



TriCo Regional Sewer Utility

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PERSONNEL & BENEFITS COMMITTEE MEETING

Wednesday, April 22, 2020 @ 7:30 A.M.
10701 N. College Ave, Suite A, Indianapolis, IN 46280

AGENDA

1. Public Comment
2. Safety Update
3. Addition of a Full Time Operator Position
4. Pandemic Staffing Update
5. Office Unification Update
6. Other Business

Next Scheduled Meeting: Wednesday, May 27, 2020 @ 7:30 A.M.



MEMORANDUM

To: P&B Committee
From: Loren Prange
Date: April 7, 2020
Subject: Safety Update

TriCo had no reportable injuries and has gone 3,703 days without a lost time accident. No safety tailgates are being performed during social distancing. We have kept employees separated per CDC recommendations. Employees have been working remotely on Safety Plus web training. The monthly inspection of fire extinguishers and emergency lights have been completed.

The plant expansion has started and with the pandemic we have separated our three Operators into isolated workspaces to ensure continuous operations of the plant. The contractors on site have been instructed to not enter those workspaces and practice social distancing.

The staff has the needed PPEs and we have adequate supplies of disposable gloves and sanitizer to get us into June. One of our vendors has us listed as "Essential" and will supply disposable gloves when available.



MEMORANDUM

To: P&B Committee
From: Andrew Williams
Date: April 17, 2020
Subject: Operator Position

The expansion of the Water Resource Recovery Facility will increase our capacity from 3.05 MGD to 5.72 MGD. In order to achieve this increase, the expansion will include the installation of 2 new mechanical screens, 2 new grit removal tanks, 4 additional VLRs (8 total), 3 new 70' clarifier (6 total), 1 new RAS pump, and UV disinfection and Post Air upgrades. The existing Orbal oxidation ditch will remain in service.

The amount of equipment to operator will nearly double. We currently operate the facility with the Superintendent, Chief Operator, and Laboratory Coordinator. The Pretreatment Coordinator assists in the weekend lab rotation and the Collections staff will repair pumps when possible.

During the evaluation of the plant expansion it was mentioned that an additional employee would be needed as the new equipment came online. The Operator Position was included in the 2020 Salary Ordinance, but it was my intent to not fill the position until the end of the year or in early 2021. However, Superintendent Scot Watkins has requested that we fill the position as soon as possible. The operations of the plant during construction requires additional efforts due to the many operational accommodations that must be made as construction requires equipment to be taken offline to make modifications. In addition, our Pretreatment Coordinator is on FLMA leave and will not return for several months. When this occurred last year, we used a temp service and hired a temporary employee. I am recommending we move forward and hire a full-time employee to fill the Operator position. This new hire will initially assist with the Pretreatment program as well as be trained on the operation of the WRRF.

The salary range for the Operator is set at \$22.94 - \$29.32. I would expect to hire someone that would have work experience that would place them at Step 3 (\$24.36) or below. The increase in the Gross Wage budget for this position for an entire year would be approximately \$47,500. Additional labor expenses (insurance, taxes, retirement, etc.) would add approximately \$30,000 annually.

I am requesting the P&B Committee recommend the Board of Trustees approve the addition of a full-time employee to fill the Operator position. This will bring the Utility to 24 FTEs.

Job Description



Job Title: Operator
Department: Plant Operations
Reports To: Superintendent
FLSA Status: Non-exempt
Prepared Date: 04/2020
Approved By: Utility Director
Pay Range: \$22.94 to 29.32 (Ord. 12-09-19)

SUMMARY: This position is responsible for technical work testing samples, operating and maintaining the wastewater treatment plant and lift stations under limited supervision at TriCo Regional Sewer Utility (TriCo).

All Employees at TriCo are expected to model the Utility's vision and mission.

VISION: "To become a model regional utility."

MISSION: "To provide high quality, cost-effective sanitary sewer service to our community."

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Performs general grounds maintenance work to include grass cutting and snow removal.
2. Performs general maintenance work to include sweeping, cleaning and painting of equipment and facilities.
3. Follows safety precautions set forth in the Utility safety manual.
4. Responds to emergency situations and customer complaints during and after hours for the purpose of resolving immediate safety and environmental concerns.
5. Performs required sampling, monitoring and testing to maintain compliance with federal, state and local regulations governing the wastewater treatment plant.
6. Conducts the necessary weekend/holiday plant and laboratory operations of the treatment plant on a rotating basis.
7. Maintains open communications with the Superintendent regarding the treatment process and equipment operations, as well as make recommendations for the repair and improvement to these systems.
8. Maintains a log of daily operations and maintenance, records activities and readings, equipment malfunctions and related information.
9. Conduct tours of the wastewater treatment plant to groups and individuals.
10. Maintains accurate records and documentation of equipment inventory to ensure spare parts are available as needed.
11. Cross-trains in other areas of the Utility, as appropriate.
12. Maintains all laboratory and Online monitoring equipment in calibrated working order.
13. Services all lift stations to include, but not limited to inspections, cleaning, performing draw down tests, replacing and troubleshooting floats and transducers, etc.
14. Services all pumps to include, but not limited to inspections, troubleshooting, pulling and installing, repairing and rebuilding, inventory and inventory control of pumps and replacement parts, etc.
15. Maintains and operates all portable and back-up pumps and flow meters.
16. Services all electrical panels to include, but not limited to inspections, replacement of

components, repair, rewiring of the panel, calibration of equipment, troubleshooting, inventory of replacement components, generator connection, etc.

17. Maintains and troubleshoots issues with macerators.
18. Provides air relief valve installation and maintenance and maintenance and inspections of check valves.
19. Uses proper protocol, correctly and accurately performs analyses which may include, but is not limited to alkalinity; ammonia; bacteriological; biochemical oxygen demand; pH; dissolved oxygen; phosphorus; hardness and turbidity.
20. Makes accurate and legible entries in operational logs, charts and records, both manually and by computer.
21. Performs sample collection collects samples of plant influent; effluent; sludge and other processes for analysis; process control and regulatory purposes.
22. Performs laboratory quality control tests as specified in the laboratory's Quality Control Manual.
23. Accurately communicates lab results of the testing to the Superintendent.
24. Participates in the Indiana Environmental Association (IWEA) and other professional associations to remain knowledgeable with current and emerging environmental issues and scientific advances.
25. Develops, implements and updates plant and lift station standard operating procedures (SOPs).
26. Monitors and adjusts plant and lift station operations manually or by Supervisor Control Authority and Data Acquisition (SCADA) to regulate the flow and treatment of wastewater through screening, settling, aeration, Biosolids process and disinfection.
27. Operates and adjusts controls on treatment plant and lift station equipment and machinery including valves, pumps and motors.
28. Maintains, operates, repairs and replaces equipment, as needed.
29. Monitors, repairs and maintains the lift stations by removing debris from level control devices and pump inspections.
30. Completes emergency locates and responds to after hour calls and mobilization of equipment when necessary.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty and responsibility according to the requirements of TriCo. 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.

COMPETENCIES:

Utility-related Competencies – To perform this job successfully, all employees of TriCo must demonstrate the following competencies;

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of TriCo above own interests; able to build morale and group commitments to goals and objectives; and supports everyone's efforts to succeed.

Customer Service – Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; and meets commitments.

Organizational Support – Follows policies and procedures including but not limited to safety, drug- free workplace, and personal conduct; completes administrative tasks correctly and on time; supports TriCo's goals and values; benefits TriCo through outside activities; and supports affirmative action and respects diversity.

Oral and Written Communication – Speaks clearly and persuasively in positive or negative situations; Listens to others without interrupting; Keeps emotions under control while remaining sensitive to professional ethics, gender, cultural diversities, and disabilities; Remains open to others' ideas and tries new things; Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Job-related Competencies – To perform this job successfully, incumbents in this job should demonstrate the following competencies;

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality;
Applies feedback to improve performance; Monitors own work to ensure quality;
Keeps accurate records for the department and Utility.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly; Is able to work on several tasks at same time.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Confidentiality – Provides public access to or maintains confidentiality of department information and records according to State requirements.

EDUCATION and/or EXPERIENCE: Associates Degree (A.A. /A.S.) from a two-year college or university in environmental science or related field; and two years related experience and/or training; or equivalent combination of education and experience. Experience working in a wastewater treatment plant is desired.

LANGUAGE SKILLS: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. The ability to deal with problems involving several concrete variables in standardized situations.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CONSEQUENCE OF ERRORS: Incumbent performs a variety of recurring duties according to service needs of the public, and seasonal deadlines with priorities and schedules determined by Supervisor. Incumbent has flexibility in job and work is primarily reviewed for technical accuracy and soundness of judgment. Errors in work are primarily detected through supervisory review and procedural safeguards, and work errors could result in loss of time to correct error, damage to equipment, and /or potential endangerment to self or others.

CERTIFICATES, LICENSES, REGISTRATIONS: Wastewater Operator Class II certification is required. A valid Indiana CDL driver's license and demonstrated safe driving record is desired. An Indiana forklift certificate is required or shall be obtained within 6 months.

OTHER SKILLS AND ABILITIES: Candidates must have a thorough knowledge of: standard practices, methods, tools and materials of the electrical and mechanical trades; related mechanical trades operations; general knowledge of the occupational hazards connected with general maintenance operations and ability to observe and enforce appropriate safety precautions; skills in the use and care of bench and hand tools, machines and equipment of the mechanical trades; and the ability to work from sketches or blueprints to close tolerances and to understand and carry out difficult oral and written instructions; and the ability to establish and maintain effective working relationships with associates; and must be able to work independently. Candidates must also have the ability to operate a printer, copy machine, scanner and other office equipment and have the ability to adapt and conform to shifting priorities and demands and execute accordingly.

OTHER QUALIFICATIONS: Computer software skills required include Microsoft Outlook, Word, Excel, PowerPoint and Adobe. Database management experience is desired.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently will sit; and lift and/or move up to 50 pounds. The employee occasionally will climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The normal administrative office hours at TriCo are 7:30 a.m. to 4:00 p.m., plant hours are 7:00 a.m. to 3:30 p.m., Monday through Friday. However, employees in this position may be required to work additional hours to meet the demands of the job.

While performing the duties of this job, the employee frequently is exposed to working near moving mechanical parts; the risk of electrical shock; vibration; and all-weather conditions. The employee may occasionally be exposed to explosive and hazardous materials; confined space entry; and fumes or airborne particles. The employee may occasionally be exposed to working in high, precarious places; and toxic or caustic chemicals. The noise level in the work environment is usually moderate to loud.

SIGNATURES:

_____ Incumbent's Signature	_____ Incumbent's Printed Name	_____ Date
_____ Supervisor's Signature	_____ Supervisor's Printed Name	_____ Date