
 - Sewer Pipeline Section
 - Sewer Pump Station Section
 - Water Meter Shop
 - Facility Maintenance Section
- Reviews construction documents to ensure conformance with Department standards and guidelines.
- Serves as project inspector, reviewing invoices and verifying payment for the trench paving programs with City contractors.

- Prepares purchase requisitions.
- Participates in selection, evaluation and discipline of subordinate personnel.
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

- High school diploma or equivalent.
- Open to current City employees with three or more years experience in the construction, operation, maintenance and repair of water distribution and/or sewage collection facilities, including a minimum of three years as a Water Utility Mechanic or as a Senior Equipment Operator.
- Good working knowledge of supervision, safety and the methods, materials, tools and equipment used in installation, maintenance and repair of water distribution and/or sewer collection facilities.
- Ability to communicate tactfully and effectively with the public.
- Knowledge of the operation of heavy equipment, installation of shoring, traffic control and safety procedures including working in confined spaces and use of self-contained breathing apparatus.
- Ability to respond to emergency call-outs on 24-hour basis. Applicant must be willing to wear a pager and be able to report to Operations Service Center for emergency calls within a thirty-minute time frame.
- Valid California Class C driver license is required; class B with tanker endorsement may be required within six months of hire.



**Long Beach Water Department
Proposed Class Consolidations
Water Emergency Service Supervisor, Meter Repair Supervisor, Water Construction Supervisor**

Name	Classification		Range		Maximum Monthly Salary in Range		Comments
	Current	Proposed	Current	Proposed	Current	Proposed	
Westerdale, Norman	Meter Repair Supervisor	Water Utility Supervisor I	520	520	3,678	3,678	Lateral Salary Move
Lyons, Charles Rey	Water Emergency Svc Supv	Water Utility Supervisor II	570	570	4,171	4,171	Lateral Salary Move
Cansales, Jim B	Water Construction Supv I	Water Utility Supervisor I	520	520	3,678	3,678	Lateral Salary Move
Fiddler, Albert Gregory	Water Construction Supv I	Water Utility Supervisor I	520	520	3,678	3,678	Lateral Salary Move
Gonzalez, Anthony Lee	Water Construction Supv I	Water Utility Supervisor I	520	520	3,678	3,678	Lateral Salary Move
Hernandez, Ronald Ray	Water Construction Supv I	Water Utility Supervisor I	520	520	3,678	3,678	Lateral Salary Move
Katzenberger, Robert John	Water Construction Supv I	Water Utility Supervisor I	520	520	3,678	3,678	Lateral Salary Move
Lawless, Edward Wayne	Water Construction Supv I	Water Utility Supervisor I	520	520	3,678	3,678	Lateral Salary Move
Logan, Melvin	Water Construction Supv I	Water Utility Supervisor I	520	520	3,678	3,678	Lateral Salary Move
Mason, Wesley Dale	Water Construction Supv I	Water Utility Supervisor I	520	520	3,678	3,678	Lateral Salary Move
Moreno, Richard A	Water Construction Supv I	Water Utility Supervisor I	520	520	3,678	3,678	Lateral Salary Move
Phelps, Timothy E	Water Construction Supv I	Water Utility Supervisor I	520	520	3,678	3,678	Lateral Salary Move
Schroeder, Harold James	Water Construction Supv I	Water Utility Supervisor I	520	520	3,678	3,678	Lateral Salary Move
Siler, Harry Grant	Water Construction Supv I	Water Utility Supervisor I	520	520	3,678	3,678	Lateral Salary Move
Smiglia, Steven E	Water Construction Supv I	Water Utility Supervisor I	520	520	3,678	3,678	Lateral Salary Move
Turner, Marcel D	Water Construction Supv I	Water Utility Supervisor I	520	520	3,678	3,678	Lateral Salary Move
Wells, Glenn	Water Construction Supv I	Water Utility Supervisor I	520	520	3,678	3,678	Lateral Salary Move
Wilkinson, Chris John	Water Construction Supv I	Water Utility Supervisor I	520	520	3,678	3,678	Lateral Salary Move
Jansen, Barry Allen	Water Construction Supv II	Water Utility Supervisor II	570	570	4,171	4,171	Lateral Salary Move
Jones, Bobby Joe	Water Construction Supv II	Water Utility Supervisor II	570	570	4,171	4,171	Lateral Salary Move
Mendez, Ricardo A	Water Construction Supv II	Water Utility Supervisor II	570	570	4,171	4,171	Lateral Salary Move





Date: February 18, 1998

To: Civil Service Commission

From: Christopher Daclan, ^{CD} Personnel Analyst

Subject: **CLASSIFICATION CONSOLIDATION - WATER UTILITY SUPERVISOR**

Mr. Robert W. Cole, General Manager, Long Beach Water Department (LBWD), has requested that review of the Water Construction Supervisor, Meter Repair Supervisor and Water Emergency Service Supervisor classifications and Commission approval/adoption of the attached consolidation classification specification.

Facts for Consideration:

- Currently, there are a total of twenty (20) permanent full-time employees in the Water Construction Supervisor classification, one incumbent permanent full-time Meter Repair Supervisor and one incumbent permanent full-time Water Emergency Services Supervisor.
- Based on the duties performed by employees in these three classifications, staff has determined that there is sufficient similarity among the tasks to support the proposed consolidation and broaden the duties of the subject classifications. The new Water Utility Supervisor will be comprised of two distinct grade levels, as outlined in the Classification Specification. The broader, more generic classification will allow the Water Department more flexibility in assigning its field supervisors.
- Employees in the consolidated classifications will carry their seniority with them into the new classification. Staff has determined that this consolidation will have a negligible effect on the standing of individual employees in the subject classifications and the relative relationship of the seniority rankings of employees in the affected classifications will not be appreciably impacted.
- The LBWD, the Department of Human Resources and Affirmative Action and Mr. Brian Burns, representative from the International Association of Machinists (IAM), have reviewed and discussed compensation and other topics related to this classification consolidation. The minimal effects to the affected employees' compensation are reflected in the attached table.

- While the classification consolidation of these supervisory classifications is separate, it is tied to the consolidation of the Water Utility Mechanic classification with Meter Repair Mechanic and Water Emergency Services Investigator. Since the minimum requirements for Water Utility Supervisor are an amalgam of the requirements of the consolidated supervisory classifications, any changes made to the Water Utility Mechanic classification will affect the Water Utility Supervisor classification.
- Civil Service staff and Mr. Burns met with all employees in the affected classifications. Staff also requested detailed written position description information from the each employee and met to discuss issues with the IAM, LBWD management and the Department of Human Resources and Affirmative Action. As a result of these meetings and the subsequent study of the affected classifications, recommendations regarding the subject classification consolidation were formed.

Recommendations:

Staff recommends that the classifications of Water Construction Supervisor, Meter Repair Mechanic and Water Emergency Services Supervisor into a single classification titled, Water Utility Supervisor pursuant to Section 66 of the Civil Service Rules and Regulations. In addition, staff recommends Commission approval and adoption of the attached consolidated classification specification for Water Utility Supervisor.

Affected employees have been notified that this item has been placed on today's agenda and all were invited to attend the Commission meeting.

CD/cd
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