

## POSITION AUDIT REQUEST

BUDGET YEAR REQUESTED	2008 <u>X</u>	2009 _____
DEPARTMENT	<u>Utilities &amp; Streets</u>	
DIVISION	<u>Water</u>	
Submitted By:	<u>Terry Franklin</u>	Date: <u>4-2-07</u>
Dept. Head Approval:	<u>[Signature]</u>	Date: <u>4/4/07</u>

Incumbent Name Slade Connell Current Position Cross Connection Corr.

- 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 X No \_\_\_\_\_  
 If yes, date position was last reviewed 2001
  
- 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: \_\_\_\_\_



Date: 4/15/08

To: Claudia Hazelhurst

From: Shelley Caskey

Re: Addendum to Cross Connection Audit dated 3/12/08

During a conversation with the Utility and Street Systems' Department Head and Assistant Director, the internal alignment of the Cross Connection Coordinator position was discussed. The initial audit findings were that the Cross Connection Coordinator position is currently slotted correctly within our pay plan and no pay change was recommended. The managers stated that they understood the outcome of the audit and agreed that the administering of the Industrial Pretreatment program is more complex than the Cross Connection Control program. However, they did not agree with the current internal alignment of the Cross Connection Coordinator position. The pay for the position is equal to the Industrial Pretreatment Inspector. Since the Inspector position does not have sole responsibility for administering a program and the Cross Connection Coordinator does, they felt there should be a difference in pay. Upon further discussion, it was recommended that the Cross Connection Coordinator position should be moved internally up 5% and placed equivalent to the Wastewater Plant Operator. This recommendation would result in an annual budget impact of \$3055.00.





March 12, 2008

TO: Claudia Hazelhurst  
FROM: Shelley Caskey  
RE: Cross Connection Coordinator Audit

### **Background**

An audit request was submitted asking Human Resources to review the current pay and internal alignment of the Cross Connection Coordinator position. The Water Services Manager and the incumbent, Slade Connell, requested that the position be compared to duties of the Industrial Pretreatment Specialist. Both feel the position would be more appropriately compensated if it were aligned equal to the Industrial Pretreatment Specialist position.

### **Changes in the Position**

The Cross Connection Coordinator position was last audited in 2005, at which time it was determined that no change was warranted and that the current internal alignment at 5% below Wastewater Plant Operator was appropriate.

A meeting with the incumbent was held and it was confirmed, as outlined in the JAQ, that there are no changes in the position and the reason for the audit request is to evaluate internal alignment, specifically comparing the position to job duties and responsibilities of the Industrial Pretreatment Specialist position.

### **Market Data**

A review of our market cities resulted in few matches to the Cross Connection Coordinator position. There are only two organizations, Fort Collins and Ute Water, which have positions solely responsible for management of the cross connection and backflow prevention program. The remaining cities include cross connection programs under other positions, typically supervisors or positions that are responsible for additional areas such as meter reading.

Fort Collins has a Cross Connection Control Specialist position that is a higher level position that is exempt level with supervisory duties over a lower level Cross Connection Control Technician. The closest position match found was with Ute Water's Cross Connection Control Technician who has sole responsibility over the interpretation and application of the organization's Cross Connection Control program. The position is non-exempt and has an annual maximum salary of \$50,627. The City's 2008 proficient rate is \$52,200, non-exempt.

There is insufficient market data to base a recommendation. Therefore, a review of internal alignment is necessary.

### **Internal Alignment**

Currently, the Cross Connection Coordinator position is aligned in the Wastewater Plant Operator benchmark 5% below Plant Operator. In 2008, this benchmark received an increase of 4.6%, which included a 3.3% COLA adjustment. The increase brought the City's 2008 proficient rate to \$52,200.

The Industrial Pretreatment Specialist is also in the Wastewater Plant Operator benchmark with a current proficiency rate of \$60,612.



An in-depth review of the Cross Connection Coordinator and the Industrial Pretreatment positions was conducted along with a meeting with the incumbent regarding his job duties and responsibilities surrounding the Cross Connection Program and the similarities his position shares with the Industrial Pretreatment Program. Specifically, the similarities are as follows:

1. Responsibility for the implementation, interpretation, explanation of, and application of a specific program.
2. Maintenance of sampling/testing equipment.
3. Maintenance of files and records pertaining to a specific program.
4. Reporting requirements with federal or state government, depending on the program requirements.
5. Investigating and responding to instances of noncompliance; take appropriate action to ensure compliance as stated in program procedures.
6. Surveying and inspecting non-domestic sources of water to determine compliance with program policies/procedures.

The general purpose of both positions is to monitor and enforce a specific mandated program protecting water sources. However, there is a difference in the complexity of the programs being administered and managed. Specifically, the knowledge base of local ordinances, state or federal guidelines is different. The Cross Connection Coordinator is responsible for interpretation, education, and application of "Article 12 – Hazardous Cross Connection" which consists of three sections: 12.1 – Authority; 12.2 – Control of Hazardous Cross Connections; and 12.3 - Cross-Connection Control Technician Certification. In all, "Article 12" consists of 2 pages of outlined information. Per a meeting with the incumbent, "Article 12" is currently under revision and will probably increase in size from 2 pages to 6. From "Article 12", The City of Grand Junction issued Resolution No. 89-99, which established a Cross Connection Control Program and Policies. The resolution consists of 9 pages, which includes reference materials, definitions of 35 terms, general requirements, standards for Backflow Prevention Devices, applicability, installations, testing and maintenance, and compliance. The resolution is specific to Backflow Prevention and outlines the program.

The Industrial Pretreatment Specialist position is required to know, interpret, educate, and apply all of the information contained within "Title 40, Code of Federal Regulations, (CFR), Part 403 – 500", and local ordinance 38-49. Part 403 to 500 explains the details of an Industrial Pretreatment Program along with the allowable discharge amounts for each potentially hazardous industry, consisting of approximately 94 separate industries each with its own set of discharge limits along with specific monitoring requirements for the specific industry. For example, Metal Finishing Point Source (Part 433) lists "Toxic Organics", from Acenaphthene to Toxaphene (99 in all), which may be created due to the metal finishing process. The Industrial Pretreatment Specialist is expected to know, educate, and apply these standards to a metal finishing business and then immediately move to the next business, which may be a Hospital Point Industry, and know the specific regulations for that industry. The position also requires additional course work in Chemistry and Biology, which aid in the correct application of the Industrial Pretreatment regulations.

After a detailed review of the regulations for both programs, it was determined that the Industrial Pretreatment program is more complex and requires a higher degree of knowledge, skills, and abilities.

Both of the positions also have the authority to bring a non-compliant organization into compliance through enforcement methods. The Cross Connection Coordinator has the authority to turn off water for non-compliance. There is no additional enforcement method outlined in Ordinance 89-99.





The Industrial Pretreatment Specialist is able to utilize the following compliance tools: cancel discharge permits, severance of sewer connection, revocation of discharge permits, and application of administrative fees up to \$1000.00 fine per day per violation. Failure to comply may also result in a misdemeanor charge, which could include jail time. Therefore, there is the chance of a pretreatment compliance issue resulting in a court hearing, requiring the Industrial Pretreatment Specialist to testify and ensuring the successful outcome of the court proceedings through proper documentation and testimony.

Based on the complexity of knowledge and the compliance enforcement measures required of the Industrial Pretreatment Specialist, it was found to be a more complex position. Therefore, it was determined there is a difference between these two positions and that the Industrial Pretreatment Specialist position should be placed in a higher pay grade than the Cross Connection Coordinator position.

### **Recommendation**

There is no change in the job duties or responsibilities of the Cross Connection Coordinator position and market data indicates that the City's pay is equitable. Furthermore, it is determined that the program is less complex in nature than the Industrial Pretreatment program. Therefore, no change to the Cross Connection Coordinator is recommended at this time.



**From:** Greg Trainor  
**To:** Caskey, Shelley  
**Date:** 1/2/2008 1:08 PM  
**Subject:** Cross-Connection Control Coordinator

I haven't seen a response on this audit yet, but would like to add my comments before you finalize your recommendations:.

The Cross Connection position is in grade 67 with other technicians ( Plant mechanic, TV Operator, Electrician).

If this position was to only take check valves apart, repair/test, install and re-install, etc. then grade 67 would probably be appropriate.

The Coordinator's position is to manage the Water Utility's cross-connection control program, which is to insure that there is not contamination of the water distribution system from contaminated sources that are connected to the system (fire control systems, irrigation systems, spraying operations, etc.).

The position articulates our State and local regulatory requirements to commercial and residential water customers, insures that they understand what is required, monitors the annual testing requirements, and follows up with customers when compliance problems occur.

What the Industrial Pre-Treatment Specialist (grade 79) is to the wastewater collection and treatment system, the Cross-Connection Control Coordinator (grade 67) is to the water distributions system.

As you are developing your draft recommendations, please discuss the position duties with the incumbent.

Thank you, Shelley.

Greg Trainor,  
Utility and Street Systems Director  
City of Grand Junction, Colorado  
970-244-1564

Drought Response Information Project  
[www.thedripwebsite.com](http://www.thedripwebsite.com)





## MEMORANDUM

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**TO:** Greg Trainor, Utilities Director  
**FROM:** Terry Franklin, Water Services Manager  
**DATE:** March 2, 2007  
**SUBJECT:** Cross Connection Control Coordinator

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This memo is to request the Human Resource Division review the job description and job duties related to the Cross Connection Control Coordinator and realign this position. We have requested Human Resources to do drift checks on salary level when they do our annual salary adjustments in the hopes that other municipalities within our market survey will eventually have a comparable position to align with. Human Resources have done the requested drift checks but have not been able to find comparable positions.

The Cross Connection Control Program is a State mandated program with Federal mandates coming within the next few years. The City recognized the importance of initiating a cross connection control program a decade ago and the potential of severe health implications if it did not. The 1993 Biofilm episode with all of the false positive coliform tests, dead animals in the pipe theories and perceived cross connections exemplified the need for a program.

The Water Services Division designed the Cross Connection Control program after the City of Ft. Collins. That is, a program that is more regulator and not an owner or operator of the required devices necessary to protect our consumers. The City's current program is a model program that other municipalities look to and one that is efficient and well run by a single person.

I am requesting that Human Resources look at the Cross Connection Control Coordinator position and the responsibilities required to fulfill the requirements of this program and other programs and positions within the City organization and their assigned duties and responsibilities and realize that this position is truly misaligned within the pay scale.

Examples of primary duties align with those of the Industrial Pretreatment Specialist and in fact are not much different than those of the Industrial Pretreatment Supervisor.

### Industrial Pretreatment Specialist

- *Interpret, explain and apply applicable local, state, and federal regulations and guidelines governing industrial waste discharges as well as monitoring and reporting requirements.*
- *Perform duties and responsibilities in support of the City's Industrial Pretreatment Program; implement program policies and procedures.*
- *Interpret, explain and apply applicable local, state, and federal regulations and guidelines governing industrial waste discharges as well as monitoring and reporting requirements.*
- *Identify non-domestic sources of wastewater; collect and review non-domestic wastewater discharge and process information.*



- *Establish and maintain working relationships with local industries, regulatory agencies, and City departments; develop and distribute materials to collect and disseminate information.*
- *Collect samples of non-domestic sources of wastewater; maintain sampling equipment.*
- *Inspect non-domestic sources of wastewater to determine compliance with applicable ordinances, laws, regulations, and discharge permits; review required applications and reports; document findings.*
- *Provide support to non-domestic sources of wastewater; notify and explain responsibilities according to state and federal requirements.*
- *Investigate and respond to instances of noncompliance; issue citations to non-domestic user for noncompliance with applicable ordinances, laws, regulations and discharge permits.*
- *Organize and maintain files and records; assist in the preparation of technical reports for management and federal and state regulatory agencies.*

#### **Cross Connection Control Coordinator**

- *Oversee and coordinate City's Cross Connection Control Program services and activities to identify and prevent potentially hazardous connections to the City's water systems.*
- *Recommend and assist in the implementation of program goals and objectives; establish schedules and methods for providing assigned services; implement policies and procedures.*
- *Monitor program performance; recommend and implement modifications to systems and procedures.*
- *Survey businesses and homes to eliminate cross-connections to the potable water system; investigate complaints regarding contaminated water and take corrective action as necessary.*
- *Review building plans; provide recommendations regarding proper back flow devices to be installed.*
- *Maintain records and develop reports concerning program activities; collect test results and enter information into computer system; maintain database with customer information including device types, locations, and test due dates.*
- *Develop and present training and public awareness programs to the general public and business community regarding the purpose and objectives of the Cross Connection Control program; meet with residents to inform them of the program and program requirements.*
- *Meet with contractors to ensure proper installation and testing.*
- *Monitor program compliance with laws, rules and regulations; recommend revisions to City ordinances as appropriate to conform to changes in Federal and State law.*

It seems that because the program runs quietly and very efficiently it has been treated as a second class program. We have been hoping Federal mandates would have already been in place to help legitimize the dire need and responsibilities of this type of a program. This is a program that is needed to help maintain the exemplary quality of our drinking water and protect the 26,000 customers that rely on it daily.





**CITY OF GRAND JUNCTION**  
**JOB ANALYSIS QUESTIONNAIRE**

DUE DATES	INTERVIEW REQUEST
Return to Supervisor: _____	Would you like to be interviewed regarding your classification? Yes _____ No _____ If yes, Individual Interview _____ Group Interview _____
Return to Dept. Head: _____	If yes, indicate reason and preference: Function/Duty Change _____ Salary Issue <input checked="" type="checkbox"/> _____ Title Change _____ Other _____ Allocation Issue _____
Return to Personnel: _____	Is this a group questionnaire? Yes _____ No <input checked="" type="checkbox"/> _____

**I. IDENTIFYING INFORMATION**

- A. Name Connell Slade G  
(Last) (First) (Middle Initial)
- B. Current Classification Title: Cross-Connection Control Coordinator
- C. Department Water Division Public Works
- D. Total Length of Time with Organization \_\_\_\_\_ 8 \_\_\_\_\_ 9  
(years) (months)
- E. Length of Time in Current Classification \_\_\_\_\_ 2 \_\_\_\_\_  
(years) (months)
- F. Assigned Hours/Week 40+; from 7:30 to 4:00 G. Assigned Days/Week Monday thru Friday
- H. Work Address and Telephone Number : 2553 River Rd 256-4101
- I. Name of Immediate Supervisor : Terry Franklin
- J. Classification Title of Immediate Supervisor: Water Services Manager

**II. PURPOSE OF YOUR POSITION**

Describing your job as you would to someone not familiar with your work, briefly summarize the overall purpose(s) of your position, as you understand it, and the key result that the job is expected to achieve.

Perform duties & responsibilities in support of the Resolution 89-99 adopted by City Council in support of Cross-Connection Control Program. Implement program policies & procedures. Interpret, explain(educate) & apply local, state, & federal regulations & guidelines including ASSE & ABPA Standards. USC procedures are also enforced for installation, application (device type) and yearly testing requirements. Identify potential cross-connections through surveying address & protect or eliminate the cross-connection. Work with home owners, commercial entities, & city entities involving above. Perform inspection and test of devices. Oversee and coordinate program according to proper standards. Maintain records for each account. Supervise fellow employees when testing devices and repairing. Maintain safe drinking water to last customer.





### III. IMPORTANT AND ESSENTIAL DUTIES

In this section, please identify up to five or six major components of your job. For each major component, then list the important duties you perform. A duty is an activity performed to achieve the purpose or objectives of the job. A duty is a significant part of a functional area and consists of the performance of one or more tasks. Start each duty statement with an action word, such as type, clean, collect, supervise, prepare, or similar verbs.

After you have listed the duties, rate each duty statement for relative frequency using the scales provided and estimate the percentage of time spent on each major component of your job annually.

#### Column 1:

Relative Frequency	Code	Relative Frequency	Code
Performed once or more daily	D	Performed once or more monthly	M
Performed once or more weekly	W	Performed once or more yearly	Y

**Column 2:** Time Spent: Please estimate percentage of time you spend on this duty on an **annual** basis. Assume performance of all duties equals 100 percent.

**Column 3:** **E (Essential):** Duty is critically important to achieving the job's overall purpose.  
**S (Secondary):** Duty is performed infrequently, or it could be assigned to another job, or it could be eliminated altogether without affecting this job's overall purpose.

#### IMPORTANT AND ESSENTIAL DUTIES

	Freq. Code	% Time	E/S
1. Oversee and coordinate City's Cross Connection Control Program services and activities to identify and prevent potentially hazardous connections to the City's water systems.	D	20	E
2. Implementation of program goals and objectives; establish schedules and methods for providing assigned services; implement policies and procedures.	D	10	E
3. Monitor program performance; recommend and implement modifications to systems and procedures.	D	5	E
4. Survey businesses and homes to eliminate cross-connections to the potable water system; investigate complaints regarding contaminated water and take corrective action as necessary.	W	10	E
5. Test, inspect, clean and repair backflow devices.	W	2	S
6. Review building plans; provide recommendations regarding proper back flow devices to be installed—Apply holds on certificate of occupancy until requirements met through county.	W	5	E
7. Maintain records and develop reports concerning program activities; collect test results and enter information into computer system; maintain database with customer information including device types, locations, and test due dates.	D	3	E
8. . Develop and present training and public awareness programs to the general public and business community regarding the purpose and objectives of the Cross Connection Control program; meet with residents to inform them of the program and program requirements.	W	6	E
9. Meet with contractors to ensure proper installation and testing.	W	2	E
10. Monitor program compliance with laws, rules and regulations; recommend revisions to City ordinances as appropriate to conform to changes in Federal and State law.	D	5	E
11. Interpret, explain and apply applicable local, state, and federal regulations and guidelines governing cross-connection accounts as well as monitoring and reporting requirements.	D	3	E
12. Organize and maintain files and records; assist in the preparation of technical reports for management and state regulatory agencies when needed.	W	15	E



## IMPORTANT AND ESSENTIAL DUTIES

[illegible]



#### IV. DUTIES ADDED TO YOUR JOB IN THE LAST YEAR

Identify each duty in Section III which has been added to your job in the last year. Please list below the number(s) which corresponds to each of those duty statements (e.g., #3, #6).

I took on all of these duties when assigned job.									
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#### V. JOB RELATED QUALIFICATIONS

**JOB RELATED QUALIFICATIONS:** Please list the knowledge, skills and abilities that are:

- (1) Necessary for successful performance.
- (2) Cannot be learned in a brief training or orientation session (1 week or less).
- (3) Required by the job, not ones you may have acquired on the job.

#### DEFINITIONS

**KNOWLEDGE** is a body of information that applies directly to the performance of a function or duty (e.g., Knowledge of accounting principles and practices).

**SKILL** is a developed ability to use knowledge effectively or dexterity/coordination in the performance of physical tasks (e.g., Operate word processing equipment).

**ABILITY** is the competence or capability to perform an observable duty and usually results in an observable product (e.g., Prepare clear and concise reports).

Please list the knowledge, skills and abilities which are **essential** for the position being described. The knowledge, skills and abilities listed under this section should be linked directly with the essential duty statements.

#### ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES STATEMENTS

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES STATEMENTS	Duties from Section III (Please identify the duties from Section III by Number.)
1. Operations, services and activities of a cross connection control program	1-16
2. Operational characteristics of backflow prevention assemblies	3,4,5,6,9,10,14, 15
3. Procedures, methods, practices, materials and equipment commonly used in the testing and installation of backflow prevention assemblies	1,2,5,6,7,9,11,13, 15
4. Public relations principles, practices and techniques	3,4,5,6,8,9,11,12, 13
5. Water distribution system operating characteristics	1,2,4,9,14
6. Modern office equipment including computers and supporting word processing and spreadsheet applications.	3,7,12,13
7. Principles and procedures of record keeping.	3,4,5,6,7,12,13
8. Occupational hazards and standard safety practices	2,3,4,5,14





## ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES STATEMENTS

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES STATEMENTS		Duties from Section III (Please identify the duties from Section III by Number.)
9. Principles and practices of program development and implementation		1,2,3,4,6,8,9,10, 11
10. Pertinent Federal, State and local laws, codes and safety regulations.		1,2,3,4,6,8,9,10, 11,14
11.		
12.		
13.		
14.		
15.		
16.		
17.		

## VI. COMPUTER SKILLS

What computer skills are required to perform your job? *Remember this is not necessarily the level of skills you possess, but the level required in the normal performance of your job.* Check one box.

- ☐ Computer skills are not required on a regular basis.
- ☐ Work requires computer skills for basic data entry and retrieval. This includes, for example, checking electronic mail or entering/viewing listing information in a data base.





- x Work requires using computer skills at an intermediate level. This includes, for example, generating word processing letters/reports, creating simple graphics, preparing basic spreadsheet reports, creating simple macros, mounting tapes and/or operating printers and other peripheral devices.
- ☐ Work requires advanced computer skills. This includes, for example, writing complex word processing and spreadsheet macros, programming in an application language, creating complex graphics/presentations, training users on complex systems, developing complex user documentation, limited systems design and/or trouble shooting maintenance of hardware.
- ☐ Work requires expert-level computer skills. This includes, for example, developing the design specifications for complex software, doing complex systems design/analysis, installing/maintaining mainframe hardware, serving as a system administrator for a large network and/or overseeing an operations center.

## VII. EDUCATION & EXPERIENCE

A. **Education** ☐ What minimum level of education is needed to satisfactorily perform your job? (Not necessarily your background).

- ☐ Read and write; no specific requirements
- ☐ High school diploma or equivalent (G.E.D.)
- ☐ Supplemental training ☐ vocational or college level courses
- ☒ Formal specialized training
- ☐ 2-year college program; apprenticeship/technician
- ☐ Bachelor's or higher degree Field of study: \_\_\_\_\_

Please list any licenses, registrations, or certificates **required** for your position and the agency responsible for issuing it.

### License, Certificate, Registration

### Issuing Agency

Water Distribution 3

State of Colorado

Wastewater Collection 3

State of Colorado

ASSE or CBPA Cross-Connection Tester Cert.

ASSE or CBPA

Drivers License

State of Colorado

B. **Experience** ☐ In addition to education and training, what minimum amounts of experience is needed to enter your position?

2 years How many years of prior related experience did you have when you were placed in your current job? 6 \_\_\_\_\_ years.

## VIII. EQUIPMENT OPERATING REQUIREMENTS

List **equipment or machines** you use in the regular course of your assigned duties that require training and skill to operate proficiently. For each item, please assign a frequency code (D, W, M, Y) and estimate the total amount of time spent (total= 100%).

MACHINE/EQUIPMENT	REQUIRED DOCUMENTATION	
	Relative Frequency	Total Percent of time Spent
1. Computer	D	40



MACHINE/EQUIPMENT	REQUIRED DOCUMENTATION	
	Relative Frequency	Total Percent of time Spent
2. Phone	D	40
3. Backflow Device Testing Gauge	W	5
4. Truck	D	15
5.		
6.		
7.		
8.		
9.		

## IX. SUPERVISION EXERCISED

A. Do you exercise supervision over any employees?   X   Yes        No

B. If yes, please check the definition which best describes the type of supervision you exercise and the names and classification/job titles of the employees whom you supervise.

- X **Technical and Functional (Lead Worker)** ☐ You are responsible for prescribing procedures, methods, materials and formats used in recurring projects of particular area[s] of work including training other employees. In addition, you are also responsible for recurring work projects or activities involving other employees to whom you give direction and guidance including lead supervision for a project or set of work activities. You may also have responsibility for assigning, scheduling, coordinating, organizing, and directing work activities.

Regular Lead       

Project Lead   X  

Employee Name

Class/Job Title

Brian Johnson

Plant Mechanic

Steve Furphy

Pipeline Maintenance Lead worker

Rich Overholt

Plant Mechanic

- ☐ **Direct Supervision** — In addition to functional and technical supervision, are responsible for the administration of line personnel functions including selection, discipline, grievances, and formal performance evaluations.

Employee Name

Class/Job Title

C. If you checked either of the above, please indicate the nature of group supervised and the number supervised.

Full-time

Part-time

Seasonal/Temp

Volunteer

Contract



Full-time

Part-time

Seasonal/Temp

Volunteer

Contract

X—3 to 5

- D. Please clarify your responsibility for the following supervisory responsibilities and decisions. Check the appropriate responsibility description which relates to each applicable function you perform in your position.

Function	RESPONSIBILITY			
	Responsible for Function	Make Formal Recommendations	Provide Input	N/A
Hiring	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Termination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promotion	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Performance Appraisal	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Employee Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setting Goals and Objectives	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Revising Procedures	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changing Policy	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Training	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### X. CONTACTS

- A. With what individuals **inside** your organization do you have regular and frequent job related contact other than your supervisor and those you supervise? Check the type of contact, indicate the purpose(s) of the contact (a, b, c, d, e, f, g) using the codes noted below, and the relative frequency (D, W, M, Y). You may indicate more than one "purpose of contact" as appropriate.

<u>Purpose of Contact</u>	<u>Code</u>	<u>Purpose of Contact</u>	<u>Code</u>
Provide information	a	Negotiate solutions within policy guidelines	e
Collect information	b	Negotiate solutions involving policy changes	f
Coordinate projects, activities, etc.	c	Other <input type="checkbox"/> specify below	g
Solve problems	d		

Type of Internal Contact	Purpose of Contact	Relative Frequency
X Clerical/maintenance staff, other departments	A,D,C,B	M
X Professional/technical staff, same department	A,B,C,D,E	D
X Professional/technical staff, other departments	A,B,D	M
<input type="checkbox"/> Managers, other departments		
<input type="checkbox"/> Councils (Type - _____)		
<input type="checkbox"/> Board(s) (Type - _____)		
<input type="checkbox"/> Commission(s) (Type - _____)		
<input type="checkbox"/> Committee(s) (Type - _____)		
<input type="checkbox"/> (Specify) _____		
<input type="checkbox"/> (Specify) _____		

- B. With what individuals **outside** your organization do you have regular and frequent contact required by the major responsibilities of your job? Check the type of contact, indicate the purpose(s) of the contact (a, b, c, d, e, f, g) using the codes noted above, and the relative frequency (D, W, M, Y). You may indicate more than one "purpose of contact" as appropriate.

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Type of External Contact	Purpose of Contact	Relative Frequency
X General public	A,B,D,C,E	D
X Contractors, engineers and/or developers	A,B,C,D,E	W
X Vendors	A,B	M
X Public Agencies	A,B,C,D,E,	Y
X Consultants	A,B,C,D,E	E
X Committee(s) (Type - _CBPA_____)	A,B,C,D,E,F	M
<input type="checkbox"/> (Specify) _____		
<input type="checkbox"/> (Specify) _____		

## XI. ENVIRONMENTAL FACTORS

Please identify any unusual **working conditions** which you are exposed to in the course of your job and indicate the relative code (see below) for each of the applicable conditions. Also indicate from Section III the number(s) of the Duties (i.e., #3, #6) which are related to these working conditions.

Frequency Codes:					
I = Infrequent (less than 10%)		S = Seldom, Minimal (10% - 25%)		M = Moderate, Average (25% - 50%) A = Almost Always (more than 50%)	
Condition	Relative Frequency				Duties
	I	S	M	A	
Outside environment; travel from site to site				X	1,2,3,4,5,6,8,9,14
Inside environment			X		1,2,3,6,7,8,10,11,12,13,15
Heat			X		1,2,4,5
Cold			X		1,2,4,5
Dampness or Chilling			X		1,2,4,5
Dry atmosphere condition			X		1,2,4,5
Working in confined spaces		X			
Working closely with others				X	1,2,4,5,6,8,9,11
Work alone			X		1,2,4,5,10,11,16
Irregular work hours		X			1,2,4,9
Working with machinery				X	1,2,4,5,14
Working with or in water				X	1,2,4,5,14
Working below ground		X			
Work on ladders/scaffolds		X			
Vibration		X			
Noise		X			
Slippery/uneven surfaces			X		1,2,4,5,14
Moving objects/vehicles				X	1,2,4,5,9,14
Grease and Oils		X			1,2,4,14
Radiant energy	X				
Electrical energy		X			1,2,4,5,14
Explosives	X				
Silica, asbestos, etc.	X				
Dust (specify):	X				
Toxic Chemicals (list):		X			
Fumes, smoke, gases (list):	X				
Solvents (list):	X				



Exposure to poisonous animals/insects	X				
Stress, emergency (specify): Customer compliance, etc				X	1,2,4
Other factors not listed:					

Check the box that best describes your overall environmental working conditions.

☐ **General** ☐ Standard setting.

x **Unpleasant** ☐ Moderate exposure to conditions that may be unpleasant but not hazardous; occasional exposure to risks controlled by safety precautions.

☐ **Hazardous** ☐ Infrequent or moderate risks or discomforts which are partially controlled by special safety precautions, e.g. working around machines with moving parts, with contagious diseases or irritant chemicals.

☐ **Significant Risk** ☐ Continuous high risks with exposure to potentially dangerous situations requiring a range of safety or other precautions, e.g. working at great heights, under extreme weather conditions, subject to possible physical attack, working around high voltage.

## XII. PHYSICAL FACTORS

Please identify each appropriate **physical activity** required in the performance of your job and indicate the relative code (see below) for each activity. Also indicate from Section III the number(s) of the Duties (i.e., #3, #6) which are related to these physical factors.

### Frequency Codes:

I = Infrequent (less than 10%)  
S = Seldom, Minimal (10% - 25%)

M = Moderate, Average (25% - 50%)  
A = Almost Always (more than 50%)

Condition	Relative Frequency				Duties
	I	S	M	A	
Heavy lifting, 45 lbs. & over			X		5
Moderate lifting, 15-45 lbs.			X		5
Light lifting, under 15 lbs.			X		5
Heavy carrying, 45 lbs. & over		X			
Moderate carrying, 15-45 lbs.		X			
Light carrying, under 15 lbs.			X		5,14
Pulling		X			
Pushing		X			
Reaching			X		
Use of fingers				X	ALL
Both hands required				X	ALL
Walking			X		1,2,3,4,5,8,10,11,14
Standing			X		1,2,3,4,5,8,10,11,14
Sitting			X		6,7,8,9,11,12,13
Crawling		X			
Kneeling			X		5
Repeated bending			X		5
Climbing	X				
Operating of motorized equipment				X	5
Ability to discharge firearms	X				
Speech				X	4,5,8,9,11,13
Visual requirements					
<input type="checkbox"/> Near vision, i.e. 20 inches or less				X	ALL
<input type="checkbox"/> Mid-range, i.e. more than 20 inches and less than 20 feet			X		4
<input type="checkbox"/> Distance, i.e. 20 feet or more			X		4
<input type="checkbox"/> Color, i.e. ability to identify and distinguish colors				X	ALL
<input type="checkbox"/> Depth Perception			X		
Repetitive motions				X	5,7,13,14
Hearing requirements				X	8,9
Special Factors not listed:					



Check the box that best describes the overall amount of physical effort typically required by your job.

- ☒ **Standard** ☐ Normally seated, standing or walking at will; normal physical ability to do some bending and light carrying.
- ☐ **Restricted/Mobile** ☐ Confined to immediate work area; can only leave work station during assigned breaks.
- ☐ **Exertive** ☐ Extensive walking, recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of light or moderately heavy items.
- ☐ **Strenuous** ☐ Considerable and rapid physical exertion or demands on the body such as frequent climbing of tall ladders, continuous lifting of heavy objects, crouching or crawling in restricted areas; exertion requires highly intense muscular action leading to substantial muscular exhaustion.

### **XIII. MISCELLANEOUS COMMENTS**

**Miscellaneous Comments:**

I WOULD BE GLAD TO MEET WITH WHOMEVER IS NEEDED IF ANY QUESTIONS.

PLEASE COMPARE THIS JOB & DUTIES TO INDUSTRIAL WASTE PRETREATMENT SPECIALIST, PUTTING THIS JOB IN THE PROPER FAMILY.

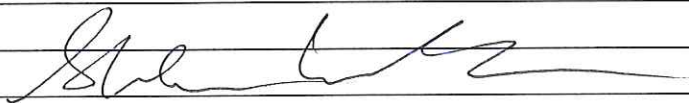
THANKS

SLADE CONNELL





Employee Signature:

A handwritten signature in black ink, appearing to be "Steve L. [unclear]", written over a horizontal line.

Date:

8-16-07



## IMMEDIATE SUPERVISOR REVIEW

Did the employee describe the position duties and responsibilities **accurately and fully**? Are there duties missing? Are there any duties listed which are not a requirement of this position? Please comment. **Do not make comments regarding employee performance.**

The duties and responsibilities were described accurately. The reason for this audit request was to review salary range for duties and responsibilities associated with this position.

Signature Levy Frank

Date: 8-16-07

Classification Title Water Services Manager

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Classification Title \_\_\_\_\_

## DEPARTMENT HEAD REVIEW

Do the preceding descriptions and comments by the employee and immediate supervisor(s) describe the position **accurately and fully**? Please comment.

THIS IS AN MAINTENANCE-DRIVEN PROGRAM TO INSURE A SAFE DRINKING WATER SUPPLY FROM "BACK FLOW" CONTAMINATION. HIGHLY CUSTOMER-ORIENTED WITH MULTIPLE DAILY CONTACTS (CUSTOMERS HAVE TO SPEND MONEY TO COME INTO COMPLIANCE... AND CAN BE "UNHAPPY.") POSITION HAS TO BE EDUCATION MINDSET, PATIENT, AND HELPFUL TO THE CUSTOMER.

TECHNICAL COMPETENCE IS REQUIRED IN WATER TREATMENT, PRINCIPLES OF PLUMBING, TESTING, AND MICROBIOLOGY/BIOLOGY

Signature Wm. D. Frank

Date: 8/30/07

Classification Title UTILITY AND STREET SYSTEMS DIRECTOR



ORIGINAL

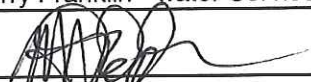
## POSITION AUDIT REQUEST

BUDGET YEAR REQUESTED      2006      X      2007 \_\_\_\_\_

DEPARTMENT      Public Works & Utilities

DIVISION      Water Services

Submitted By: Terry Franklin - water Services Superintendent      Date: June 10, 2005

Dept. Head Approval:       Date: 6/30/05

Incumbent Name      Vacant MARK J. ORRIS      Current Position      Cross Connection Coordinator

- 1) Is request for change in **status** only? (example: 1/2 time to 3/4 time)      Yes \_\_\_\_\_      No \_\_\_\_\_  
If yes, change status from \_\_\_\_\_ to \_\_\_\_\_
- 2) Has this position been **audited prior** to this request?      Yes X      No \_\_\_\_\_  
If yes, date position was last reviewed      2001 \_\_\_\_\_
- 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: _____		_____





## *MEMORANDUM*

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**TO: Greg Trainor, Utilities Manager**

**CC:**

**FROM: Terry Franklin, Water Services Superintendent**

**DATE: June 10, 2005**

**SUBJECT: Cross Connection Control Position Drift Check Request**

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I would like to request that Personnel do a Drift Check or add on the Cross Connection Control position as one they perform drift checks on. When personnel performed the audit in 2001 there were not a lot of our benchmarks cities that had identical positions and duties.



**September 1, 2005**

**TO: Claudia Hazelhurst**  
**FROM: Laura Conant**  
**RE: Cross Connection Control Coordinator Audit**

**Background**

In 2001 an audit was conducted for the Cross Connection Control Coordinator (CCCC) in the Water Department. The audit resulted in the recommendation to move the CCCC from the Equipment Operator benchmark to the Plant Operator benchmark, aligned 5% below Plant Operator. The Water Services Manager has requested the position be reviewed again in comparison to market. He is hoping that more cities will have a dedicated position to which we can compare.

**Comparison to Market**

Of our market cities, six have water operations. As it was in 2001, only one city, Fort Collins, has a position that has primary responsibility for the cross connection and backflow prevention program. The remaining cities include cross connection programs under other positions, typically supervisors or positions that are responsible for additional areas such as meter reading:

Westminster – duties are included in the Foreman/Utilities job

Greeley – duties are included in the Water and Sewer Services Coordinator

Loveland – duties are included in the Water Operations Supervisor

Englewood – duties are included in the Field Services Supervisor

Ute Water – they have one field tech that inspects (max \$18.68 per hour), program oversight falls to the Supervisor who supervises the tech and 7 others.

Arvada – no position in pay plan, waiting to hear back from city on which position performs duties

Fort Collins' Cross Connection Control Specialist position seems to be comparable to ours in that it has similar program oversight. It requires an Associates degree and 3 to 5 years of experience. Our position requires high school education and two years of experience. They also have a lower level Technician position. Their ERI adjusted 2005 maximum monthly salary is \$4,292 and the position is exempt. The City's 2005 proficient rate is \$3,759, non-exempt. Fort Collins pays their Cross Connection Specialist 2.8% more than their Plant Operator.

**Internal Comparison**

The CCCC position is currently 5% below Plant Operator. The Plant Operator requires a class A license which is more difficult to obtain than the Cross Connection Control Tester certificate and Class III Water Distribution certificate. Employees in the Plant Operator class have to work their way through the lower level certifications which takes several years. They require a broader knowledge of equipment and chemical processes used in water treatment than the CCCC. An internal alignment below Plant Operator appears to be justified.

The CCCC position is currently paid equal to the Plant Safety Coordinator at Persigo which is similar in that it has independent program responsibility, requires knowledge of laws and regulations and performs inspections that are safety related. It does not require public contact.



Looking at other benchmarks, the City's Code Enforcement Officers have some similarities to the CCCC. This position has extensive public contact educating and informing citizens about City codes and ordinances. It performs in field inspections and takes corrective action where needed. The position does not require any specific mechanical knowledge as does the CCCC. The Code Enforcement Officer, a benchmark position, pays less than the CCCC at \$3,576 (proficient rate, 2005).

The CCCC's job description includes performance of the full range of maintenance duties in the Water division in addition to the program duties. It is appropriate that it is paid higher than the Pipeline Maintenance worker which is currently \$3,444.

**Recommendation**

Because there is only one position in our market that has a designation position responsible for the Cross Connection program, we can only rely on internal alignment to determine the pay range for this position. My recommendation is that the internal alignment stay the same as it is now at 5% below Plant Operator.





**Date:** 7/20/2001

**To:** Claudia Hazelhurst

**From:** Nikki Jost

**RE:** Cross Connection Control Audit

---

**Background**

This position was created in 1998 and due to the "lead" responsibilities, the suggested alignment from Human Resources was that of Senior Public Works Maintenance Workers (now Crew Leader). However, Terry Franklin felt a salary range between Maintenance Worker (now Equipment Operator) and Senior Maintenance Worker would be more appropriate. The final recommendation was to align the position 5% above Equipment Operator.

In a memo dated August 2000, Greg Trainor stated, "When the Cross Connection Coordinator position was created several years ago, we postponed making a decision as to where it should ultimately be paid because the Ralph Anderson study was beginning to gear up. However, when the Anderson study was completed, this position had not been reviewed."

They have requested an audit to determine the appropriate internal alignment with consideration being given to aligning the position under the Wastewater Plant Operator benchmark.

**Position Description**

This position is dedicated to coordinating the compliance of State and Federal regulations as well as performing tests and inspecting homes or businesses and tracking results to identify problems that can lead to contamination of the City's water supply. This non-exempt position requires a high school diploma and 2 years in testing and installing backflow devices. Persons in this position are required to have a Cross-Connection Control Certificate issued by the Colorado Department of Health and a Class III Water Distribution certificate. He / she is the sole contact for contractors, business owners, citizens and the Health Department or other regulatory agencies and requires the ability to repair / install backflow prevention devices, read blueprints or building plans and work with computers. This person reports to Ron Key, Water Services Supervisor and exercises technical and functional supervision over other employees as they perform tasks related to the cross connection control program.

**Market Data**

The Cross-Connection Control Coordinator is not a benchmark in CML and there are two organizations with similar positions; Fort Collins and Ute Water. Although there are some common characteristics in essential job functions, there are major differences in compensation, job requirements and internal alignment. Neither position appears to be an exact match.

The City of Fort Collins requires an Associates degree with three to five years related experience and is compensated \$4108 per month. (Salary is adjusted with the ERI). It does require a Cross-Connection certificate, but not a Class III Water distribution certificate. This exempt position is classified with other positions such as Industrial Pretreatment Specialist, Chemist and Water Treatment Quality Specialist. Although the City of Grand Junction has modeled their Cross Connection program after the program in Fort Collins, it appears their position is higher level.



## Memo: Cross Connection Control Audit

Ute Water has aligned their Cross-Connection Worker with other Maintenance Operational positions. I.E. Bldg. / Grounds Maintenance and Utility Maintenance Worker. It is a non-exempt position, and is compensated \$2851 / month. This position differs from ours in that the Cross-Connection Worker does not have the oversight and coordination responsibilities.

### Internal Alignment

As stated earlier, this position is aligned with Equipment Operator. The CCCC (\$3002) is 5% above Equipment Operator (\$2856). There are 13 non-exempt positions in this benchmark, with jobs ranging from Custodian to Crew Leader. In summary, the requirements are as follows: most positions require the completion of the twelfth grade; 3 require a CDL; most positions exercise technical and functional supervision and require between 1-2 years experience with certain positions requiring applicable certifications.

In the Wastewater Plant Operator benchmark, there are a total of 16 positions, with the Plant Safety Coordinator aligned at 5% below Plant Operator. In summary, the requirements are as follows: 12 positions are non-exempt; 3 require a bachelor's degree; 3 require a CDL; most require 2-4 years experience; 7 positions require additional certifications, and all positions require additional education in their respective areas. Positions in this benchmark are related to wastewater or water services and all report to supervisors in the Utilities Division.

The following chart compares the Cross-Connection Control Coordinator to those positions that are 5% below the Wastewater Plant Operator. Included in that comparison is the Safety Coordinator position, which is the recommended alignment from Greg and Terry.

Job Title	Proficient Salary	% Different from Benchmark	FLSA Status	Education	CDL	Years Exp	Supervision	Other Certifications
<b>Cross Connection Control Coordinator</b>	3002		Non Exempt	12th	Yes	2	Functional & Technical	Cross Connection Control Certificate & Class III Water Distribution
<b>Electrician</b>	3235	5% Below	Non Exempt	Associates	No	2	None	None
<b>Plant Mechanic</b>	3235	5% Below	Non Exempt	12th+ Supp	Yes	4	None	Flagger Certification
<b>Safety Coordinator</b>	3235	5% Below	Non Exempt	12th + Supp	No	3	Functional & Technical	CPR / Emergency Responder
<b>TV Equipment Operator</b>	3235	5% Below	Non Exempt	12th + Supp	No	3	None	None
<b>WW Plant Operator</b>	3400	Benchmark	Non Exempt	12th + Supp	No	4	None	Class A Wastewater Operator

### **Recommendation**

The position of Cross Connection Control Coordinator has more similarities with the positions in the Wastewater Plant Operator benchmark than those positions in the Equipment Operator benchmark. Not only does the Wastewater Plant Operator have positions with single incumbents and similar levels of knowledge, skills and abilities required for coordinating programs or services; the reporting relationships are similar. The Cross-Connection Control Coordinator should be placed in the Wastewater Plant Operator benchmark, and should be internally aligned with the Plant Mechanic, 5% below the benchmark.

The budget impact of the reclassification will be approximately \$3344 based on 2001 wages.





**Date:** 7/20/2001

**To:** Claudia Hazelhurst

**From:** Nikki Jost

**RE:** Cross Connection Control Audit

---

### **Background**

This position was created in 1998 and due to the "lead" responsibilities, the suggested alignment from Human Resources was that of Senior Public Works Maintenance Workers (now Crew Leader). However, Terry Franklin felt a salary range between Maintenance Worker (now Equipment Operator) and Senior Maintenance Worker would be more appropriate. The final recommendation was to align the position 5% above Equipment Operator.

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07/20/01





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<b>Plant Mechanic</b>	3235	5% Below	Non Exempt	12th+ Supp	Yes	4	None	Flagger Certification
<b>Safety Coordinator</b>	3235	5% Below	Non Exempt	12th + Supp	No	3	Functional & Technical	CPR / Emergency Responder
<b>TV Equipment Operator</b>	3235	5% Below	Non Exempt	12th + Supp	No	3	None	None
<b>WW Plant Operator</b>	3400	Benchmark	Non Exempt	12th + Supp	No	4	None	Class A Wastewater Operator

### **Recommendation**

The position of Cross Connection Control Coordinator has more similarities with the positions in the Wastewater Plant Operator benchmark than those positions in the Equipment Operator benchmark. Not only does the Wastewater Plant Operator have positions with single incumbents and similar levels of knowledge, skills and abilities required for coordinating programs or services; the reporting relationships are similar. The Cross-Connection Control Coordinator should be placed in the Wastewater Plant Operator benchmark, and should be internally aligned with the Plant Mechanic, 5% below the benchmark.

The budget impact of the reclassification will be approximately \$3344 based on 2001 wages.





# CITY OF GRAND JUNCTION

## JOB ANALYSIS QUESTIONNAIRE



DUE DATES	INTERVIEW REQUEST
Return to Supervisor: _____	Would you like to be interviewed regarding your classification? Yes ____ No <input checked="" type="checkbox"/> If yes, Individual Interview ____ Group Interview ____
Return to Dept. Head: _____	If yes, indicate reason and preference: Function/Duty Change ____ Salary Issue ____
Return to Personnel: _____	Title Change ____ Other ____
	Allocation Issue ____
	Is this a group questionnaire? Yes ____ No <input checked="" type="checkbox"/>

### I - IDENTIFYING INFORMATION

- A. Name Tornes Mark D.  
(Last) (First) (Middle Initial)
- B. Current Classification Title Cross Connection Control Technician Coordinator
- C. Department Public Works & Utilities Division Water Services
- D. Total Length of Time with Organization 4 9  
(years) (months)
- E. Length of Time in Current Classification 2  
(years) (months)
- F. Assigned Hours/Week 40; from 7:30 to 4:00 G. Assigned Days/Week Monday - Friday
- H. Work Address and Telephone Number 2553 River Road, Grand Junction CO 81505 970-256-4101
- I. Name of Immediate Supervisor Ron Key
- J. Classification Title of Immediate Supervisor Water Services Supervisor

### II - PURPOSE OF YOUR POSITION

Describing your job as you would to someone not familiar with your work, briefly summarize the overall purpose(s) of your position, as you understand it, and the key result that the job is expected to achieve.

To maintain the City of Grand Junction Cross-Connection Control Program  
to identify and prevent potentially hazardous connections to City's water  
system.



### III – IMPORTANT AND ESSENTIAL DUTIES

In this section, please identify up to five or six major components of your job. For each major component, then list the important duties you perform. A duty is an activity performed to achieve the purpose or objectives of the job. A duty is a significant part of a functional area and consists of the performance of one or more tasks. Start each duty statement with an action word, such as type, clean, collect, supervise, prepare, or similar verbs.

After you have listed the duties, rate each duty statement for relative frequency using the scales provided and estimate the percentage of time spent on each major component of your job annually.

Column 1:

Relative Frequency	Code	Relative Frequency	Code
Performed once or more daily	D	Performed once or more monthly	M
Performed once or more weekly	W	Performed once or more yearly	Y

Column 2: Time Spent: Please estimate percentage of time you spend on this duty on an annual basis. Assume performance of all duties equals 100 percent.

Column 3: E (Essential): Duty is critically important to achieving the job's overall purpose.  
S (Secondary): Duty is performed infrequently, or it could be assigned to another job, or it could be eliminated altogether without affecting this job's overall purpose.

IMPORTANT AND ESSENTIAL DUTIES		Freq. Code	% Time	E/S
1. Develop, recommend and oversee the Cross Connection program to protect the Municipal water supply.		D	10%	E
2. Test and inspect installation of backflow devices.		D	10%	E
3. Survey businesses and homes to eliminate cross-connections to the potable water system.		D	14%	E
4. Collect test results and enter information into computer.		D	5%	E
5. Verify testers certifications.		M	1%	E
6. Develop and present training and public awareness programs regarding the purpose and objectives of the cross connection control program to the general public and business community.		D	5%	E
7. Meet with residents to inform them of program and let them know what is required.		D	10%	E
8. Meet with contractors to insure proper installation and testing.		D	10%	E
9. Clean and repair backflow devices.		D	5%	E

### IMPORTANT AND ESSENTIAL DUTIES

	Freq. Code	% Time	E/S
10. Review building plans and recommend proper devices to be installed.	W	5%	E
11. Send letters of retesting, improper installation, installation due, survey due.	M	5%	E
12. Maintain Cross-Connection Control Program database with customer information including device types, locations, test due dates, etc.	D	6%	E
13. Investigate complaints regarding contaminated water and take corrective action as necessary.	W	1%	E
14. Recommend revision to the City's Cross Connection Control Ordinance as appropriate to conform to changes in Federal and or State legislation.	M	2%	E
15. Locate water mains, sewer mains, and service lines.	M	1%	S
16. Install large and small water meters.	W	3%	S
17. Repair water mains, sewer mains, service lines and meter yokes.	M	1%	S
18. Read water meters.	M	1%	S
19. Conduct all work practices in a safe manner.	D		E
20. Perform related duties as assigned.	D	5%	E
21.			
22.			

Attach additional pages as necessary.

### IV – DUTIES ADDED TO YOUR JOB IN THE LAST YEAR

Identify each duty in Section III which has been added to your job in the last year. Please list below the number(s) which corresponds to each of those duty statements (e.g., #3, #6).

1 - 14									
--------	--	--	--	--	--	--	--	--	--



## V – JOB RELATED QUALIFICATIONS

**JOB RELATED QUALIFICATIONS:** Please list the knowledge, skills and abilities that are:

- (1) Necessary for successful performance.
- (2) Cannot be learned in a brief training or orientation session (1 week or less).
- (3) Required by the job, not ones you may have acquired on the job.

### DEFINITIONS

**KNOWLEDGE** is a body of information that applies directly to the performance of a function or duty (e.g., Knowledge of accounting principles and practices).

**SKILL** is a developed ability to use knowledge effectively or dexterity/coordination in the performance of physical tasks (e.g., Operate word processing equipment).

**ABILITY** is the competence or capability to perform an observable duty and usually results in an observable product (e.g., Prepare clear and concise reports).

Please list the knowledge, skills and abilities which are essential for the position being described. The knowledge, skills and abilities listed under this section should be linked directly with the essential duty statements.

### ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES STATEMENTS

		Duties from Section III (Please identify the duties from Section III by Number.)
1. Must have knowledge of Colorado State Health Department regulations pertaining to testing and installation.		1,2,3,4,5,6, 7,8,9,10,11, 12,13,14.
2. Must be able to identify potentially hazardous cross-connections according to State regulations.		2,3,6,10,13, 14.
3. Knowledge of Cross-Connection Control database.		4,5,11,12.
4. Must have excellent public relations skills to deal with citizens.		1,2,3,6,7,10, 13,15,16.
5. Must have excellent public relations skills to deal with contractors.		1,2,3,6,8,10, 13,15,16.
6. Must be Colorado State Health Dept. certified as Cross-Connection Technician and be able to repair all types of backflow prevention devices.		2,9.
7. Must be able to read building plans and blue prints for proper device installation.		10.
8. Must have computer skills.		4,11,12.



## ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES STATEMENTS

		Duties from Section III (Please identify the duties from Section III by Number.)
9. Knowledge of Installation and maintenance procedures and operational characteristics of backflow prevention assemblies.		1,2,3,4,6,7, 8,9,10,13,14.
10. Knowledge of Federal, State and local laws, codes and regulations pertaining to the causes and control of contamination of the city water supply.		1,2,3,4,6,7, 8,9,10,13,14.
11. Knowledge to communicate clearly and concisely, both orally and in writing.		1,3,6,7,8,10, 13,14,15,16.
12. Must know Meter Routes.		18.
13. Must have understanding of the water distribution system and know how to repair water leaks.		17.
14. Train personnel to perform cross-connection duties as necessary.		6.
15. Must have the ability to do locates with the use of locating device.		15.
16. Must have basic understanding and ability to use hand tools.		9,16,17.
17.		

## VI – COMPUTER SKILLS

What computer skills are required to perform your job? *Remember this is not necessarily the level of skills you possess, but the level required in the normal performance of your job.* Check one box.

- ☐ Computer skills are not required on a regular basis.
- ☐ Work requires computer skills for basic data entry and retrieval. This includes, for example, checking electronic mail or entering/viewing listing information in a data base.
- ☒ Work requires using computer skills at an intermediate level. This includes, for example, generating word processing letters/reports, creating simple graphics, preparing basic spreadsheet reports, creating simple macros, mounting tapes and/or operating printers and other peripheral devices.
- ☐ Work requires advanced computer skills. This includes, for example, writing complex word processing and spreadsheet macros, programming in an application language, creating complex graphics/presentations, training users on complex systems, developing complex user documentation, limited systems design and/or trouble shooting maintenance of hardware.
- ☐ Work requires expert-level computer skills. This includes, for example, developing the design specifications for complex software, doing complex systems design/analysis, installing/maintaining mainframe hardware, serving as a system administrator for a large network and/or overseeing an operations center.

## VII – EDUCATION & EXPERIENCE

A. **Education** – What minimum level of education is needed to satisfactorily perform your job? (Not necessarily your background).

- ☐ Read and write; no specific requirements
 ☒ High school diploma or equivalent (G.E.D.)
- ☐ Supplemental training – vocational or college level courses
 ☐ Formal specialized training – 2-year college program; apprenticeship/technician
- ☐ Bachelor's or higher degree
 Field of study: \_\_\_\_\_

Please list any licenses, registrations, or certificates required for your position and the agency responsible for issuing it.

License, Certificate, Registration	Issuing Agency
Cross-Connection Control Certificate	State of Colorado
CDL Drivers License	State of Colorado
Class 2 Water Distribution	CO.Dist. & Collection System Certification
Class 2 Wastewater Collection	CO.Dist. & Collection System Certification
OSHA Trenching & Shoring	OSHA Certified Instructor

B. **Experience** – In addition to education and training, what minimum amounts of experience is needed to enter your position?

4 years How many years of prior related experience did you have when you were placed in your current job? 4 years.

## VIII – EQUIPMENT OPERATING REQUIREMENTS

List equipment or machines you use in the regular course of your assigned duties that require training and skill to operate proficiently. For each item, please assign a frequency code (D, W, M, Y) and estimate the total amount of time spent (total= 100%).

MACHINE/EQUIPMENT	REQUIRED DOCUMENTATION	
	Relative Frequency	Total Percent of time Spent
1. Three valve differential guage for testing backflow devices.	D	2%
2. Five valve differential guage for testing backflow devices.	D	35%
3. Hand level.	D	10%
4. Computer.	D	35%
5. Backhoe.	M	2%
6. Dump Truck.	M	4%
7. Loader.	M	2%
8. Vactor.	M	5%
9. Locating machine.	M	5%
10.		
11.		



## IX – SUPERVISION EXERCISED

- A. Do you exercise supervision over any employees?   X   Yes        No When others are performing tasks relating to Cross-Connection Control Program.
- B. If yes, please check the definition which best describes the type of supervision you exercise and the names and classification/job titles of the employees whom you supervise.

- ☒ **Technical and Functional (Lead Worker)** – You are responsible for prescribing procedures, methods, materials and formats used in recurring projects of particular area[s] of work including training other employees. In addition, you are also responsible for recurring work projects or activities involving other employees to whom you give direction and guidance including lead supervision for a project or set of work activities. You may also have responsibility for assigning, scheduling, coordinating, organizing, and directing work activities.

Regular Lead        Project Lead   X  

Employee Name	Class/Job Title
Douglas Halbrook	Crewman 4 Meter repair/locate
David Orient	Crewman 3 Public Works Maintenance Worker
Randy Pinkerton	Crewman 3 Meter Reader
Kevin Vig	Crewman 3 Meter Reader
Jim Hines	Crewman 3 Public Works Maintenance Worker

- ☐ **Direct Supervision** — In addition to functional and technical supervision, are responsible for the administration of line personnel functions including selection, discipline, grievances, and formal performance evaluations.

Employee Name	Class/Job Title

- C. If you checked either of the above, please indicate the nature of group supervised and the number supervised.

Full-time	Part-time	Seasonal/Temp	Volunteer	Contract
N/A	N/A	N/A	N/A	N/A

- D. Please clarify your responsibility for the following supervisory responsibilities and decisions. Check the appropriate responsibility description which relates to each applicable function you perform in your position.

Function	RESPONSIBILITY			
	Responsible for Function	Make Formal Recommendations	Provide Input	N/A
Hiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Termination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Promotion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance Appraisal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employee Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employee Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Setting Goals and Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Revising Procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changing Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## X – CONTACTS

- A. With what individuals inside your organization do you have regular and frequent job related contact other than your supervisor and those you supervise? Check the type of contact, indicate the purpose(s) of the contact (a, b, c, d, e, f, g) using the codes noted below, and the relative frequency (D, W, M, Y). You may indicate more than one "purpose of contact" as appropriate.

<u>Purpose of Contact</u>	<u>Code</u>	<u>Purpose of Contact</u>	<u>Code</u>
Provide information	a	Negotiate solutions within policy guidelines	e
Collect information	b	Negotiate solutions involving policy changes	f
Coordinate projects, activities, etc.	c	Other—specify below	g
Solve problems	d		

<u>Type of Internal Contact</u>	<u>Purpose of Contact</u>	<u>Relative Frequency</u>
<input type="checkbox"/> Clerical/maintenance staff, other departments		
<input checked="" type="checkbox"/> Professional/technical staff, same department	A, B, C, D.	M
<input type="checkbox"/> Professional/technical staff, other departments		
<input type="checkbox"/> Managers, other departments		
<input type="checkbox"/> Councils (Type - _____)		
<input type="checkbox"/> Board(s) (Type - _____)		
<input type="checkbox"/> Commission(s) (Type - _____)		
<input type="checkbox"/> Committee(s) (Type - _____)		
<input type="checkbox"/> (Specify) _____		
<input type="checkbox"/> (Specify) _____		

- B. With what individuals outside your organization do you have regular and frequent contact required by the major responsibilities of your job? Check the type of contact, indicate the purpose(s) of the contact (a, b, c, d, e, f, g) using the codes noted above, and the relative frequency (D, W, M, Y). You may indicate more than one "purpose of contact" as appropriate.

<u>Type of External Contact</u>	<u>Purpose of Contact</u>	<u>Relative Frequency</u>
<input checked="" type="checkbox"/> General public	A, B, C, D.	D
<input checked="" type="checkbox"/> Contractors, engineers and/or developers	A, B, C, D.	D
<input checked="" type="checkbox"/> Vendors	A, B, C, D.	D
<input checked="" type="checkbox"/> Public Agencies	A, B, C, D.	D
<input checked="" type="checkbox"/> Consultants	A, B, C, D.	D
<input type="checkbox"/> Committee(s) (Type - _____)		
<input type="checkbox"/> (Specify) _____		
<input type="checkbox"/> (Specify) _____		



## XI – ENVIRONMENTAL FACTORS

Please identify any unusual working conditions which you are exposed to in the course of your job and indicate the relative code (see below) for each of the applicable conditions. Also indicate from Section III the number(s) of the Duties (i.e., #3, #6) which are related to these working conditions.

### Frequency Codes:

I = Infrequent (less than 10%)  
S = Seldom, Minimal (10% - 25%)

M = Moderate, Average (25% - 50%)  
A = Almost Always (more than 50%)

Condition	Relative Frequency				Duties
	I	S	M	A	
Outside environment; travel from site to site				X	1,2,3,6,7,8,9,13,15-18.
Inside environment			X		1,3,4,5,10,11,12,14.
Heat		X			2,3,7,8,9,13,15-18.
Cold		X			2,3,7,8,9,13,15-18.
Dampness or Chilling		X			2,3,7,8,9,13,15-18.
Dry atmosphere condition		X			2,3,7,8,9,13,15-18.
Working in confined spaces	X				2,3,9,16,17.
Working closely with others				X	ALL
Work alone		X			1 - 12,14.
Irregular work hours	X				7,8,13,17.
Working with machinery		X			2,15,17,18
Working with or in water		X			2,9,13,15,16,17.
Working below ground	X				16,17.
Work on ladders/scaffolds	X				3,17.
Vibration	X				17.
Noise	X				3,17.
Slippery/uneven surfaces	X				3,17.
Moving objects/vehicles				X	2,7,8,9,13,15,17,18.
Grease and Oils					N/A
Radiant energy					N/A
Electrical energy					N/A
Explosives					N/A
Silica, asbestos, etc.					N/A
Dust (specify):					N/A
Toxic Chemicals (list):					N/A
Fumes, smoke, gases (list):					N/A
Solvents (list):					N/A
Exposure to poisonous animals/insects					N/A
Stress, emergency (specify):					N/A
Other factors not listed:					N/A

Check the box that best describes your overall environmental working conditions.

- ☐ **General** – Standard setting.
- ☐ **Unpleasant** – Moderate exposure to conditions that may be unpleasant but not hazardous; occasional exposure to risks controlled by safety precautions.
- ☐ **Hazardous** – Infrequent or moderate risks or discomforts which are partially controlled by special safety precautions, e.g. working around machines with moving parts, with contagious diseases or irritant chemicals.
- ☒ **Significant Risk** – Continuous high risks with exposure to potentially dangerous situations requiring a range of safety or other precautions, e.g. working at great heights, under extreme weather conditions, subject to possible physical attack, working around high voltage.

## XII – PHYSICAL FACTORS

Please identify each appropriate physical activity required in the performance of your job and indicate the relative code (see below) for each activity. Also indicate from Section III the number(s) of the Duties (i.e., #3, #6) which are related to these physical factors.

Frequency Codes:	I = Infrequent (less than 10%) S = Seldom, Minimal (10% - 25%)	M = Moderate, Average (25% - 50%) A = Almost Always (more than 50%)
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Condition	Relative Frequency				Duties
	I	S	M	A	
Heavy lifting, 45 lbs. & over		X			9,15,16,17.
Moderate lifting, 15-45 lbs.		X			9,15,16,17,18.
Light lifting, under 15 lbs.		X			9,15,16,17,18.
Heavy carrying, 45 lbs. & over		X			9,15,16,17.
Moderate carrying, 15-45 lbs.		X			9,15,16,17,18.
Light carrying, under 15 lbs.		X			9,15,16,17,18.
Pulling		X			9,15,16,17,18.
Pushing		X			9,15,16,17,18.
Reaching		X			9,15,16,17,18.
Use of fingers				X	9,15,16,17,18.
Both hands required				X	2,4,9,11,15,16,17, 8.
Walking				X	3,15,18.
Standing				X	All
Sitting			X		1,2,3,4,5,10,11,12, 14.
Crawling					N/A
Kneeling		X			2,9,16,17,18.
Repeated bending	X				18.
Climbing	X				3,16,17.
Operating of motorized equipment				X	2,3,7,8,9,13,15,16, 17,18.
Ability to discharge firearms					N/A
Speech				X	ALL
Visual requirements				X	ALL
– Near vision, i.e. 20 inches or less				X	ALL
– Mid-range, i.e. more than 20 inches and less than 20 feet				X	ALL
– Distance, i.e. 20 feet or more				X	ALL
– Color, i.e. ability to identify and distinguish colors				X	ALL
– Depth Perception				X	ALL
Repetitive motions	X				18.
Hearing requirements				X	ALL
Special Factors not listed:					

Check the box that best describes the overall amount of physical effort typically required by your job.

- ☐ **Standard** – Normally seated, standing or walking at will; normal physical ability to do some bending and light carrying.
- ☐ **Restricted/Mobile** – Confined to immediate work area; can only leave work station during assigned breaks.
- ☒ **Exertive** – Extensive walking, recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of light or moderately heavy items.
- ☐ **Strenuous** – Considerable and rapid physical exertion or demands on the body such as frequent climbing of tall ladders, continuous lifting of heavy objects, crouching or crawling in restricted areas; exertion requires highly intense muscular action leading to substantial muscular exhaustion.



### XIII - MISCELLANEOUS COMMENTS

Miscellaneous Comments:

Looks OK

Employee Signature: Maik Tames

Date: 2-13-98

## IMMEDIATE SUPERVISOR REVIEW

Did the employee describe the position duties and responsibilities accurately and fully? Are there duties missing? Are there any duties listed which are not a requirement of this position? Please comment. *Do not make comments regarding employee performance.*

Signature

Ronald Key

Date:

2-17-98

Classification Title

Water Service Supervisor

Signature

Larry Leahl

Date:

2-18-98

Classification Title

Water Services Supt

Reviewed 4/24/01 Larry Leahl

## DEPARTMENT HEAD REVIEW

Do the preceding descriptions and comments by the employee and immediate supervisor(s) describe the position accurately and fully? Please comment.

Signature

James J. Hill  
Public Dir

Date:

3/11/98

Classification Title

**If you have a comment or disagree with the consultant's recommendation for your position, please complete this form and return it to your immediate supervisor by Friday, September 4, 1998.**

1. Do you have a comment regarding the title of the class your position has been assigned to? ☐ Yes ☒ No  
If yes, what title do you feel would be more appropriate and why?

Why is this class title better? \_\_\_\_\_

2. Do you have a comment regarding the content of the draft class description? ☐ Yes ☒ No  
If yes, identify the areas that need to be modified to provide a more accurate description of your class:

- Please make any suggested changes you have on the attached classification description and forward with this form. You may attach additional pages as necessary.

Employee Signature: Mark Tornes

**Supervisor Review** (if appropriate)

Date: \_\_\_\_\_

Supervisor Signature:

**Department Head Review** (if appropriate)

Date: 9/16/98

Department Head Signature:



September 10, 1997

TO: Claudia Hazelhurst  
FROM: Laura Conant  
RE: Classification of new Water Services position

#### Background

The Water Services division is requesting a new position, Cross-Connection Control Technician, to begin in 1998. The purpose of the position will be to enhance and expand the City's Cross-Connection Control Program. Currently the department allocates time of present staff to cover this need and has been unable to keep up with the workload.

#### Position Description

The new position will be dedicated to performing tests and inspecting homes and businesses to identify problems that could lead to contamination of the City's water supply. The individual hired for the position will be required to have training and be certified in general testing and backflow prevention device repair by the Colorado Department of Health. This training consists of about 40 hours of instruction and a two levels of examination. The position will be the sole contact for the cross connection control program with contractors, business owners, and citizens. The ability to repair and install backflow prevention devices, read blueprints and building plans, and work with computers will be required. The position will report to Ron Key, Water Services Supervisor and will exercise functional supervision over other employees as they perform tasks related to the cross connection control program.

#### Internal Comparison

Because this position works independently in administering the program, requires specialized training and certification, and is responsible for non-field work such as utilizing a computer to maintain the program database, it has greater responsibility than the Public Works Maintenance Workers in Water Services. I initially felt the degree of public contact and the communication skills needed to resolve problems and the "lead" responsibility would make the position at least equivalent to the Senior Public Works Maintenance Worker.

Terry Franklin does not see the new position as being as responsible as the Senior Workers in his area. He feels a salary range between a Maintenance Worker and a Senior is more appropriate. His Senior level employees are able





to perform work in all aspects of water services including operating equipment to repair water mains, which this position will not do. The senior level classification is one that the consultants will probably look at closely because the "senior" distinction means different things to each division. In some divisions it means a higher skilled individual who can perform a broader range of duties than the general laborer. In others it means employees who lead crews or have more seniority.

A classification 5% above the Public Works Maintenance Worker would be equivalent to the Senior Meter Reader. Some similarities can be drawn between these two positions. Both positions work independently, perform repairs of specialized equipment, work with the public to respond to inquiries or resolve problems, act as leadworker in their area of expertise, and maintain records. Senior Meter Reader does not require any certifications.

#### Recommendation

I recommend we classify the position 5% above the Public Works Maintenance Worker at \$2609 per month (proficient). In light of the fact that there will likely be changes in the way positions are classified in public works as a result of the study, this rate compensates for duties above the Public Works Maintenance Worker without creating an issue with the senior level employees. The department plans to promote an individual to this position and a 5% increase should be attractive to internal applicants, several of whom have already obtained the required certification.

