

POSITION AUDIT REQUEST

DEPARTMENT

Public Works, Streets, and Utilities

DIVISION

Water Services

Submitted By: Slade Connell

Date: 7-22-14

Dept. Head Approval:

[Signature]

Date: 8.1.14

Incumbent Name Craig Polley

Current Position Pipeline Maintenance Worker

- 1) Is request for change in **status** only? (example: 1/2 time to 3/4 time) Yes _____ No X
If yes, change status from _____ to _____
- 2) Has this position been **audited prior** to this request? Yes _____ No X
If yes, date position was last reviewed _____
- 3) Prepare and attach written justification for the position audit. Include the following:
 - A. Description of what has changed, or will change, in the duties and responsibilities of the position.
 - B. Description of the business or operational reasons for the change.
 - C. Indicate the classification you feel better fits this position and why (if applicable).
- 4) Have incumbent complete the **Job Analysis Questionnaire** (JAQ). If position is vacant or proposed, the supervisor should complete the JAQ.
- 5) Review the JAQ; add supervisor comments and signature where indicated.
- 6) Submit Position Audit Request Form and justification to department head for approval.
- 7) Human Resources will conduct interviews as needed, prepare recommendation report and budget impacts.
- 8) Results of reclassification requests will be submitted to the department head for review and approval prior to being added to the budget.

This Section for Human Resources Use

Reclassification recommended?

Yes _____

No _____

If yes, new class

Effective date

Budget Impact

W&B:

Notes

Offsets:

Total Labor:

Position Audit Request Section 3

- 3A:
1. Operation and maintenance of a 200 gal/min water treatment plant, serving 350 customers within the Kannah Creek water system.
 2. Knowledge of Supervisory Control and Data Acquisition (SCADA) for operation and monitoring of the Kannah Creek water treatment plant.
 3. Works with the Division 4 water commissioner to ensure proper administration of the City of Grand Junction's water rights.
 4. Performs water sampling of the Kannah Creek water system for compliance with State and Federal regulations.
 5. Operates a Hydro Plant to produce electricity for the water plant & pumping system.
 6. Regularly monitors the City reservoir dams for safety, and collects piezometer readings for dam water levels.
 7. Regulate flows from reservoirs to water treatment plant based on demand and water characteristics.
 8. Monitors City watershed area to ensure protection of the City water supply.
- 3B: Duties require Craig to operate and maintain the Kannah Creek Water Treatment Plant which supplies safe drinking to Kannah Creek water customers. This requires Craig to have at least a D level water operator certification as required by the Colorado State Health Department. Craig is also responsible for all of the Water Supply Supervisor duties when Slade is out of town or on PTO. Craig is on standby every other weekend and when Slade is on PTO for the water treatment plant and distribution system.
- 3C: This position is unique in that the duties are quite varied, requiring water plant and distribution certification, water rights knowledge, and dam safety procedures. In addition, being able to respond quickly to any given emergency within the City of Grand Junction watershed, and the Kannah Creek water service area which essentially requires living in the Kannah Creek basin. There is not currently a position within the City which compares directly with Craig's duties, classification as a water treatment plant operator is a suggestion.



Job Analysis Questionnaire

Instruction and guidelines for completing your Job Analysis Questionnaire

Job Analysis Questionnaires (JAQs) are being distributed to all individuals who are included within the scope of the study. As these JAQs are used to write job classifications, it is extremely important for you to fill out the questionnaires completely and accurately.

To make this process easier for you, we recommend you first read through the entire questionnaire so that you understand the information we are asking for in each section. Next, complete as much of the questionnaire as you can and then put it down for a day. On the next day, complete the rest of the questionnaire. Finally, just before you turn it in, read it again to make sure you haven't forgotten anything. We have included a checklist on page 2 to assist you with tracking your progress.

1. The information you provide on the following Job Analysis Questionnaire (JAQ) will be used to create and develop an accurate depiction of the work being performed within your job. It is very important that you provide accurate, detailed information about your current job duties. Providing overstated questionnaires may have a negative effect and will not result in a higher classification.
2. You may complete your JAQ as an individual, or you may join with other employees who perform the same type of work that you do to complete the JAQ as a group. Contact your supervisor for specific details on how to participate through a group process.
3. Please ask your immediate supervisor to review and sign the document.
4. This document is set to be filled out by typing a response, checking a box, or selecting an answer from a drop-down menu. Spaces left for response are indicated by a gray-shaded area. Drop-down menus are indicated by the word, "select" and an arrow next to the word when the box is highlighted. You may move between response areas simply by using the "Tab" key.

Job Analysis Questionnaire (JAQ) – Overview & Checklist

Following is an overview of the City of Grand Junction's JAQ. Please use the checkboxes next to each section to monitor your progress and ensure completion.

I - Background

- ☐ **Employee Background:** Name, title, email, department, etc.

II - Position Information

- ☐ **1. Position Summary:** Written description of your job's primary purpose.
- ☐ **2. Supervision & Organizational Relationships**
- ☐ **a) Supervision Given:** Details of supervisory responsibility, if any.
 - ☐ **b) Organizational Relationships:** Titles of coworkers and subordinates.
 - ☐ **c) Public Contacts:** Inside and outside the organization.
- ☐ **3. Essential Duties:** Major job duties and their required decisions and frequency.
- ☐ **4. Required Knowledge & Skills:** Required knowledge and skills to perform essential duties.

III - Education, Experience, and Equipment

- ☐ **1. Education:** What education do you have vs. what do you need for the job?
- ☐ **2. Experience:** What experience do you have vs. what do you need for the job?
- ☐ **3. Special Requirements**
- ☐ **4. Machines, Tools, & Equipment:** Necessary equipment needed to perform job.
- ☐ **5. Decision Making & Judgments:** Short answers regarding decision-making capacity.

IV - Americans with Disabilities Act Requirements

- ☐ **1. Physical Activities/Requirements:** Standard ADA-related requirements.
- ☐ **2. Working Conditions:** Physical working conditions.

V - Employee, Supervisor, and Department Head Signatures

- ☐ **Employee, Supervisor, and Department Head Signatures**

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONNAIRE

I. EMPLOYEE BACKGROUND: In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This will help us make sure we refer to the correct job throughout the study.

Is this a group questionnaire? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please list all employee names.
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Division: USS

Department: Water Supply

For Individual Questionnaires Only:

Employee Name:	Polley	Craig	A
	(Last)	(First)	(Middle Initial)

Current Classification Title: Pipeline Maintenance Worker

Division	USS	Department	Water Supply
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Total Length of Time with organization 15 Years 6 months

Total Length of Time in Current Position 13 Years 6 months

Assigned Hours/Week:: from 40 **t o** ? **Assigned Days/Week** 5-7

Email: craigp@gjcity.org

Work Phone: 260-4659

Immediate Supervisor:

Immediate supervisor reports to:

Name: Slade Connell

Name: Rick Brinkman

Title: Water Supply Supervisor

Title: Water Manager

Work Phone 241-3889

Work Phone: 244-1429

E-mail: sladec@gjcity.org

E-mail: rickbr@gjcity.org

II. POSITION INFORMATION

1. POSITION SUMMARY: This section asks for a short paragraph, one to three sentences, regarding the purpose of your position and/or your primary responsibilities. This summary helps us to quickly understand the essence of your job. Usually it is better to write this after you have completed the remainder of the questionnaire. Briefly describe what you consider to be the major purpose or objective of the job. Simply stated, what are you attempting to accomplish in your position?

Example: Computer Support Technician

Summary: To operate, maintain and repair computer equipment and to provide technical assistance to users.

Example: Pipeline Maintenance Worker

Summary: I operate a SCADA(Supervisory Control and Data Acquisition) controlled 200 gpm water plant with 17 miles of distribution lines . I also maintain a 30 kw hydro electric plant , city ditches, 2 flow lines to town. During winter months I help with snow surveys. Summer months are spent administering water rights and maintaining flows along with spraying for noxious weeds, along with customer service regarding water concerns.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

- a. The chart below asks for your specific supervisory responsibilities. If a duty statement applies to you, please check the box under the "Yes" column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty	Number of Employees
<input type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	
<input type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
<input checked="" type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	As Needed
<input type="checkbox"/>	I make work assignments for others.	
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input type="checkbox"/>	I recommend termination for poor performance.	
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	As Needed
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	3

- b. Complete the organization chart below. This chart will help us to understand your job in relation to others in your department. Please use titles and not names. Fill in the applicable position titles: (1) your coworkers, employees you work with and who also report directly to your supervisor; and, (2) your subordinates, any employees you supervise directly. List only those jobs over which you have full managerial/supervisory authority (i.e. complete and sign performance evaluation.) Do not list employees supervised by your subordinate supervisors.

YOUR COWORKERS' JOB TITLES

Lead Plant Mechanic
Plant Mechanics
Pipeline Crew
Water Plant Operators

YOUR DIRECT REPORTS' JOB TITLES

Please indicate the nature of the group supervised and the number supervised

☒ Full Time

☐ Part-Time

☐ Seasonal/Temp

☐ Volunteer

☐ Contract

c. Describe with whom, or with what departments/organizations, you have regular contact.

1. Inside your organization (other City Departments):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
Ranch Lessees	As needed	Work required from City within lease agreement

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Juniata Ditch Company	3 months	Water Rights
State Water Commissioner	Weekly 6 months year	Water Rights
Water Enhancement Authority	5-6 months in winter	Weather Modification, Craig is a manual cloud seeding operator.
Oil & Gas Industry	As needed	Protect Watershed
Bureau of Land Management	As needed	Watershed Concerns
United States Forest Service	As needed	Maintenance to dams on Grand Mesa

3. ESSENTIAL DUTIES.

The list of essential duties helps us to understand those duties which are the primary reasons why your position exists. For clarification, please refer to the examples provided below.

Essential Duties: Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state "prepares reports", but state "prepares reports such as status reports, staff reports", or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Do not use acronyms in your description. Examples are shown below. Use additional sheets if needed.

Decisions Required: List the decisions you make to carry out the essential duties.

Frequency: Indicate how often you perform each duty – D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

Percent of Time: Indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%**. Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of **all** duties should equal 100% over a one year period of time.

Attach additional sheets if necessary.

E X A M P L E (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

Essential Duties	Decisions Required	Frequency	% of Time
EXAMPLES:			
<i>Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.</i>	<i>Articles to include, editorial changes, graphics, layouts</i>	<i>M</i>	<i>25%</i>
<i>Performs inventory spot checks and monthly counts of supplies in warehouse.</i>	<i>When to check supplies</i>	<i>M</i>	<i>10%</i>

	List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
1	Water plant operations and maintenance	chemical adjustments, filter cleaning, keeping water plant clean, maintain media levels, mixing of chemicals,	Daily	32
2	Hydro plant 30 kw	mgd flow, kw adjustments	Daily	1
3	Customer service	Complaints	Daily	2
4	Water line locates	Correct locations	Weekly	2
5	Piezo readings on reservoirs	Critical water levels	Monthly	5
6	Master meter readings	Calculate Monthly losses	Monthly	5
7	Snow survey	Safety ,accurate	Annually	2
8	Pressure reducing valves	Adjustments/repairs	Quarterly	8
9	Noxious weed management	Chemical used and mix	Annually	5
10	Install water taps	Location	Occasionally	7
11	Customer shut offs	Notification	Monthly	2
12	Ditch and Weir maintenance	Accuracy	Annually	13
13	Water breaks and repairs	Timing and parts	Occasionally	5
14	Priority water turning	Accurate amounts	Annually	4
15	Work with city ranch lessees	Numerous	Occasionally	1
16	Maintain roads around reservoirs	Road grades	Quarterly	1
17	On call duties for weekends 26 times a year for water plant, daily weekend recordings	Plant Operations	Monthly	5
18	Regulation of water out of upper reservoirs	Where to take water from	Weekly	As needed
19			Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

This section helps us to understand the types of knowledge and skill you would need to perform your job at the entry level. Those items you list are those required and not what you might necessarily know or are able to do after being in the position for a number of years.

Knowledge: refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

Skills: refers to the proficiency which can be demonstrated and are typically manual in nature and/or can be measured through testing.

The knowledge and skills that you list in the following section must refer to the Essential Duties you listed in Section 3.

Duty #	Knowledge – Skills
1	Chemical mixtures and treatment changes due to incoming raw water characteristics- Calculating dosing to meet state regulations , Chlorinometer meter- Bench testing, Turbidimeter- Bench testing, Effluent meters- Calibrating with verification module, Bray control valves- Calibrating for open, close, torque control and repair, LMI microprocessor pumps-Settings and repair, Water level control -Setting of high and low levels for treatment, Water pumps - Replacing seals and bearings, SCADA-controlling all aspects of water plant operations via computer, super chlorination of filters, maintenance and cleaning water holding tanks
2	Hydro-electric generator 30-KW-Setting voltage, MGD , KW output , and routine maintenance.
3	Customer service-A wide range of problems.
4	Metrotech utility locator-Locating buried lines depth and accurately
5	Fisher water level indicator-Determines water depth within dam structures
6	Master meter reads-Read meters and analyze for leaks
7	Snow site surveys- Measure depth and water content with measuring device, in watershed
8	Pressure reducing stations-Adjust pressures to provide adequate water pressure to customers, repair and do routine inspections making sure working properly.
9	Weed control-Locate, spray with proper chemical and mixture
10	Water taps- Using right material and equipment
11	Water tap shut offs-Proper valve key and location
12	Check for weir depth approach and discharge, difference in elevation between lower end of weir and crest, look for any leakage around cut off and wing walls,
14	Determine water right priority and regulate accordingly.

III. EDUCATION, EXPERIENCE, AND EQUIPMENT

1. EDUCATION: What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at entry level? Check the level that applies to your job:

You Have	You Need	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other (explain): Class C Water Treatment Certification, Class 4 Water Distribution

2. EXPERIENCE: What kinds of experience do you have, and what minimum kinds of experience are needed to enter your job at entry level?

Type of Experience

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Knowledge of water treatment processes	15 years	Basic knowledge of Water Treatment Process	1 years
Knowlegde of Distribution systems	15 years	Class C Water Treatment Cert	2 years
	years	Class 4 Water Distribution Certifciation	4 years

a. What field (s) should training or degree be in?
Water Treatment and Distribution

3. SPECIAL REQUIREMENTS: List any registrations, certifications or licenses that are **required** for you to hold your position. Be specific and do not abbreviate words or use acronyms.

Hold a Class C Water Treatment Certification
Hold a Class 4 Water Distribution Certification

4. MACHINES, TOOLS AND EQUIPMENT. List any machines, tools or equipment used in your work and indicate the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties you listed in Section 3.

Duty #	Machines, Tools, Equipment	Frequency/Time
1	SCADA	Daily 1 Hour
2	Chlorine analyzer	Daily 5 min
3	Turbidimeter	Daily 5 min
4	Mix ACH - C- POLY chemicals	Bi-Weekly 20 min
5	Piezo readings-- water level indicator	Monthly 2 hours
6	Weed sprayer 250 gals	Summer 60-80 hours
7	Cut off saw	Occasionally
8	Grinders hand tools	Often
9	Backhoe	Weekly As Needed
10	ICE-PIC Calibration Module	Weekly 1 hour
11	Sutron Stage-Discharge Recorders	Summer 2 hours
12		

5. DECISION-MAKING & JUDGMENTS.

- a. Describe three types of important decisions and judgments you make regularly and independently in the performance of your duties.
 1. Observations and changes in treatment to maintain safe water quality per State requirements.
 2. Adjust raw water sources to help treatment process.
 3. Daily log of SCADA and treatment for any inconsistency per state regs, trouble shooting and maintenance of treatment equipment(pumps, turbidimeters, chloronometers, along with record keeping and maintenance of Hydro Electric Generator.

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

This section helps us understand the physical activities and requirements that are absolutely necessary for you to be able to do in order to perform your job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the City of Grand Junction remains in compliance with the Americans with Disabilities Act.

The City of Grand Junction is required to document any physical requirements in order to legally defend restrictions that are imposed. The definitions for the physical activities/requirements are taken directly from the guidelines established by the federal government. Your answers in this section will not affect how your job is classified.

Frequency

Importance

How frequently is the activity performed?

How important is the activity in accomplishing the job's purpose?

- 0 – Never
- 1 – Annually
- 2 – Quarterly (at least 3 per year)
- 3 – Monthly (at least 8 per year)
- 4 – Weekly (at least 3 per month)
- 5 – Daily (at least 3 per week)

- 0 – Not Important
- 1 – Somewhat Important
- 2 – Very Important
- 3 – Extremely Important

Physical Activity	Frequency	Importance	Duties
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. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	5--Daily	2--Very Important	Water Treatment Skids for treatment operations, Entering and Exiting Water Vaults, Entering & Exiting Ditches to repair water lines, climbing terrain in Water Shed
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	5--Daily	2--Very Important	Water Plant Vaults Cleaning filter media,
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	4--Weekly	2--Very Important	Chemical mixing, reading master meters,
Kneeling: Bending legs at knee to come to a rest on knee or knees.	3--Monthly	1--Somewhat Important	Water Plant valve inspection and calibrations

Crouching: Bending the body downward and forward by bending leg and spine.	4--Weekly	3--Extremely Important	Valve repair Pipeline Maintenance
Crawling: Moving about on hands and knees or hands and feet.	3--Monthly	2--Very Important	Inspection of Turbidity meter drains
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	3--Extremely Important	Water plant daily operations
Standing: Particularly for sustained periods of time.	4--Weekly	3--Extremely Important	Calibrating Influent ,effluent meters,chlorine analyzer measuring chemical dosages, performig bench analysis of chlorine and turbidity
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	3--Extremely Important	Reading master meters,Walking to headgates and weirs, Reservoir inspectios and maintenance,spraying weeds
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	4--Weekly	2--Very Important	Moving barrels in truck
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	4--Weekly	2--Very Important	Moving barrels from truck to chemical pump posiyions
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	3--Extremely Important	SCADA operations, computer entries,instrumentation calibrations, pump doses with stop watch
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	2--Very Important	Backhoe operations, pumping chemical from barrels to smaller containers,cut-off saw ,chain saw ,grinders,shoveling.
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	4--Weekly	3--Extremely Important	Lifting barrels,valves, removing rocks and trees from ditches
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	4--Weekly	3--Extremely Important	Working valves hot to touch
Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken	5--Daily	3--Extremely Important	Water plant flows, chemical doses,operations

instructions to other workers accurately, loudly, or quickly.			
Hearing: Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5--Daily	3--Extremely Important	Noise changes in hydro flows for k-w, different noise change in water plant gpm, different sounds in water pumps at 140 gpm
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5--Daily	3--Extremely Important	Adjusting water levels sensor screws on 200 gpm water plant, Adjusting speed and stroke on chemical pumps, reading numbers on meters and calibration testers, Working with small parts on gear driven Bray valves Visually scanning dam structures for leaks and defects, Operating equipment with backhoe and loaders, Ability to see small particles in water grab samples Reading water level indicator and tape measure, Operating underground utility line locator
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	4--Weekly	2--Very Important	Operating a backhoe and loader , pumping hand pumps for fuel and chemicals
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. 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.	4--Weekly	2--Very Important	Maintenance at water plant, sweeping, mopping cleaning,
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a 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	3--Monthly	3--Extremely Important	Probing water plant multi-media filters with high pressure water jetters,

and the worker sits most of the time, the job is rated for Light Work.			
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.	2--Quarterly	2--Very Important	Installing or repairing vales, taps or pipeline breaks, cutting trees
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.	4--Weekly	3--Extremely Important	Hauling ACH and c-poly
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.	1--Annually	2--Very Important	Mixing and pouring concrete

2. WORKING CONDITIONS.

The working conditions section helps us to understand the physical environment you are subjected to while performing your job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. **Please note, there is a choice for "Does Not Apply," if most of your work is in an office setting.**

☐ Does Not Apply

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately? (Use additional sheets if necessary).

This is a hybrid position, not full treatment operations or distribution operations. This is a rare position due to the fact that as classified now a pipeline maintenance worker cares for distribution and collections systems. I am accountable to produce potable drinking water along with some distribution duties, thus I feel holding more accountability to Customers and State for Clean Drinking Water Regulations.

EMPLOYEE CERTIFICATION

I certify that the above statements and responses are accurate and complete to the best of my knowledge.

Signed: _____ Date: _____

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

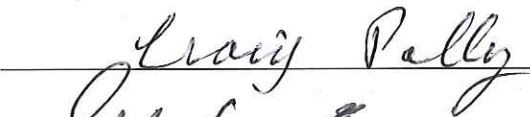
This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. Supervisors, please review the entire JAQ for completeness and accuracy. If there are sections that are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. **Please note the form should have all three signatures to ensure all have read the questionnaire.**

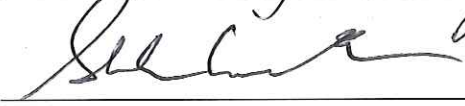
Question No.	Comments

Please check the appropriate statement:

- ☐ I agree with the incumbents' position questionnaire as written.
- ☐ The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.
- ☐ The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

I have noted the modifications made by my supervisor in the Comments Section above.

Employee Signature:  Date: 7/23/14

Supervisor Signature:  Date: 7-22-14

Department Head Signature: _____ Date: _____

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR DEPARTMENT HEAD.

To: Claudia Hazelhurt, HR Director

From: Shelley Caskey, HR Analyst



Re: Pipeline Maintenance Worker – Kannah Creek Water Treatment Plant (Craig Polley)

Date: February 1, 2015

Background:

In 1998, the City of Grand Junction purchased Purdy Mesa Livestock Water Company and started providing water service to the surrounding area. The City made the necessary modifications to the system resulting in increased water pressure causing many breaks along the 17 miles of water lines. The current incumbent was hired during this time and tasked with fixing these many breaks.

During the 2015 budget process, the incumbent's supervisor, Water Supply Supervisor Slade Connell, requested an audit of the position as he feels the position has changed and is closer associated with the job duties of a Water Plant Operator. The Kannah Creek Water Treatment Plant is a "B" rated plant, which requires workers to have a "B" certification or higher. The current incumbent has a "C" operator license and is working under the Water Supply Supervisor's "B" license. At this time, the incumbent is classified as a Pipeline Maintenance Operator within the Equipment Operator benchmark at a range 61, non-exempt, with a proficient pay rate of \$23.74 per hour. The incumbent's pay is currently red-lined at an hourly rate of \$24.03.

Review of Responsibilities and Job Duties

In order to review the job duties currently being performed by the incumbent, he was asked to complete a Job Analysis Questionnaire (JAQ). Upon receipt of the completed JAQ, a meeting was held with the incumbent.

In reviewing the JAQ and as a result of the meeting, it was determined that the incumbent is responsible for the following duties:

- Day-to-day operation of the Kannah Creek Water Treatment Plant, which is a plant producing 200 gallons of water per minute and has 350 customers within the water system.
- Monitor plant processes and functions by conducting daily reading of gauges, graphs, and control panels; collect water samples as needed; modify plant operations and flow based off of needs of the City's main water plant.
- Adjust chemicals as needed based off of water samples and daily readings of gauges and graphs.
- Monitor and work with the Supervisory Control and Data Acquisition (SCADA) system for the operation and monitoring of the water plant.
- Monitor and repair the chemical pumps and backwash pump for the plant; wash filters; work to eradicate noxious weeds; and perform other repairs as needed.

- Provide customer service to end users in the area; work with city ranch leases; install water taps; and notify customers of tap shut offs.
- Operate and maintain a Hydro Plant to produce electricity for the water plant and pumping system.
- Regularly monitor the City reservoir dams for safety, collect piezometer readings for dam water levels; recommend and take corrective action as needed.
- Monitor the influent and effluent flow of water and adjust chemicals and flow based on demand and water characteristics.

When asked what job duties have changed within his role, the incumbent stated that since being hired in 1998, several things have changed within his area of responsibility.

After the City purchased Purdy Mesa Livestock Water Company, there were many water breaks over the 17 miles of water pipe. He stated that he spent the majority of his time finding and repairing these leaks, installing and reading water meters, installing water taps, and performing general maintenance on the distribution and collection system. The water breaks are under control and do not occur at the frequency that they once did. Therefore, the incumbent stated he began to spend more time managing and running the daily operations of the Kannah Creek Water Treatment Plant.

The incumbent stated that he is no longer responsible for repairing water breaks, reading meters, or general maintenance of the water distribution system in the Kannah Creek water system. If there is a water break, he simply turns off the valve supplying the water and calls a Pipeline Maintenance Crew out to fix it. In addition, the water meters are now read by the meter readers out of the Pipeline Maintenance Crew who come up to the Kannah Creek area once a month.

In order to obtain a Water Plant Operator certification, you must actually work within a water treatment facility. With the incumbent's current certification level as a "C" operator, the State of Colorado recognizes the work being performed as within a water treatment facility.

Recommendation

After reviewing the current job duties of the incumbent, it is determined that the classification of Pipeline Maintenance Worker is incorrect. The job duties being performed are more in line with the City's Water Plant Operator job description. Therefore, it is recommended that the position be reclassified to the classification of Water Plant Operator.

The Water Plant Operator job classification is broke down into 4 steps within the pay range. The 4 steps correspond with the level of certification from "D" level operator to "A" level operator. Since the incumbent is currently a "C" operator, it is recommended that he be placed at this level within the pay range, which is \$26.59 per hour and results in a \$6,074 impact to Fund 301, Water Fund.

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Chapman 2/2/15

2
Carney

2.4.15