

Milwaukee Water Works

May 4, 2022

Kristin Hennessy Urban
Human Resources Manager, Department of Employee Relations
City of Milwaukee
City Hall, Room 706
Milwaukee WI 53202

RE: Request Rule change Rule VIII Requisitions, Certifications and Appointments, Section 8 Probationary period. e and p.

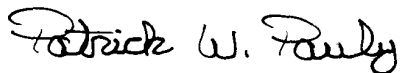
Dear Ms. Hennessy Urban:

The following is a request relative to Rule VIII Requisitions, Certifications and Appointments, Section 8 Probationary period. e. Based upon a recent reclassification report, the title of Lead Water Chemist should be replaced with the new title, Water Chemist - Senior. This is the same position; the title and classification were amended based upon the compensation study. This position leads a team to maintain regulatory compliance of the water treatment process and distribution of continuous, safe potable water for over 850,000 customers. Under the direct supervision of the Water Quality Operations Manager, the Water Chemist – Senior guides, assists, and often prioritizes Water Chemist duties, tasks, and functions of providing quality control procedures and preventative maintenance of online instrumentation. This position is responsible for validating and verifying water quality data through review and documentation.

In addition, the Milwaukee Water Works is also requesting relative to Rule VIII Requisitions, Certifications and Appointments, Section 8 Probationary period. p. that, based on a reclassification report, approved by the Board of City Service Commissioners on April 6, 2021, the title of Water Plant HVAC Maintenance Technician should be replaced with the new title, Water Plant Steamfitter – HVACR Mechanic. This is the same position; the title and classification were amended based upon a compensation study. This position provides journey-level expertise for HVACR systems preventive maintenance, repair, installation, removal and replacement in all areas of heating, ventilating, air conditioning, and low pressure boilers in the water treatment plants, pumping stations, and booster stations.

Your consideration of this request is appreciated. If you have any questions regarding this request, please contact Amy E. Hefter, Water Works Personnel Officer, at 286-2805.

Sincerely,



Patrick W. Pauly, P.E.
Water Works Interim Superintendent

PWP:aeH

cc: Dan Thomas, Michelle Natarajan, Dan Welk



Department of Employee Relations

Cavalier Johnson
Mayor

Vacant
Director

Renee Joos
Director
Employee Benefits

Nicole Fleck
Labor Negotiator

TO: Board of City Civil Service Commissioners

FROM: Kristin Hennessy Urban
Human Resources Manager

DATE: May 18, 2022

RE: Request from the Milwaukee Water Works to amend **Rule VIII Requisitions, Certifications and Appointments, e. and p.**

Please find attached a letter from Interim Water Works Superintendent Pat Pauly requesting administrative changes to **Rule VIII Requisitions, Certifications and Appointments, e. and p.**, to reflect changes in title for Lead Water Chemist (now Water Chemist Senior) and Water Plant HVAC Maintenance Technician (now Steamfitter – HVACR Mechanic). I recommend that the Rule be amended as follows:

e. Persons appointed to the following professional positions (EEO category) shall serve twelve-month probationary periods: Branch Library Services Assistant, Budget and Management Analyst, Health and Safety Specialist, Human Resources Analyst, Labor Relations Analyst, ~~Lead Water Chemist~~ **Senior**, Librarian I, II, III and IV, Library Reference Assistance, Library Services Assistant, Management Services Specialist, Market Analyst, Nutritionist, Pension Specialist Senior, Personnel Analyst, Programmer Analyst, Property Appraiser and Senior Property Appraiser, Public Health Educator I and II, Public Health Nurse and Public Health Nurse Intern, Public Health Social Worker, Test Administration Coordinator, and Water Microbiologist and Water Microbiologist, Sr. (CSC: 12/11/18; Mayor: 12/28/18; Effective 3/1/19). (CSC: 3/9/21; Mayor: 3/23/21; Effective: 4/6/21)

p. Persons appointed to the positions of Water Plant Steamfitter and Water Plant **Steamfitter – HVACR Mechanic** ~~HVAC Maintenance Technician~~ in the Milwaukee Water works shall serve a twelve-month probationary period. (CSC: 12/11/18; Mayor: 12/28/18; Effective 3/1/19). (CSC: 3/9/21; Mayor: 3/23/21; Effective: 4/6/21)

Please contact me at 414.286.8643 should you have additional questions.

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service
Commission:
Fire & Police
Commission:

Finance
Committee:
Common
Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 5/18/2022		2. Present Incumbent:		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Public Works, Dept. of		Bureau: Division: Water Works		Unit: Section: Water Quality	
6. Work Location: 3929 S. 6th Street 3000 N. Lincoln Memorial Drive		Telephone: Email:		Work Schedule: Hours: 7:00am-3:30pm / Days: Monday-Friday	
7. Represented by a Union? <input type="checkbox"/> Yes <input type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local?		9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
10.	Official Title: Water Chemist – Senior			Pay Range	Job Code
	Underfill Title (if applicable):			2HN	
	Requested Title (if applicable):				
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Act as lead for a team of Water Chemists in the Milwaukee Water Works (MWW) Water Quality laboratory to maintain regulatory compliance of the water treatment process and distribution of continuous, safe potable water for over 850,000 customers. Under the direction of the Water Quality Operations Manager, the Water Chemist – Senior guides, assists, and often prioritizes Water Chemist duties, tasks and functions of providing quality control procedures and preventive maintenance of online instrumentation. Responsible for validating and verifying water quality data through review and documentation.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
40	<p>Provide oversight and direction of the online instrumentation program to ensure that data from these instruments will be reliable and provide valid and verifiable data. This position will work with Water Quality (WQ) staff, Plants staff, Instrumentation staff, Plant Automation, and maintenance staff. Make recommendations for purchasing instruments after reviewing information from manufacturers. Prepare Standard Operating Procedures (SOP) for instrument calibration, verification and routine maintenance, make recommendations for preventive maintenance (PM) activities and schedules, evaluate instrument performance (and resulting data quality) using statistical techniques to be reviewed by WQ Operations Manager and WQ Manager. Ensure validity of reference data by implementing quality assurance program for laboratory bench-top instruments and documenting analyst competence through the use of known standards, duplicates, blind samples, and other accepted quality control techniques under direction of WQ Operations Manager. Utilize computer data storage, databases and data manipulation tools to the maximum extent possible to facilitate the usefulness and accessibility of the bench-top and online data.</p> <p>Supervise and direct Water Chemists in these tasks: review their work, reports, summaries and data recording. Ensure work is done in a timely and easily retrievable fashion. Provide training as needed. Assist in data interpretation as plants operations staff perform laboratory analyses of grab samples to verify results of continuous monitoring instruments such as chlorine, particle counts, turbidity, fluoride, pH, ozone residuals, phosphate, ammonia, conductivity and temperature.</p> <p>Analysis of samples by complex lab instrumentation including Ion Chromatograph, TOC Analyzer and AA</p>

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
	Spectrophotometer.
20	Serve as the lead worker for the Water Chemists and oversees the chemists' role of analyzing grab samples and performing quality control maintenance on the online instrumentation and water quality monitors throughout the water plants. Provide direction and guidance for chemists so they can troubleshoot anomalous readings given by the online instrumentation and find resolutions to issues involving data from online instrumentation.
20	Utilize knowledge of water treatment process and water quality information from continuous monitoring instrumentation to assist water plant operations staff in fine-tuning and optimizing specific components of the treatment process such as filter operation, coagulant dosage, chlorine residuals, CT targets for ozone and chlorine, and others as identified by staff.
15	Perform administrative tasks such as preparing reports for submission to the Department of Natural Resources (DNR), responding to need for data analysis, ordering chemicals and other laboratory supplies, authorizing payment for received goods. Participate and actively contribute in regular meetings of the Water Quality, Distribution and Plants sections. Promote workplace safety. Preparation and administration of the MWW operator proficiency testing program when requested by the WQ Operations Manager. Preparation of the proficiency testing program samples. Monthly, quarterly, and annual water treatment plant and distribution system sampling. Special projects. Participation in the MWW Microbiological program. Distribution site sampling. Field customer complaints. Ensure chemical vendor QC compliance. Calibration of distribution field worker turbidity and chlorine analyzers.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	Other duties and responsibilities as assigned.

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Water Quality Operations Manager

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

The Water Chemist – Senior works as the team leader of the Water Chemist work group as well as independently within established procedures and policies, with general review and direction from the Water Quality Manager and Water Quality Operations Manager. Advises management of anomalies in the water treatment process, data recording and/or documentation, and works with them to find solutions.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = **Up to 9 dependent on location.**

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties		e. Sign or approve work
b. Outline methods		f. Make hiring recommendations
c. Direct work in progress		g. Prepare performance appraisals
d. Check or inspect completed work		h. Take disciplinary action or effectively recommend such
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
9	Water Chemist	a, b, c, d

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

- i. **Education and Experience:**
Bachelor's Degree in Chemistry, Microbiology, Water and Wastewater Technology or closely related field with five years' experience in an environmental laboratory.
- ii. **Knowledge, Skills and Abilities:**
Strong interpersonal skills, organizational sensitivity, and proficient verbal and written communication skills are essential. Demonstrated leadership skills. Must have strong record keeping and math skills.

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- iii. Proficiency with Microsoft Word, Excel, and Access. Must be proficient in Microsoft Word, Excel, Access and Computerized Maintenance Management System (CMMS) to enter and review lab orders. Must be able to learn and use proprietary software including data graphing. Must be able to conduct proper lab techniques including standard methods and MWW/DNR-required protocol. Must be specific and detailed in recording and reviewing lab results to ensure accuracy and consistently monitor process control of the water treatment plant. Must be specific and detailed in recording and reviewing lab results to ensure accuracy and consistently monitor process control of the water treatment plant.
- iv. Certifications, Licenses, Registrations:
Valid Wisconsin driver's license required at time of appointment and maintain throughout employment. Must obtain State of Wisconsin Department of Natural Resources Surface Water Municipal Water Supply Operator Certification within 10 months of appointment and maintain throughout employment.
- v. Other Requirements:
Must be detailed, organized, and accurate in methods of performance. Must be able to deal with the public in a caring and professional manner to help with water quality concerns. Must have high ethical standards to report accurate lab results to ensure regulatory compliance at all times.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input checked="" type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand

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	detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input checked="" type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 15%**

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (<i>such as typical office or administrative work</i>).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (<i>i.e. warehouses, covered loading docks, garages, etc.</i>)
<input checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input checked="" type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input checked="" type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

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K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools (<i>please list</i>):	
<input checked="" type="checkbox"/> Office Machines (<i>check all that apply</i>): <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other (<i>please list</i>):	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Water treatment plants are deemed critical infrastructures and require employees to adhere to strict security procedures. Water Plant Section employees are considered "essential" and must report to work no matter the weather conditions or emergency event. Employees must respond when called for after-hours emergencies to offer counsel or by reporting onsite and conducting necessary work to resolve the emergency. Must be able to work outdoors in all types of weather conditions as needed. Must be professional in conduct and appearance.

M. I believe that the statements made above in describing this job are complete and accurate.

DocuSigned by:

Patrick W. Pauly

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Signature of Department Head or Designated Representative

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

JOB DESCRIPTION

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

FOR DER USE ONLY

Vacancy No.

City Service Commission: Fire & Police Commission:	Finance Committee: Common Council:
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1. Date Prepared/ Revised: 5/19/21		2. Present Incumbent:		Is incumbent underfilling position?	
3. Date Filled:		4. Previous Incumbent:		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Public Works, Dept. of			Bureau: Division: Water Works		Unit: Section:
6. Work Location: 3000 N. Lincoln Memorial Dr. 3929 South 6 th Street			Telephone: Email:		Work Schedule: Hours: 7:00am-3:30pm Days: Monday-Friday
7. Represented by a Union? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		8. Bargaining Unit: Non-Mgmt/Non-Rep If in District Council 48, which local? Local 952			9. FLSA Status (check one): <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
10. Official Title: Water Plant Steamfitter-HVACR Mechanic				Pay Range	Job Code
Underfill Title (if applicable):				7QN	
Requested Title (if applicable):					
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Provides journeyman-level expertise for industrial HVAC systems preventive maintenance, repair, installation, removal and replacements in all areas of heating, ventilating, air conditioning and low-pressure boilers in the water treatment plants, pumping stations and booster stations.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** ☒ or **Underfill Title** ☐):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
35	Perform repairs, preventive maintenance and new installations for industrial heating, ventilation, air conditioning (HVAC) and other systems throughout the two water treatment plants, three major pumping stations and various booster stations. Performs repairs including cleaning, burner adjustments and gasket replacement. Maintain and test low pressure boilers and propane fuel systems. Repair or replace assemblies such as valves, gauges, pumps, pressure and flow regulators, radiators, and heating fixtures. Trouble shoot and repair control systems for industrial HVAC and boiler systems. Perform work on industrial dehumidification units. Repair piping to HVAC instrumentation.
25	Responsibilities of each job include layout of work, ordering materials and ensuring necessary tools are available, in good working order, and at the ready to complete the job. Schedule repairs, replacements, testing, and inspections of completed work, and provide detailed documentation and recordkeeping.
20	Troubleshoot and repair industrial HVAC and boiler control systems such as roof top HVAC units, packaged boiler systems, and dehumidification systems. Test, repair and document state required HVAC units throughout the plants.
15	Recharge air conditioning systems. Handle refrigerants according to state and federal regulations. Test boiler water samples, conduct boiler chemical adjustments, fill boiler chemical feed pots. Test and inspect

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% of Time	ESSENTIAL FUNCTION
	completed work. Maintain documentation of maintenance activities in the MWW computerized maintenance management system.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	Act as lead workers on projects. Ensure operations are conducted properly, safely and on schedule. Report job progress to management. Perform other duties as assigned, including but not limited to snow removal (plowing and shovelling).

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR: Water Plant Maintenance Manager and Water Plant Maintenance Supervisor

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Receives direct supervision and daily and project work assignments from the Water Plant Maintenance Managers. Works under the direction of and with the Water Plant Maintenance Supervisor on projects and assists and researches parts, materials and supplies.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 1 or more. **HVAC Specialist may act as a lead person for one or more employees.**

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties			e. Sign or approve work		
b. Outline methods			f. Make hiring recommendations		
c. Direct work in progress			g. Prepare performance appraisals		
d. Check or inspect completed work			h. Take disciplinary action or effectively recommend such		
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)			
1 or more	Water Plant Machinery Mechanic	b,c,d			
	Water Plant Facility Mechanic	b,c,d			
	Water Plant Laborers	b,c,d			

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

Education and Experience

High school diploma or equivalent

Four years of industrial experience performing duties related to the essential function for this position including boiler repairs, air conditioning, and all parts and control components of HVAC systems; or Associate's degree and two years of experience in heating, cooling and ventilation systems.

Knowledge, Skills and Abilities

Knowledge of repairs and replacements of industrial boilers, heating, cooling and ventilating systems, repairs and maintenance.

Knowledge of and ability to use job-related tools and equipment.

Knowledge of industrial HVAC and boiler control systems.

Must be knowledgeable in and capable of operating cranes and hoists, proper rigging and lifting techniques, and safe handling of loads.

Must possess good manual dexterity, be mechanically inclined, and able to troubleshoot and problem solve failures of current and obsolete equipment and systems.

Must be able to read and interpret manuals, instructions, blueprints and shop drawings.

Knowledge of and ability to apply safety principles and practices as they apply to all components of this job.

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Knowledge of mathematics, including decimals, fractions, geometry, and measurement.
 Analytical and problem-solving skills to diagnose problem and make repairs
 Ability to learn to safely and effectively learn to use shovels, snow blower, snow plow and bobcat.
 Ability to learn and use job-related computer programs.
 Ability to read, understand and interpret manuals, policies, procedures, instructions, blueprints and shop drawings.
 Ability to follow verbal and written instructions.

Time Management and Judgement

Ability to accomplish work within deadlines.
 Ability to maintain accurate work records.
 Ability to work well independently.
 Honesty and ability to safeguard all departmental property.

Interpersonal

Ability to display tact and diplomacy with co-workers and the public.
 Ability to work both independently and as part of a team.
 Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.

Certifications, Licenses, Registrations

Must possess at least one of the following licenses at time of appointment and obtain the other within six month of appointment and maintain both licenses as valid throughout employment
 Fourth Class Stationary Engineer's Permit and/or EPA Section 608 Universal Technician Certification (refrigeration handling certification).
 Journey level certification in steamfitting HVACR is desirable.
 Valid driver's license at time of application and throughout employment.
 Occupational Safety and Health Administration (OSHA) required Lift-Truck Operator certification within six months of appointment and throughout employment. Note: Training provided in-house by DPW Driving Instructors

DESIRABLE QUALIFICATIONS:

Other Requirements

Must be able to wear appropriate safety equipment including safety shoes, glasses, and hearing protection.
 Must be able to enter confined spaces and wear confined space safety equipment..
 Must be able to work at heights using ladders, scaffolding, and manual and power assist lifts.

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

- G. PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input checked="" type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input checked="" type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.

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<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input checked="" type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input checked="" type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input checked="" type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

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J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc.

Approximate Percentage of time performing field work: 15%

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input checked="" type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input checked="" type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input checked="" type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input checked="" type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input checked="" type="checkbox"/> Handcart	<input type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools (please list): hammer, wrenches, screw drivers, saws, chisels, power drills	
<input checked="" type="checkbox"/> Office Machines (check all that apply): <input checked="" type="checkbox"/> Copier <input type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input checked="" type="checkbox"/> Other (please list):	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Water treatment plants are deemed critical infrastructures and requires employees to adhere to strict security procedures. Water Plant Section employees are considered "essential" and must report to work no matter the weather conditions or emergency event. Must be able to work outdoors in all types of weather conditions for extended periods of time. Must respond when called for after-hours emergencies by reporting onsite and conducting necessary work to resolve the emergency. Must be able to communicate effectively with co-workers as a productive team member. Must be able to work in all areas of the two water treatment plants, pumping stations and booster stations. Must develop a general understanding of the water treatment plants, pumping stations, and water storage facilities. Must have high ethical standards. Must be professional in conduct and appearance.

M. I believe that the statements made above in describing this job are complete and accurate.



5-20-2021

Signature of Department Head or Designated Representative

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