

NOTICE OF PUBLIC MEETING

In accordance with the provisions of the Wisconsin State Statutes, Sec. 19.84, notice is hereby given that a public meeting of:

Committee #2
Labor Negotiations, Personnel, Policy & Administration

Will be held on Tuesday, January 5, 2016 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

- 1. Discuss revised job description and corresponding wage adjustment for Laboratory Analyst at the Wastewater Treatment Plant. Possible recommendation to the Council.**
- 2. Discuss on-call policy for Wastewater Treatment Plant and Water Utilities. Possible recommendation to the Council.**
- 3. Adjournment**

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE CITY COUNCIL MAY BE PRESENT AT THIS MEETING TO GATHER INFORMATION ABOUT A SUBJECT OVER WHICH THEY HAVE DECISION MAKING RESPONSIBILITY.

NOTE: REASONABLE ACCOMMODATIONS FOR PARTICIPATION BY INDIVIDUALS WITH DISABILITIES WILL BE MADE UPON REQUEST. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT THE CITY CLERK AT 726-2719.

PLEASE NOTE THAT ATTACHMENTS TO THIS AGENDA MAY NOT BE FINAL AND ARE SUBJECT TO CHANGE. THIS AGENDA MAY BE AMENDED AS IT IS REVIEWED.

CERTIFICATION OF OFFICIAL NEWSPAPER

I hereby certify that a copy of this notice has been posted on the City Hall bulletin board and a copy has been given to the Chippewa Herald on December 30, 2015 at 3:30 pm by BNG.

CITY OF CHIPPEWA FALLS
DEPARTMENT OF PUBLIC UTILITIES

POSITION TITLE: Laboratory Analyst
DEPARTMENT: Wastewater Treatment
APPROVED DATE:
REPORTING RELATIONSHIP: Wastewater Supervisor

POSITION PURPOSE

To supervise, operate, and regulate, the City Wastewater Laboratory and assist in the Industrial Monitoring Program in accordance with the Utility's mission and goals.

MAJOR FUNCTIONS

Performs difficult technical work conducting wastewater analysis in accordance with WI DNR regulations as required. (BOD, SS, pH, chlorine residual, coliform, phosphorus, total solids, volatile solids).
Performs process control tests as required (ammonia, COD, volatile acids, alkalinity, etc).
Implements quality control measures in both sampling and testing to evaluate analytical and reporting accuracies as required by WI DNR and EPA.
Completes all Reference Sample Program requirements and laboratory audits to maintain DNR Certified Laboratory accreditation.
Evaluates and interprets laboratory results.
Prepares and standardizes chemicals used for analytical testing.
Trains and directs Operation Staff in proper sampling and laboratory procedures, evaluates staff competency for unsupervised laboratory work.
Maintains laboratory documentation including; bench sheets, log sheets, analysis results, sample documentation, equipment calibration and repair, chain-of-custody forms and other pertinent information per DNR requirements.
Schedules and completes in accordance with WI DNR regulations; various sample collection, packaging and shipping for outside laboratory analysis.
Prepares laboratory supply and equipment order lists, orders supplies.
Performs maintenance and calibration of laboratory equipment.
Assists in administration of the Industrial Pretreatment Program and Mercury Pollution Minimization Program. May conduct program inspections.

SECONDARY/PERIODIC FUNCTIONS

Generates reports and/or charts of analysis results.
Submits to WI DNR required wastewater reports.
Maintains cleanliness of laboratory and equipment.
Prepares user charge billings for office personnel.
Makes recommendations on plant operations based on analytical results.
May be assigned to serve as DNR designated Operator-in-Charge in absence of Wastewater Supervisor.

CITY OF CHIPPEWA FALLS
DEPARTMENT OF PUBLIC UTILITIES

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of chemistry and microbiology as applied to wastewater treatment.
Knowledge of the processes used in municipal wastewater treatment.
Skill in the use of modern laboratory equipment.
Knowledge of WI and EPA regulations governing wastewater treatment.
Mathematics as used to analyze results and perform a variety of analyses.
Knowledge of occupational hazards and safe working practices.
Ability to establish and maintain effective working relationships with City Officials, staff members, Industrial Users, contractors, and the general public.
Ability to maintain accurate and complete records and prepare clear and detailed reports.
Ability to work independently and exercise sound judgment.
Ability to write and speak effectively.
Ability to use a computer and working knowledge of Microsoft software.

QUALIFICATIONS, TRAINING & EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities may be considered qualifying. Typically; equivalent to Associate Degree or course work in wastewater treatment, environmental science, chemistry, biology or a related field.
Experience in the fields of wastewater treatment and analysis.
Ability to acquire a WI Wastewater Operator Certificate Grade A subclass L (Laboratory).
Possession of a valid Wisconsin driver's license.

Wastewater Treatment Plant
Laboratory Analyst

Due to the changes in the DNR certification, increase in responsibility outlined in the revised job description and the increased analysis with the numerous changes from the WI DNR, the following step progression and wages are recommended.

Step Progression with DNR certifications.

Historical Step Progression		
Step 1		No Certification
Step 2		DNR Grade 1 ACEFIJ
Step 3	23.79	DNR Grade 2 ACEFIJ

Step Progression with DNR certification changes		
Analyst in Training (AIT)	\$23.45	Operator-in-Training Certificate (or equivalent)
Analyst (Basic)	\$24.16	WI DNR Basic Level Certification; L+Operator-in-Training Certification
Analyst (Advanced)	\$24.88	WI DNR Advanced Level Certification; L + Basic Certification

Laboratory Analyst shall obtain, or show significant progress toward an Operator –in-Training Certification; A1, B, C, D, P within five years of hire.

Utility On-Call Pay Proposal

The Water and Wastewater Departments have employees on call during non-working hours for coverage 24 hours/ 7 days per week, available via a utility cell phone. In addition to the department on-call pay, called in employees receive a minimum of two hours pay at time and one half.

Wastewater Department

On-call (originally called stand-by pay) originally started when the WWTP was staffed 24/7/365, only weekends and holidays were covered. Stand-by operators were available to assist in emergencies or to fill in if the scheduled employee was not available. Stand-by pay was 4 hours of pay for 24 hours each weekend day and holiday.

When the 2nd and 3rd shifts were eliminated, on-call was changed to cover for the 16 unmanned hours, weekends and holidays, pay continued with 4 hours pay for each weekend day and holiday. No adjustment was made to the on-call pay structure.

In 2008, the maintenance for the sewer infrastructure was transferred to the WWTP. In addition to the current 4 hour on call weekend and holiday pay, \$.50/hour was added to the base hourly base pay.

Water Department

On-call pay for the Water Utility is 4 hours of pay for 24 hours each weekend and holiday. If emergency assistance was needed outside of these times, calls were made to employees until help was found.

In 2012, as new employees were hired they were required to be on-call for the weekend and the week following, offering coverage 24/7. Other employees were encouraged to carry the phone for the week. No adjustment was made to the on-call pay structure.

Proposed On-Call Procedure

On-call employees would receive \$3.06 / hour while on call. Rate will be adjusted annually at same rate as base wages.

The 2008 - \$.53 / hour increase will be rescinded (\$.50 / hour adjusted by annual increases)

Employee On-call requirements:

- Carry utility cell phone or other communication device.
- Adhere to the 30 minute emergency response time.
- Adhere to the City's Drug and Alcohol Free Workplace Policy.

On Call Pay

Current Budgeted

Hours – 456 (weekends and holiday @ 4 hours)

Wages

Wastewater $\$24.69 * 456 = \$11,259$

Water $\$22.51$ (average wage) $* 456 = \$10,265$

Wastewater Proposed

Hours – 5840 (16 hours / day * 365 days) (WWTP staffed daily)

Wages

Decrease in base wages ($\$.53 * 2080 * 6$ employees) (\$6,614)

5840 * $\$3.06$ on-call pay \$17,870

Net proposal \$11,256

Water Proposed

Hours – 6760 (365 days * 24 hours, less 2080 scheduled, plus 80 holiday hours)

Wages

6760 * $\$3.06$ on call pay \$20,685

Increase is nearly equivalent to $\$.53$ increase on base wage.

2080 * $\$.53 * 6$ employees \$6,614

Current on call wages plus $\$.53$ increase \$10,493

Total \$17,107

Benefits:

- Wastewater and Water Utilities follow same on-call procedures.
- Employees working on-call hours will receive the benefits of doing so.
- Water Department will have clear on-call policy.
- Water Department will have 24/7/365 on-call coverage.