



Date: February 17, 2021
To: Civil Service Commission
From: Sylvana Tamura, Personnel Analyst
Subject: REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION -WATER UTILITY SUPERVISOR I-II

On February 11, 2021, correspondence was received from Fred Verdugo, Acting Director of Human Resources, requesting the Civil Service Commission approval of the revised classification specification for **Water Utility Supervisor I-II**. Staff has reviewed this request and recommends the approval of the revisions to the classification specification, in accordance with Article XI, Section 1101 (d) of the City Charter.

Facts for Consideration:

- The classification of Water Utility Supervisor I-II can be found solely in the Water Department. In addition, the revisions for this classification last occurred on February 18, 1998.
- The proposed changes to the Water Utility Supervisor I-II classification specification are as follows:
 - **Definition Section:** Removed the term *sewer laterals, pumping, treatment, storage and control facilities* to clarify and broaden area of responsibility.
 - **Distinguished Characteristics Section:** This section was updated with statements to distinguish between grade levels I and II that identify the level of competency and independence required while performing essential duties and responsibilities at each grade level. Grade Level II added language to enable promotability for those with equivalent experience in Grade Level I as follows: *Must have served in the capacity of a Water Utility Supervisor I or equivalent for a minimum of two years and must hold the certifications required.*
 - **Example of Duties Section:** The current range of duties performed and responsibilities for the classification of Water Utility Supervisor I-II were updated with current range of duties and responsibilities in conjunction with industry standards and in connection with knowledge, skills and abilities in performing duties.


- **Minimum Qualifications (Requirements to file) Section:**
 - Updated requirements to file to experience related to essential duties and responsibilities. Current class specification required three (3) years as either a Water Utility Mechanic or as a Senior Equipment Operator in the Long Beach Water Department. Updated experience is as follows: *Three (3) years+ of full-time equivalent, paid experience performing a variety of manual, semi-skilled and skilled work in the installation, maintenance, operation, repair and testing of water distribution and/or wastewater collection system, equipment and components; cleaning sewers collection system via hydrojet or jetter/vactor; inspecting sewer collection system via closed-circuit television; operating a backhoe in connection with a water distribution or sewer collection system; or a closely related water distribution facility, including one (1) year in a lead or supervisory capacity.*
 - Included certification required at time of filing based on past recruitments and requirements upon hire as follows:
 - *Possess a Water Distribution Grade II (D2) certification issued by the California State Water Resources Control Board (SWRCB) or California Department of Public Health.*
 - AND*
 - *At least one of the following current certifications:*
 - o *Water Treatment Grade I (T1) or higher issued by the California State Water Resources Control Board (SWRCB) or California Department of Public Health; -OR-*
 - o *Collection System Maintenance Grade I (CWEA 1) or higher issued by the California Water Environment Association.*
 - *Positions in the Sewer Operations Division require a California Water Environment Association Grade II (CWEA2) Collection System Maintenance Certification or higher and must be obtained prior to passing probation:*
 - *Positions in the Water Operations Division(s) require a State of California Water Distribution Grade III (D3) Certificate or higher and must be obtained prior to passing probation.*
- Updated the statement on requirement of Class B from “*may be required within six months of hire*” **to** “*required before passing probation*”.

- **Knowledge, Skills, Abilities Section:** Added section and added KSAs needed in order to perform the essential duties of the position. The statements added will assist both the Civil Service team and the hiring manager to effectively and equitably evaluate candidates selected for the classification.
- Staff worked with the Water Department and Human Resources Department on the proposed changes to the Water Utility Supervisor I-II specification.
- Staff completed its meet and confer obligation on January 28, 2021 with Long Beach Supervisors Employee Association (LBSEA) regarding the proposed changes.
- The Water Department, Long Beach Supervisors Employee Association (LBSEA) Representatives, and the Human Resources Department have been informed that this request is on the Civil Service Commission Agenda this week. Representatives from the Water Department and the Human Resources Department will be present to respond to any questions from the Civil Service Commission.

Date: February 11, 2021

To: Civil Service Commission

From: Fred Verdugo, Acting Director of Human Resources



Subject: **CLASSIFICATION SPECIFICATION UPDATE – WATER UTILITY SUPERVISOR I-II**

Attached for your consideration is an update to the Water Utility Supervisor I-II Classification Specification. The Water department identified a need to update the classification specification to maintain consistency with recent Civil Service job bulletins. Changes were made throughout the classification specification to modernize language. The Example of Duties, Minimum Qualifications and KSAs were revised to reflect the current duties and provide a detailed clarification of the requirements.

Human Resources staff worked with Civil Service and the Water department to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Water Utility Supervisor I-II classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Khristina Coston, Human Resources Officer at (562) 570-6440.

FV:KC:VK

Attachments

Water Utility Supervisor Classification Specification.

cc:

Dana Anderson, Acting Deputy Human Resources Director
Khristina Coston, Human Resources Officer

Water Utility Supervisor I - II

DEFINITION:

Plans, supervises, schedules, coordinates, and participates in the installation, repair and maintenance of water and/or sewer mains, sewer manholes, sewer and water service laterals, large valves, fire hydrants, meters, and water and sewer pumps.

DISTINGUISHING CHARACTERISTICS:

Grade Level I Under general supervision, the Water Utility Supervisor I primarily oversees field operations either with single or multi-person crews. This position performs the basic job duties and assists with more complex job functions.

Grade Level II Under limited supervision, the Water Utility Supervisor II performs more complex duties of the classification. Must have served in the capacity of a Water Utility Supervisor I or equivalent for a minimum of two (2) years and must hold the certifications required by specific divisions as follows:

- Sewer Operations Division: California Water Environment Association Grade III (CWEA 3) Collection System Maintenance Certificate or higher AND a State of California Water Distribution Grade II (D2) Certificate or higher.
- Water Operations Divisions: State of California Water Distribution Grade IV (D4 Certificate or higher AND one of the following: California Water Environment Association Grade I (CWEA 1) Collection System Maintenance Certificate or higher OR a State of California Water Treatment Grade I (T1) Certificate or higher.

EXAMPLES OF DUTIES:

The functions of the classification may include, but are not limited to, those listed below:

- Plans, assigns, directs, and trains subordinate personnel engaged in water or sewer systems; assists in the enforcement of department policies; applies supervisory methods including delegating, counseling, disciplining, and evaluating job performance.
- Determines, prioritizes, and orders supplies, tools and equipment required for the successful completion of projects.
- Maintains daily journal of activities including timesheets, maintenance work orders, field activities, equipment use, proper accounting or project numbers and

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- any unusual circumstances relating to the day's activities.
- Exercises independent judgment when making decisions involving specific water and/or sewer related job functions, which could impact Department operations or the public.
- Ensures compliance with the Department safety training, policies and procedures, and employee certification.
- Monitors work sites and ensures adherence to safe work practices, traffic control conformance in accordance to Department policies and procedures, including traffic control conformance with project and OSHA standards.
- Checks dimensions and location of jobs and lays out trenches, tunnels, and grade lines using work orders, sketches, blueprints, and maps.
- Reviews as-built drawings, blueprints, and maps to verify accuracy; recommends necessary changes and prepares the most complex job plans in accordance with Departmental standards and guidelines.
- Coordinates daily activities with contractors, vendors, utilities, city or county inspectors, other City departments, divisions, and sections to properly plan jobs and minimize damage to public or private property as well as minimizing inconvenience to the public.
- Maintains accurate records and reports on the materials used in the installation and maintenance of the water and/or sewer system.
- Establishes and monitors team and individual performance and developmental targets, inspects completed jobs, and provides coaching for performance improvement and development.
- Responds to the public and businesses regarding questions and/or complaints on maintenance and repair activities and assures that responsive customer service is provided and that exceptional levels of service expectations are maintained.
- Responsible for field maintenance and inventory of vehicles, equipment and tools.
- Uses computer programs such as Geographical Information Systems (GIS) to retrieve utilities underground infrastructure information and reports, utility billing software to retrieve meter and account information, and enter notes, work order management system to retrieve and enter completed work orders, Pipeline Assessment and Certification Program software (PACP) to score sewer lines, Californian Integrated Water Quality System Program (CIWQS) to report sanitary sewer overflows, and XC2 to maintain backflow testing records.
- Uses MS Office Suite (i.e., Outlook, Excel, Word, Power Point), Adobe Acrobat, and similar software.
- Responds to emergency call-outs on 24-hour basis within 30 minutes of being contacted while on standby.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

- A minimum of three (3) years, full-time, equivalent paid experience performing a variety of manual, semi-skilled and skilled work in the installation, maintenance,

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operation, repair and testing of water distribution and/or wastewater collection system, equipment and components; cleaning sewers collection system via hydrojet or jetter/vactor; inspecting sewer collection system via closed-circuit television; operating a backhoe in connection with a water distribution or sewer collection system; or closely related water distribution facility , which includes at least one (1) year of lead responsibility in a similar work capacity.

AND

- Possess a Water Distribution Grade II (D2) certification issued by the California State Water Resources Control Board (SWRCB) or California Department of Public Health.

AND

- At least one of the following current certifications:
 - Water Treatment Grade I (T1) or higher issued by the California State Water Resources Control Board (SWRCB) or California Department of Public Health; **-OR-**
 - Collection System Maintenance Grade I (CWEA 1) or higher issued by the California Water Environment Association.
- Positions in the Sewer Operations Division require a California Water Environment Association Grade II (CWEA2) Collection System Maintenance Certification or higher and must be obtained prior to passing probation:
- Positions in the Water Operations Division(s) require a State of California Water Distribution Grade III (D3) Certificate or higher and must be obtained prior to passing probation.
- Valid motor vehicle operator's license.
- Class B Commercial Driver's License with tanker endorsement must be obtained prior to passing probation.

Knowledge, Skills, and Abilities:

- Knowledge of supervision, methods, materials, fittings, tools and equipment used in the installation, maintenance, and repair of water distribution and/or sewer collection systems;
- Knowledge of the operation of heavy equipment, installation of shoring, traffic control and safety procedures including working in confined spaces;
- Knowledge of principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures;
- Knowledge of and ability to evaluate / apply federal, state, and local laws in addition to Department personnel rules, policies and labor contract provisions;
- Knowledge of and ability to apply occupational hazards and safety regulations, policies and procedures to enforce a safe work environment;

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- Knowledge on how to safely operate a vehicle;
- Ability to read construction drawings, blueprints, plans, and maps of water distribution and/or sewer collection systems;
- Ability to respond to emergency call-outs on 24-hour basis within 30 minutes of being contacted while on standby;
- Ability to read and understand the importance of following the safety data sheets (SDS) in the event of the exposure to hazardous chemicals;
- Ability to analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action;
- Ability to communicate clearly, tactfully, and effectively with the public to effectively resolve complaints;
- Ability to establish and maintain effective working relationships with supervisors, subordinates, contractors, representatives of utility companies, and other City departments to accomplish set goals and objectives for the Department;
- Ability to maintain confidentiality in maintaining critical and sensitive information, and be discreet in handling and processing confidential information and data;
- Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner - organize own work, set priorities, and meet critical time deadlines and goals / objectives;
- Ability to use written, electronic and verbal communications to effectively interact with all levels of office/field employees, management, customers and vendors.
- Ability to use a computer to enter and retrieve data including, but not limited to, Geographic Information Systems (GIS), utility billing software, work order management system, Pipeline Assessment and Certification Program (PACP), California Integrated Water Quality System (CIWQS), XC2, Outlook, Excel, Word, PowerPoint, and Adobe Acrobat.

HISTORY:

Approval/Adoption Dates: 02/18/1998

Consolidated of Water Construction Supervisor, Meter Repair Supervisor, and Water Emergency Service Supervisor

Civil Service Commission Approval: