

Council Meeting
December 18, 2007

Honorable Mayor and Members
of the City Council
City Hall
Torrance, CA

SUBJECT: Approve revised class specifications for Water Service Technicians I, II and III and adopt a RESOLUTION

RECOMMENDATION:

Recommendation of the Human Resources Director and the Civil Service Commission that the City Council approve the revised class specifications for Water Service Technician I, II and III.

In addition, the Human Resources Director recommends that City Council adopt a RESOLUTION amending Resolution No. 2007-78 governing employees represented by Torrance Municipal Employees – AFSCME Local 1117 to implement the salary ranges for Water Service Technicians I, II and III.

FUNDING

Funding is available in the 2007-08 Wage Reserve.

BACKGROUND

In 2001, the California Department of Public Health (CDPH) changed the designation of the City's Water Distribution and Treatment System to comply with federal guidelines mandated by Congress. As a result of this change, certification requirements for employees in the Water Division also changed.

The approval of the revised class specifications for the Water Service Technicians I, II and III are part of a Tentative Agreement with TME-AFSCME that was approved at your meeting on December 4, 2007. The City has met and conferred with TME-AFSCME who concurs in the recommendation before your Honorable Body.

At their meeting of December 10, 2007, the Civil Service Commission unanimously approved the revised class specifications for Water Service Technician I, II and III (Attachment A, B, C). This recommendation is submitted to your Honorable Body for your review and approval.

ANALYSIS

Changes to the class specifications include addition of duty statements; and changes in the Qualification Guidelines section includes knowledge and ability statements required at entry and those required to successfully perform the duties. The appropriate certifications have been added and the pay ranges have been modified.

Water Service Technician I

The Water Service Technician I maintains water meters, reads meters and records readings; assists in the installation, repair and replacement of water mains, water meters, fire hydrants and other water facilities; and computes water consumption.

In addition, a State of California Department of Public Health Water Distribution License, Grade 1 is now required for the classification.

The proposed pay range for Water Service Technician I is \$20.23 - \$23.42 per hour. The proposed range is similar to positions in comparable agencies. Incumbents will be eligible for premiums for Water Distribution License Grade 2 and Water Distribution License Grade 3.

Water Service Technician II

The Water Service Technician II performs skilled work in the installation, repair and replacement of the City's water system. This is the journey level class that primarily operates heavy machinery and performs a full range of complex tasks and work within established procedures and/or policies.

In addition, a State of California Department of Public Health Water Distribution License, Grade 2 is now required for the classification.

The proposed pay range for Water Service Technician II is \$22.31 - \$25.83 per hour. The proposed range is similar to positions in comparable agencies. Incumbents will be eligible for premiums for Water Distribution License Grade 3 and Water Treatment License Grade 1.

Water Service Technician III

The Water Service Technician III performs skilled work in the installation, maintenance and repair of the City's water system; performs skilled work pertaining to water quality control; performs the most complex work of the meter repair shop; assigns, reviews, coordinates and trains lower level Water Service Technicians.

In addition, a State of California Department of Public Health Water Distribution License, Grade 3 and a State of California Department of Health Services Water Treatment License Grade 2 is now required for the classification.

The proposed pay range for Water Service Technician II is \$25.84 - \$29.19 per hour. The proposed range is similar to positions in comparable agencies. Incumbents will be eligible for premiums for Water Distribution License Grade 4 and Grade 5.

Respectfully submitted,

CIVIL SERVICE COMMISSION
Thomas Doty, Chair

ELAINE M. WINER
Human Resources Director

By Melody P. Lawrence
Melody P. Lawrence
Human Resources Manager

CONCUR:

Elaine M. Winer
Elaine M. Winer
Human Resources Director

Jeannie Moorman
Jeannie Moorman
TME-AFSCME President

Greg Ferguson
Greg Ferguson
TME-AFSCME Vice President

NOTED:

LeRoy J. Jackson
LeRoy J. Jackson
City Manager

- Attachments:
- A) Water Service Technician I
 - B) Water Service Technician II
 - C) Water Service Technician III
 - D) Civil Service Commission Meeting December 10, 2007 Item 6
 - E) Supplemental Salary Resolution

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ATTACHMENT A

City of Torrance
Class Code: 5401
Class Designation: Civil Service

December 2007
(Revised)
Representation Unit: Crafts & Trades

Water Service Technician I

Definition:

Under general supervision, maintains water meters, reads meters and records readings; assists in the installation, repair and replacement of water mains, water meters, fire hydrants and other water facilities; computes water consumption; and performs related work as required.

Distinguishing Characteristics:

The Water Service Technician I is the entry/journey level class in the series, distinguished from the Technician II in that the Technician I does not regularly operate heavy equipment in the construction or perform repair work to the water system. Assignments are generally limited in scope and require the incumbent to make choices or decisions within established procedures and/or policies. As experience accrues, the incumbent performs with increasing independence. Work requires incumbent to exercise some judgment in selecting appropriate established guidelines to follow; significant deviations require prior approval. Interpretation of general administrative or operational policies is sometimes necessary.

Supervision Exercised/Received:

Receives general supervision from the Water Service Supervisor; may receive technical or functional supervision from the Water Service Technician II or III.

Examples of Essential Duties

The following duties represent the principal job duties; however, they are not all-inclusive.

- Tests and calibrates meters to departmental standards.
 - Keeps a record of new meter installations and exchanges.
 - Repairs leaks in service assemblies.
 - Reads meters and records readings.
 - Installs, replaces, repairs, inspects and maintains residential and commercial water meters and hydrant meters used by construction firms.
 - Installs, replaces and repairs fire hydrant assemblies.
 - Assists in the installation, repair and maintenance of the City's water system, including water mains, valves, water service lines, and hydrants.
 - Computes water consumption.
 - Performs safety inspections of equipment and machinery.
 - Reports defects and irregularities to supervisor.
 - Turns water service off and on as appropriate.
 - Receives and responds to inquiries and complaints from customers and the general public regarding water service.
 - Responds to emergency calls during work and after normal working hours.
 - Assists in the training of new and lower classification employees.
-

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Maintains and cleans equipment and tools; maintains a clean and orderly workplace.
- May distribute notices to water customers.
- May maintain field reports, and work orders.
- Performs related duties as required.

Qualification Guidelines

Knowledge of:

- Basic mechanical principles.
- The uses of hand and power tools.
- Accepted methods of repair, rehabilitation and maintenance of water meters.
- Safety rules and precautions related to the use of tools, vehicles and equipment.
- Proper procedures in lifting or moving heavy objects.
- General public relations techniques.

Ability to:

- Read meter dials and records readings.
- Make arithmetical calculations.
- Perform assigned tasks without close supervision.
- Communicate effectively orally.
- Read and understand work orders, drawings, maps, etc.
- Operate equipment and tools with skill and safety.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative relationships with co-workers, the public, other City departments and individuals from other agencies.
- Learn City policies and procedures affecting departmental operations, generally City operations and utilize new skills and information to improve job performance and efficiency.

License or Certificate:

Must possess and maintain an appropriate, valid California driver's license; and a State of California Department of Public Health Water Distribution License, Grade D1.

Education and Experience:

Any combination of education and experience that would have provided the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

One year of full time experience in the repair of mechanical equipment and six months of experience in a position involving public contact; and equivalent to a high school diploma.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a considerable amount of force frequently to lift, carry, push, pull or otherwise move objects and to stoop, crouch, climb and lift in the performance of manual labor; to operate a variety of tools, equipment and vehicles; to work around electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold.

Career Ladder Information

Experience gained in this classification may serve to meet the minimum requirements for promotion to Water Service Technician II and/or Water Service Technician III with appropriate certification.

Last revised:
December 2007

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ATTACHMENT B

City of Torrance
Class Code: 5402
Class Designation: Civil Service

December 2007
(Revised)
Representation Unit: Crafts & Trades

Water Service Technician II

Definition:

Under general supervision, performs skilled work in the installation, repair and replacement of the City's water system; and performs related work as required.

Distinguishing Characteristics:

The Water Service Technician II is a journey level class in the series, distinguished from the Technician III in that the incumbents primarily operate heavy machinery and perform a full range of complex tasks and work within established procedures and/or policies. At this level, incumbents work with only occasional instruction or assistance. Work involves frequent interpretation of policies, procedures and guidelines, and may involve the development of recommendations consistent with directives, policies and regulations.

Supervision Exercised/Received:

Receives general supervision from the Water Service Supervisor and may receive technical supervision from the Water Service Technician III. May provide technical supervision, which includes assigning, reviewing, coordinating and training, of the Water Service Technician I, but this task is ancillary to the primary focus of the classification.

Examples of Essential Duties

The following duties represent the principal job duties; however, they are not all-inclusive.

- Performs installation, repair and maintenance of the City water system, including water mains, valves, water service lines, hydrants and/or meters.
- Drives and operates heavy equipment, including a backhoe, boom truck and tank truck to accomplish excavations and clean up at work sites.
- Verifies location of underground utility facilities before beginning excavation work.
- May provide technical supervision, which includes assigning, reviewing, coordinating and training to lower level Water Service Technicians.
- Performs daily safety inspections of equipment and machinery.
- Turns water service off and on as appropriate.
- Maintains accurate records as required.
- Responds to emergency calls during and after normal working hours.
- Investigates leaks ranging from meter leaks to large main leaks, determines level of repairs required
- Contacts other water companies or utilities to advise them of service problems and coordinate repairs.
- Assists other division personnel with various water service tasks as required.

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Maintains and cleans equipment and tools; maintains clean and orderly workplace.
 - May paint fire hydrants.
 - May lay seed and fertilize where lawn/landscaping has been disturbed.
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- May transport employees and equipment to job sites.
- May maintain field reports and work orders and dispatch crews.
- Performs related duties as required.

Qualification Guidelines

Knowledge of:

- Heavy equipment operations and maintenance.
- Accepted methods of repair, rehabilitation and maintenance of water supply and distribution system facilities.
- Water pipeline construction methods and practices.
- Materials, tools and equipment used in the installation, maintenance and repair of water systems, hydrants, meters, etc.
- Basic principles of water system hydraulics.
- Rules and regulations affecting municipal water departments.
- Safety rules and precautions related to the use of tools, vehicles and equipment.
- Proper procedures in lifting or moving heavy objects.
- General public relations techniques.

Ability to:

- Communicate effectively orally.
- Maintain accurate records of time, materials and equipment.
- Use basic arithmetic; take measurements.
- Read and understand work orders, drawings, maps, etc.
- Operate equipment including backhoe, boom truck, crawler tractor, water service truck, diagnostic equipment, power tools, heavy machinery, and various tools, etc., with skill and safety.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative relationships with co-workers, the public, other City departments and individuals from other agencies.
- Learn City policies and procedures affecting departmental operations, generally City operations and utilize new skills and information to improve job performance and efficiency.
- Set up traffic control in a safe manner.

License or Certificate:

Must possess and maintain an appropriate, valid California driver's license; a State of California Department of Health Services Water Distribution License Grade D2.

Education and Experience:

Any combination of education and experience that would have provided the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Equivalent to a high school diploma and two years of experience in the installation, maintenance and repair of water distribution facilities, including water meters.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a considerable amount of force frequently to lift, carry, push, pull or otherwise move objects and to stoop, crouch, climb and lift in the performance of manual labor; to operate a variety of tools, equipment, construction equipment and vehicles; to work around electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold, and performing work in confined spaces.

Career Ladder Information

Experience gained in this classification may serve to meet the minimum requirements for promotion to Water Service Technician III with appropriate certification.

Last revised:
December 2007

Water Service Technician III

Definition:

Under direction, performs skilled work in the installation, maintenance and repair of the City's water system; performs skilled work pertaining to water quality control; performs the most complex work of the meter repair shop; assigns, reviews, coordinates and trains lower level Water Service Technicians; and performs related work as required.

Distinguishing Characteristics:

The Water Service Technician III is the advanced journey level in the series and may function as a working lead person. This level possesses significant technical expertise beyond that expected at the journey level. Incumbents exercise independent judgment in the performance of duties. Work is judged primarily on overall results and may require the development of recommendations consistent with directives, policies and regulations. Employees have greater authority over assignments and decisions required to perform the work than do lower-level classifications.

Supervision Exercised/Received:

Receives general supervision from the Water Service Supervisor; and provides functional supervision which includes scheduling, assigning tasks, coordinating work, training, reviewing and providing input on the evaluation of lower level Water Service Technicians.

Examples of Essential Duties

The following duties represent the principal job duties however; they are not all-inclusive.

- Performs installation, repair, maintenance and/or inspection of the City's water system, its components, and storage and production facilities; assigns, reviews, and coordinates the work of lower level Water Service Technicians.
 - Monitors treatment equipment and pumping facilities of the water system.
 - Ensures compliance with policies, procedures, safety guidelines, schedules and work specifications.
 - Verifies location of underground utility facilities before beginning excavation work.
 - Assists in coordinating work with contractors.
 - Turns water service off and on as appropriate.
 - Reads meters and records readings in route book.
 - Receives and responds to inquiries and complaints from customers and the general public regarding water service.
 - Performs the most complex installation, replacement, repair, inspection and maintenance of residential and commercial water meters and hydrant meters; assigns and coordinates the work of crew.
 - Assists in the training of new and subordinate personnel.
 - Maintains accurate records and prepare technical reports and diagrams, status reports, field logs, requisitions, etc. as required.
 - Provides technical assistance to department staff and customers as required.
 - Performs daily safety inspections of equipment and machinery.
 - Responds to emergency calls during work and after normal working hours.
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- Identifies cross-connection hazards.
 - Monitors water quality; takes routine water samples for testing; determines need for water treatment or flushing of water mains.
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Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- May transport employees and equipment to job sites.
 - May distribute notices to water customers.
 - Maintains and cleans equipment and tools; maintains clean and orderly workplace.
 - Performs related duties as required.
 - Inspects facilities, reviews drawings/plans and provides recommendations for cross-connection hazards.
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Qualification Guidelines

Knowledge of:

- Hydraulic and mechanical operations as applied to the operation of water production, storage and distribution systems.
- Accepted methods of repair, rehabilitation and maintenance of water supply and distribution system facilities.
- Service connections, meters and backflow prevention devices and methods.
- Materials, tools and equipment used in the installation, maintenance and repair of water systems and system facilities.
- Physical and technical aspects of water distribution systems, including operations and maintenance.
- Safety rules and precautions related to the use of tools, vehicles and equipment.
- Proper procedures in lifting or moving heavy objects.
- Basic chemistry.
- Rules and regulations affecting municipal water departments.

Ability to:

- Assign, review, coordinate and train crewmembers.
- Communicate effectively orally.
- Maintain accurate records of time, materials and equipment.
- Carry out quality control tests.
- Perform computations using variables and formulas; take measurements; compute percentages, ratio and proportion.
- Read and understand technical reports, drawings, specifications, etc.
- Understand and carry out oral and written directions.
- Read meters and record readings.
- Operate equipment including water service truck, diagnostic equipment, power tools, heavy machinery, test kits, and various tools, etc.
- Establish and maintain cooperative relationships with co-workers, the public, other City departments and individuals from other agencies.
- Learn City policies and procedures affecting departmental operations, generally City operations and utilize new skills and information to improve job performance and efficiency.

License or Certificate:

Must possess and maintain an appropriate, valid California driver's license; a State of California Department of Health Services Water Distribution License Grade D3 and a State of California Department of Health Services Water Treatment License Grade T2.

Education and Experience:

Any combination of education and experience that would have provided the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Equivalent to a high school diploma and four years of progressively responsible experience in the installation, maintenance, repair and/or inspection of water distribution facilities.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a considerable amount of force frequently to lift, carry, push, pull or otherwise move objects and to stoop, crouch, climb and lift in the performance of manual labor; to operate a variety of tools, equipment and vehicles; to work around electrical currents and/or hazardous materials in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold, toxic agents and chemicals, and performing work in confined spaces.

Career Ladder Information

Experience gained in this classification may serve to meet the minimum requirements for promotion to Water Service Supervisor.

Last revised:
December 2007

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ATTACHMENT D

Commission Meeting
December 11, 2007

Honorable Chair and Members
of the Civil Service Commission
City Hall
Torrance, CA

**SUBJECT: Approval of the Revised Class Specifications for
Water Service Technicians I, II and III**

RECOMMENDATION

The Human Resources Director recommends that your Honorable Body approve the revised class specifications for Water Service Technician I, II and III and forward them to the City Council for adoption.

BACKGROUND AND ANALYSIS

In 2001, the California Department of Public Health (CDPH) changed the designation of the City's Water Distribution and Treatment System to comply with federal guidelines mandated by Congress. As a result of this change, certification requirements for employees in the Water Division also changed.

The approval of the revised class specifications for the Water Service Technicians I, II and III (attachment A, B and C) are as part of a Tentative Agreement with TME-AFSCME (attachment D) approved by the City Council at their meeting on December 4, 2007. The City has met and conferred with TME-AFSCME who concurs in the recommendation before your Honorable Body.

Water Service Technician I

The Water Service Technician I maintains water meters, reads meters and records readings; assists in the installation, repair and replacement of water mains, water meters, fire hydrants and other water facilities; and computes water consumption.

Changes in the Qualification Guidelines section include knowledge and ability statements required at entry and those required to successfully perform the duties.

Duty statement added to the class specification is as follows:

- Assists in the training of new and lower classification employees.

Knowledge statements were added to the class specification:

- Safety rules and precautions related to the use of tools, vehicles and equipment.
- Proper procedures in lifting or moving heavy objects.

Ability statements were added to the class specification:

- Perform assigned tasks without close supervision.
- Learn City policies and procedures affecting departmental operations, general City operations and utilize new skills and information to improve job performance and efficiency.

In addition, a State of California Department of Public Health Water Distribution License, Grade D1 is now required for the classification.

Water Service Technician II

The Water Service Technician II performs skilled work in the installation, repair and replacement of the City's water system. This is the journey level class that primarily operates heavy machinery and performs a full range of complex tasks and work within established procedures and/or policies.

Duty statements added to the class specification are as follows:

- Verifies location of underground utility facilities before beginning excavation work.
- May maintain field reports and work orders and dispatch crews.

Ability statements were added to the class specification:

- Learn City policies and procedures affecting departmental operations, generally City operations and utilize new skills and information to improve job performance and efficiency.
- Set up traffic control in a safe manner.

In addition, a State of California Department of Public Health Water Distribution License, Grade D 2 is now required for the classification.

Water Service Technician III

The Water Service Technician III performs skilled work in the installation, maintenance and repair of the City's water system; performs skilled work pertaining to water quality control; performs the most complex work of the meter repair shop; assigns, reviews, coordinates and trains lower level Water Service Technicians;

Duty statements added to the class specification are as follows:

- Identifies cross-connection hazards.
- Inspects facilities, reviews drawings/plans and provides recommendations for cross-connection hazards.

Knowledge statements were added to the class specification:

- Safety rules and precautions related to the use of tools, vehicles and equipment.
- Proper procedures in lifting or moving heavy objects.

Ability statements were added to the class specification:

- Learn City policies and procedures affecting departmental operations, general City operations and utilize new skills and information to improve job performance and efficiency.

In addition, a State of California Department of Public Health Water Distribution License, Grade D3 and a State of California Department of Health Services Water Treatment License Grade T2 is now required for the classification.

Respectfully submitted,

By Melody Lawrence
Melody Lawrence
Human Resources Manager

CONCUR:

Elaine M. Winer
Elaine M. Winer
Human Resources Director

Viet Hoang
Viet Hoang
Acting Civil Service Manager

Jeannie Modman
Jeannie Modman
TME-AFSCME President

Greg Ferguson
Greg Ferguson
TME-AFSCME Vice President

Attachments:

- A. Proposed Class Specification for Water Service Technician I
- B. Proposed Class Specification for Water Service Technician II
- C. Proposed Class Specification for Water Service Technician III
- D. Tentative Agreement with TME-AFSCME

Water Service Technician I

Definition:

Under general supervision, maintains water meters, reads meters and records readings; assists in the installation, repair and replacement of water mains, water meters, fire hydrants and other water facilities; computes water consumption; and performs related work as required.

Distinguishing Characteristics:

The Water Service Technician I is the entry/journey level class in the series, distinguished from the Technician II in that the Technician I does not regularly operate heavy equipment in the construction or perform repair work to the water system. Assignments are generally limited in scope and require the incumbent to make choices or decisions within established procedures and/or policies. As experience accrues, the incumbent performs with increasing independence. Work requires incumbent to exercise some judgment in selecting appropriate established guidelines to follow; significant deviations require prior approval. Interpretation of general administrative or operational policies is sometimes necessary.

Supervision Exercised/Received:

Receives general supervision from the Water Service Supervisor; may receive technical or functional supervision from the Water Service Technician II or III.

Examples of Essential Duties

The following duties represent the principal job duties; however, they are not all-inclusive.

- Tests and calibrates meters to departmental standards.
 - Keeps a record of new meter installations and exchanges.
 - Repairs leaks in service assemblies.
 - Reads meters and records readings.
 - Installs, replaces, repairs, inspects and maintains residential and commercial water meters and hydrant meters used by construction firms.
 - Installs, replaces and repairs fire hydrant assemblies.
 - Assists in the installation, repair and maintenance of the City's water system, including water mains, valves, water service lines, and hydrants.
 - Computes water consumption.
 - Performs safety inspections of equipment and machinery.
 - Reports defects and irregularities to supervisor.
 - Turns water service off and on as appropriate.
 - Receives and responds to inquiries and complaints from customers and the general public regarding water service.
 - Responds to emergency calls during work and after normal working hours.
 - Assists in the training of new and lower classification employees.
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ATTACHMENT A

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Maintains and cleans equipment and tools; maintains a clean and orderly workplace.
- May distribute notices to water customers.
- May maintain field reports, and work orders.
- Performs related duties as required.

Qualification Guidelines

Knowledge of:

- Basic mechanical principles.
- The uses of hand and power tools.
- Accepted methods of repair, rehabilitation and maintenance of water meters.
- Safety rules and precautions related to the use of tools, vehicles and equipment.
- Proper procedures in lifting or moving heavy objects.
- General public relations techniques.

Ability to:

- Read meter dials and records readings.
- Make arithmetical calculations.
- Perform assigned tasks without close supervision.
- Communicate effectively orally.
- Read and understand work orders, drawings, maps, etc.
- Operate equipment and tools with skill and safety.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative relationships with co-workers, the public, other City departments and individuals from other agencies.
- Learn City policies and procedures affecting departmental operations, generally City operations and utilize new skills and information to improve job performance and efficiency.

License or Certificate:

Must possess and maintain an appropriate, valid California driver's license; and a State of California Department of Public Health Water Distribution License, Grade D1.

Education and Experience:

Any combination of education and experience that would have provided the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

One year of full time experience in the repair of mechanical equipment and six months of experience in a position involving public contact; and equivalent to a high school diploma.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a considerable amount of force frequently to lift, carry, push, pull or otherwise move objects and to stoop, crouch, climb and lift in the performance of manual labor; to operate a variety of tools, equipment and vehicles; to work around electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold.

Career Ladder Information

Experience gained in this classification may serve to meet the minimum requirements for promotion to Water Service Technician II and/or Water Service Technician III with appropriate certification.

Last revised:
2007

Water Service Technician II

Definition:

Under general supervision, performs skilled work in the installation, repair and replacement of the City's water system; and performs related work as required.

Distinguishing Characteristics:

The Water Service Technician II is a journey level class in the series, distinguished from the Technician III in that the incumbents primarily operate heavy machinery and perform a full range of complex tasks and work within established procedures and/or policies. At this level, incumbents work with only occasional instruction or assistance. Work involves frequent interpretation of policies, procedures and guidelines, and may involve the development of recommendations consistent with directives, policies and regulations.

Supervision Exercised/Received:

Receives general supervision from the Water Service Supervisor and may receive technical supervision from the Water Service Technician III. May provide technical supervision, which includes assigning, reviewing, coordinating and training, of the Water Service Technician I, but this task is ancillary to the primary focus of the classification.

Examples of Essential Duties

The following duties represent the principal job duties; however, they are not all-inclusive.

- Performs installation, repair and maintenance of the City water system, including water mains, valves, water service lines, hydrants and/or meters.
- Drives and operates heavy equipment, including a backhoe, boom truck and tank truck to accomplish excavations and clean up at work sites.
- Verifies location of underground utility facilities before beginning excavation work.
- May provide technical supervision, which includes assigning, reviewing, coordinating and training to lower level Water Service Technicians.
- Performs daily safety inspections of equipment and machinery.
- Turns water service off and on as appropriate.
- Maintains accurate records as required.
- Responds to emergency calls during and after normal working hours.
- Investigates leaks ranging from meter leaks to large main leaks, determines level of repairs required
- Contacts other water companies or utilities to advise them of service problems and coordinate repairs.
- Assists other division personnel with various water service tasks as required.

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Maintains and cleans equipment and tools; maintains clean and orderly workplace.
 - May paint fire hydrants.
 - May lay seed and fertilize where lawn/landscaping has been disturbed.
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- May transport employees and equipment to job sites.
- May maintain field reports and work orders and dispatch crews.
- Performs related duties as required.

Qualification Guidelines

Knowledge of:

- Heavy equipment operations and maintenance.
- Accepted methods of repair, rehabilitation and maintenance of water supply and distribution system facilities.
- Water pipeline construction methods and practices.
- Materials, tools and equipment used in the installation, maintenance and repair of water systems, hydrants, meters, etc.
- Basic principles of water system hydraulics.
- Rules and regulations affecting municipal water departments.
- Safety rules and precautions related to the use of tools, vehicles and equipment.
- Proper procedures in lifting or moving heavy objects.
- General public relations techniques.

Ability to:

- Communicate effectively orally.
- Maintain accurate records of time, materials and equipment.
- Use basic arithmetic; take measurements.
- Read and understand work orders, drawings, maps, etc.
- Operate equipment including backhoe, boom truck, crawler tractor, water service truck, diagnostic equipment, power tools, heavy machinery, and various tools, etc., with skill and safety.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative relationships with co-workers, the public, other City departments and individuals from other agencies.
- Learn City policies and procedures affecting departmental operations, generally City operations and utilize new skills and information to improve job performance and efficiency.
- Set up traffic control in a safe manner.

License or Certificate:

Must possess and maintain an appropriate, valid California driver's license; a State of California Department of Health Services Water Distribution License Grade D2.

Education and Experience:

Any combination of education and experience that would have provided the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Equivalent to a high school diploma and two years of experience in the installation, maintenance and repair of water distribution facilities, including water meters.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a considerable amount of force frequently to lift, carry, push, pull or otherwise move objects and to stoop, crouch, climb and lift in the performance of manual labor; to operate a variety of tools, equipment, construction equipment and vehicles; to work around electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold, and performing work in confined spaces.

Career Ladder Information

Experience gained in this classification may serve to meet the minimum requirements for promotion to Water Service Technician III with appropriate certification.

Last revised: 2007

Water Service Technician III

Definition:

Under direction, performs skilled work in the installation, maintenance and repair of the City's water system; performs skilled work pertaining to water quality control; performs the most complex work of the meter repair shop; assigns, reviews, coordinates and trains lower level Water Service Technicians; and performs related work as required.

Distinguishing Characteristics:

The Water Service Technician III is the advanced journey level in the series and may function as a working lead person. This level possesses significant technical expertise beyond that expected at the journey level. Incumbents exercise independent judgment in the performance of duties. Work is judged primarily on overall results and may require the development of recommendations consistent with directives, policies and regulations. Employees have greater authority over assignments and decisions required to perform the work than do lower-level classifications.

Supervision Exercised/Received:

Receives general supervision from the Water Service Supervisor; and provides functional supervision which includes scheduling, assigning tasks, coordinating work, training, reviewing and providing input on the evaluation of lower level Water Service Technicians.

Examples of Essential Duties

The following duties represent the principal job duties however; they are not all-inclusive.

- Performs installation, repair, maintenance and/or inspection of the City's water system, its components, and storage and production facilities; assigns, reviews, and coordinates the work of lower level Water Service Technicians.
- Monitors treatment equipment and pumping facilities of the water system.
- Ensures compliance with policies, procedures, safety guidelines, schedules and work specifications.
- Verifies location of underground utility facilities before beginning excavation work.
- Assists in coordinating work with contractors.
- Turns water service off and on as appropriate.
- Reads meters and records readings in route book.
- Receives and responds to inquiries and complaints from customers and the general public regarding water service.
- Performs the most complex installation, replacement, repair, inspection and maintenance of residential and commercial water meters and hydrant meters; assigns and coordinates the work of crew.
- Assists in the training of new and subordinate personnel.
- Maintains accurate records and prepare technical reports and diagrams, status reports, field logs, requisitions, etc. as required.
- Provides technical assistance to department staff and customers as required.
- Performs daily safety inspections of equipment and machinery.
- Responds to emergency calls during work and after normal working hours.

- Identifies cross-connection hazards.
- Monitors water quality; takes routine water samples for testing; determines need for water treatment or flushing of water mains.

Examples of Other Duties

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- May transport employees and equipment to job sites.
- May distribute notices to water customers.
- Maintains and cleans equipment and tools; maintains clean and orderly workplace.
- Performs related duties as required.
- Inspects facilities, reviews drawings/plans and provides recommendations for cross-connection hazards.

Qualification Guidelines

Knowledge of:

- Hydraulic and mechanical operations as applied to the operation of water production, storage and distribution systems.
- Accepted methods of repair, rehabilitation and maintenance of water supply and distribution system facilities.
- Service connections, meters and backflow prevention devices and methods.
- Materials, tools and equipment used in the installation, maintenance and repair of water systems and system facilities.
- Physical and technical aspects of water distribution systems, including operations and maintenance.
- Safety rules and precautions related to the use of tools, vehicles and equipment.
- Proper procedures in lifting or moving heavy objects.
- Basic chemistry.
- Rules and regulations affecting municipal water departments.

Ability to:

- Assign, review, coordinate and train crewmembers.
- Communicate effectively orally.
- Maintain accurate records of time, materials and equipment.
- Carry out quality control tests.
- Perform computations using variables and formulas; take measurements; compute percentages, ratio and proportion.
- Read and understand technical reports, drawings, specifications, etc.
- Understand and carry out oral and written directions.
- Read meters and record readings.
- Operate equipment including water service truck, diagnostic equipment, power tools, heavy machinery, test kits, and various tools, etc.
- Establish and maintain cooperative relationships with co-workers, the public, other City departments and individuals from other agencies.
- Learn City policies and procedures affecting departmental operations, generally City operations and utilize new skills and information to improve job performance and efficiency.

License or Certificate:

Must possess and maintain an appropriate, valid California driver's license; a State of California Department of Health Services Water Distribution License Grade D3 and a State of California Department of Health Services Water Treatment License Grade T2.

Education and Experience:

Any combination of education and experience that would have provided the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Equivalent to a high school diploma and four years of progressively responsible experience in the installation, maintenance, repair and/or inspection of water distribution facilities.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the ability to exert a considerable amount of force frequently to lift, carry, push, pull or otherwise move objects and to stoop, crouch, climb and lift in the performance of manual labor; to operate a variety of tools, equipment and vehicles; to work around electrical currents and/or hazardous materials in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold, toxic agents and chemicals, and performing work in confined spaces.

Career Ladder Information

Experience gained in this classification may serve to meet the minimum requirements for promotion to Water Service Supervisor.

Last revised: 2007

TENTATIVE AGREEMENT – WATER TECHNICIAN SERIES

Based on discussions between Management of the City of Torrance and representatives of TME-AFSCME, the undersigned agree to the following:

- 1) New job classifications for Water Technicians I, II, and III. (Attached)
- 2) Amending Section 2.1 (Salary Ranges and Class Titles) and Section 3.1, D16 (Premiums) of the 2007-2010 TME-AFSCME MOU. Removing Section 2.5 (Step Progression – Water).
- 3) Replacing the existing job classification certification requirements and available premiums for Water Distribution License and Water Treatment License with the requirements and premiums below:

	Required Certification	Optional Certification & Premium
Water Technician I	<ul style="list-style-type: none"> • Water Distribution License 1 	<ul style="list-style-type: none"> • Water Distribution License 2 – 2.5% • Water Distribution License 3 – 2.5%
Water Technician II	<ul style="list-style-type: none"> • Water Distribution License 2 	<ul style="list-style-type: none"> • Water Distribution License 3 – 2.5% • Water Treatment License 1 – 2.5%
Water Technician III	<ul style="list-style-type: none"> • Water Distribution License 3 • Water Treatment License 2 	<ul style="list-style-type: none"> • Water Distribution License 4 – 3.0% • Water Distribution License 5 – 3.5%

- 4) Employees hired before December 1, 2007 are exempt from the required certification provisions of the new job specifications.
- 5) All Water Technicians I, II, and III will receive a 2.5% salary increase upon approval of the new job classifications by the Civil Service Commission and the City Council. The salary grid will be adjusted as well as referenced in Paragraph 2.
- 6) All Water Technicians I, II, and III will maintain the current 2.5% premium for certifications already obtained. This premium will end upon separation from employment from the City of Torrance. Employees hired after approval of the new job classifications will only be eligible for optional certifications as described in Paragraph 3.
- 7) TME-AFSCME, John Adams, and Richard Brito agree to withdraw all grievances filled pending arbitration related to the August 20, 2002 Joint Letter of Agreement between the City and TME-AFSCME.
- 8) City will give the following employees a two year "Required Certification Credit" for having the certifications required under the new job classifications:
 - Richard Brito – Water Technician I
 - Joe Griego – Water Technician II
 - Todd Durkee – Water Technician II

- John Adams – Water Technician III
- Michael Aguiar – Water Technician III
- Hector Molina – Water Technician III
- Charles Sherrill – Water Technician III

- 9) The Required Certification Credit payments will be paid over a twelve (12) month period.
- 10) City agrees to provide employees with peer mentor training prior to each scheduled test for the Water Distribution License and Water Treatment License as covered by the job classifications.
- 11) TME-AFSCME expressly understands and acknowledges that implementation of this tentative agreement and payment for "Required Certification Program" is contingent upon approval of the Job Classification changes from the Civil Service Commission and the City Council and withdrawal of grievances by Richard Brito and John Adams.
- 12) City will make a good faith recommendation that both the Civil Service Commission and the City Council approve the provisions of this agreement.
- 13) Upon approval by the Civil Service Commission and the City Council TME-AFSCME and City will amend the existing MOU as necessary to bring it into conformity with the provisions of this agreement inclusive of updating certification premiums and the salary grid.

Signed this 29th day of November, 2007.

Management

Aram Chapoy

TME-AFSCME

[Signature]

[Signature]

Raymond R. E...

John Adams

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ATTACHMENT E

MEMORANDUM OF UNDERSTANDING

TORRANCE MUNICIPAL EMPLOYEES – AFSCME, LOCAL 1117

2007 - 2010

SUPPLEMENTAL # 1

A SUPPLEMENTAL MEMORANDUM OF UNDERSTANDING SETTING FORTH THE HOURS, WAGES AND WORKING CONDITIONS FOR EMPLOYEES REPRESENTED BY TORRANCE MUNICIPAL EMPLOYEES – AFSCME, LOCAL 1117.

An agreement of the undersigned representatives of the TME-AFSCME and the representatives of the City of Torrance (City) that:

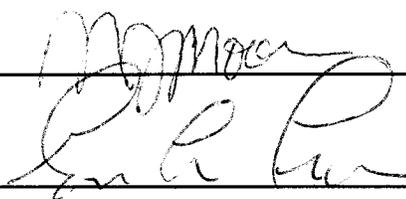
The attached Resolution is recommended to the City Council for adoption in its entirety. It covers wages, hours and working conditions beginning July 10, 2005, and was reached through agreement of the undersigned parties.

Signed this 13th day of December 2007

Management



TME-AFSCME



ARTICLE 11- AMENDMENTS

SECTION 11.7 AMENDMENT TO SECTION 2.1 – SALARY RANGES AND CLASS TITLES

ARTICLE 2 – COMPENSATION

SECTION 2.1 - SALARY RANGES AND CLASS TITLES

The following agreement between representatives of Management and the representatives of the TME-AFSCME is hereby amended as follows:

DELETE

Effective: December 9, 2007

CRAFTS & TRADES

	1	2	3	4
Water Service Technician I	19.74	20.73	21.77	22.85
Water Service Technician II	21.77	22.85	24.00	25.20
Water Service Technician III	25.21	26.46	27.80	29.19

Effective: January 20, 2008

CRAFTS & TRADES

	1	2	3	4
Water Service Technician I	20.43	21.46	22.53	23.65
Water Service Technician II	22.53	23.65	24.84	26.08
Water Service Technician III	26.09	27.41	28.77	30.21

Effective: January 18, 2009

CRAFTS & TRADES

	1	2	3	4
Water Service Technician I	21.08	22.15	23.25	24.41
Water Service Technician II	23.25	24.41	25.63	26.91
Water Service Technician III	26.92	28.29	29.69	31.18

ADD

Effective: December 9, 2007

CRAFTS & TRADES

	1	2	3	4
Water Service Technician I	20.23	21.25	22.31	23.42
Water Service Technician II	22.31	23.42	24.60	25.83
Water Service Technician III	25.84	27.12	28.50	29.92

Effective: January 20, 2008

CRAFTS & TRADES

	1	2	3	4
Water Service Technician I	20.94	21.99	23.09	24.24
Water Service Technician II	23.09	24.24	25.46	26.73
Water Service Technician III	26.74	28.07	29.50	30.97

Effective: January 18, 2009

CRAFTS & TRADES

	1	2	3	4
Water Service Technician I	21.61	22.69	23.83	25.02
Water Service Technician II	23.83	25.02	26.27	27.59
Water Service Technician III	27.60	28.97	30.44	31.96

DELETE**SECTION 2.5 STEP PROGRESSION – WATER**

~~A. Effective 6-18-00 with regard to the Water Classifications, the following will occur.~~

~~1. For the former Lead Meter Reader/Repairer Incumbents:~~

~~Incumbents in the class of Lead Meter Reader/Repairer will go to step 1 of the Water Service Technician III grid. They will not be able to progress past step 3 of the grid unless they achieve the Water Treatment Operator Grade II License. There is no time limit to achieve this certification. If the Water Treatment Operator Grade II License is never achieved, the incumbents will remain at step 3 but will continue to receive negotiated cost of living increases.~~

~~a. For the former Sr. Water Service Technician incumbents who does not possess the Water Treatment Operation Grade I License.~~

~~b. Incumbents in the class Sr. Water Service Technician will go to step 2 of the Water Service Technician III grid. Incumbent will not be able to progress past step 3 of the grid unless they achieve the Water Treatment Operator Grade I License. There is no time limit to achieve this certification. If the Water Treatment Operator Grade I License is never achieved, the incumbents will remain at step 3 but will continue to receive negotiated cost of living increases.~~

- ~~c. All other incumbents (with the exception of those noted above) will be placed on the new step, which is nearest but not lower than their current pay step. They will continue to progress through the grid as outlined elsewhere in the Memorandum of Understanding.~~

ARTICLE 3 – SPECIAL COMPENSATION

SECTION 3.1 – PREMIUMS

16. Water Certification Premiums

DELETE

- ~~a. Water Service Tech I
 Upon documentation that Water Treatment Operator Grade I License is achieved (2½%).
 Upon documentation that Water Distribution Certificate Grade I is achieved (2½%).~~
- ~~b. Water Service Technician II
 Upon documentation that Water Treatment Operator Grade II License is achieved (2½%).
 Upon documentation that Water Distribution Certificate Grade I is achieved (2½%).~~
- ~~c. Water Service Tech III
 Upon documentation that Water Treatment Operator Grade III License is achieved (2½%).
 Upon documentation that Water Distribution Certificate Grade II is achieved (2½%).~~

16. Water Certification Premiums

ADD

- a. Water Service Tech I
 Upon documentation that Water Distribution License Grade 2 is achieved (2½%).
 Upon documentation that Water Distribution License Grade 3 is achieved (2½%).
- b. Water Service Technician II
 Upon documentation that Water Distribution License Grade 3 is achieved (2½%).
 Upon documentation that Water Treatment Operator License Grade I is achieved (2½%).

c. Water Service Tech III

Upon documentation that Water Distribution License Grade 4 is achieved (3%).

Upon documentation that Water Distribution License Grade 5 is achieved (3½%)

SECTION III SEVERABILITY

If any section, subsection, sentence, clause or phrase of this resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction such decision shall not affect the validity of the remaining portions of the Resolution. The City Council hereby declares that it would have passed this resolution and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

INTRODUCED, APPROVED, AND ADOPTED this ____ day of December 2007

Mayor Frank Scotto

APPROVED AS TO FORM:
JOHN FELLOWS III, City Attorney

ATTEST:

by _____
Ronald T. Pohl, Assistant City Attorney

Sue Herbers, CMC