

REPORT

To the Honorable Mayor and City Council
From the City Manager

June 18, 2007

SUBJECT

Amendment to the City of Redwood City's Classification Plan

RECOMMENDATION

Amend the City's classification plan to add the new classification of Recycled Water Specialist in Public Works Services

BACKGROUND

As the community of Redwood City grows, the demand for water also increases. To meet future demands and avoid shortages, the City is in the process of expanding its recycled water program to include the use of recycled water for landscape irrigation.

The Recycled Water program is highly regulated and monitored by the State Department of Health Services and the Regional Water Quality Control Board, to ensure the safe use of recycled water and minimize the potential for health risks.

Due to the specialized nature of the recycled water program, extensive regulations covering its usage, and because careful monitoring is critical to its success; Public Works Services (PWS) requested the creation of a specialized classification that will be responsible for administering the program. This position will be primarily responsible for overseeing, monitoring, and implementing the city's recycled water program including: ensuring compliance with regulatory agencies; inspecting of recycled water sites; administering the cross-connection program, and overseeing the construction of site retrofit plans.

Attached for your review is a job description of the new classification of Recycled Water Specialist (see attachment 1.)

A classification and salary survey of other Bay Area cities was conducted. The survey did not reveal sufficient data to warrant a recommendation based on external labor market. As such, an internal analysis was conducted and it provided the basis for the proposed salary range of \$5,270 to \$6,406 per month. The proposed salary is aligned with the following classifications: Customer Support Services Specialist, Water Quality Specialist, Utilities Specialist, and Water Conservation Specialist. These classification are very similar to the proposed class, in that they all perform specialized functions in the Water Utility Services Division of PWS and incumbents receive supervision from a Public Works Supervisor.

ALTERNATIVES

The council could take no action and advise staff to maintain the status quo. If this occurs, Public Works Services will not have the technical ability to administer the recycled water program as intended.

Council could also advise staff to conduct further research and come up with another recommendation.

FISCAL IMPACT

There is no fiscal impact for adopting the recommendation to add the new classification of Recycled Water Specialist. A place holder position was included in the Public Works budget.



Bob Bell
Human Resources Director



Ed Everett
City Manager

ATTACHMENTS

1. Job description for the new classification of Recycled Water Specialist
2. Resolution

RELATED DOCUMENTS IN CITY CLERK'S OFFICE

None

RESOLUTION NO. _____

**RESOLUTION APPROVING JOB SPECIFICATIONS FOR THE
POSITION OF RECYCLED WATER SPECIALIST**

WHEREAS, job specifications for the position of Recycled Water Specialist have been prepared by the Human Resources Department, and reviewed by the City Manager; and

WHEREAS, this Council has reviewed said specifications and desires to evidence approval thereof; and

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REDWOOD CITY, AS FOLLOWS:

The job specifications for the position of Recycled Water Specialist are set forth in Exhibit "A" hereof, attached hereto and by this reference incorporated herein, are hereby approved. Any and all prior job specifications for said position are superseded by the specifications approved.

* * *

**City of Redwood City
Public Works Services Department
RECYCLED WATER SPECIALIST**

DEFINITION

Under General direction, takes the lead in the City's recycled water use program; contacts potential new customers; oversees site management field operations; monitors backflow prevention device testing; and administers the cross-connection control program. Performs technical level duties in the City's recycled water program, including: conducting recycled water use area field inspections and providing consultation on the appropriate use of recycled water; responding to customer inquiries or complaints; gathering and analyzing data; and preparing reports on water recycling issues.

DISTINGUISHING CHARACTERISTICS

Positions in this classification are distinguished from that of a Public Works Services Supervisor in that the latter has overall programmatic responsibility for the recycled water program, including the evaluation and supervision of staff. This class is distinguished from the class of Water Conservation Specialist by its responsibility for the recycled water cross-connection program and for the recycled water sites' monitoring program.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by a Public Works Services Supervisor.

Responsibilities include functional and technical leadership and assisting in the performance evaluation of employees in the Recycled Water Program.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

1. Review plans and specifications for compliance with City and regulatory agencies standards.
2. Oversee the construction of site retrofit plans and installation work and connection to the recycled water system; conduct site inspections and oversee coverage test.
3. Monitor or perform work associated with testing backflow devices and cross-connection prevention and testing, as required.
4. Perform customer outreach including notification, coordination and scheduling of new connections, cross-connection testing and resolves all customer complaints concerning the recycled system.

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RECYCLED WATER SPECIALIST (Continued)

5. Schedule work, maintain accurate records, prepare and submit reports and written correspondence.
6. Provide periodic inspections of recycled water use sites to ensure recycled water's safe and lawful use; and take enforcement actions against customers that are in violation of the City's Recycled Water Terms and Conditions.
7. Conduct site visits, gather and analyze data, and make written reports to site owners and managers making recommendations for correcting water system deficiencies, run-off, ponding or overspray prevention.
8. Respond to customer inquiries or complaints and provide technical assistance regarding irrigation systems, landscape management, commercial and industrial recycled water use problems.
9. Prepare monthly and annual reports, and other reports that may be required by the Regional Water Quality Control Board, San Mateo County Health Services, and the California Department of Health Services.
10. Assist in developing and implementing goals, objectives and priorities for the City's recycled water program.
11. Provide technical expertise and advice on recycled water use and participate in the development of public information materials for the recycled water program.
12. Use a personal computer to enter, maintain, and analyze data, and prepare technical summary or analytical reports and correspondence.
13. Host and/or attend public meetings and workshops; make presentations to community groups; plan, schedule and coordinate recycled water site supervisor training, public information workshops or events; and assist in marketing the City's recycled water program.
14. Represent the City at professional or industry group meetings and remain current on new developments in the field of recycled water.
15. Establish and maintain effective working relationships with fellow employees, members of the general public and representatives from other agencies.
16. Assist in preparing requisitions for necessary equipment, material and supplies, and preparing equipment specifications.
17. Assist management in preparing budget estimates and other requested reports.
18. May be required to work evenings and weekends as needed.

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OTHER RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED QUALIFICATIONS

Knowledge of:

1. Titles 17 and 22 of the California Code of Regulations, California Regional Water Quality Board San Francisco Bay Region General Water Reuse Order 96-011, and other related regulations.
2. Methods, materials and techniques used for cross-connection prevention and testing, site retrofit and connection to recycled water systems.
3. Principles, practices and techniques of irrigation system's design, operation and maintenance.
4. Types of soils, turf grasses, landscape plants and plant health.
5. Word-processing, spreadsheet, database, Power Point and other computer applications related to recycled water applications.
6. Safe work practices and the appropriate use of recycled water.

Skill to:

1. Analyze recycled water data, and make practical independent decisions and recommendations.
2. Perform site inspections, field measurements, calculations and sketches.
3. Read and interpret engineering documents including plans and specifications, technical manuals, blueprints, diagrams and schematics.
4. Provide excellent customer service to the public, other agencies, and other City employees.
5. Use computerized scheduling, database and maintenance tracking programs.
6. Make public presentations and teach others.

Ability to:

1. Work independently, without close supervision, in the office and the field.

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RECYCLED WATER SPECIALIST (Continued)

2. Read and interpret complex technically written materials, landscape and building plans.
3. Make mathematical calculations of complex difficulty.
4. Attend various community and civic meetings and / or functions and make presentations on behalf of the City.
5. Communicate effectively, both orally and in writing. Prepare clear and concise written reports and correspondence.
6. Use a variety of tools, devices, and equipment specific to backflow and cross-connection testing.
7. Provide technical and functional support to other staff.
8. Establish and maintain effective working relationships with those contacted in the course of work, including other "team" members, consultants, regulatory staff and others.
9. Track and follow-up multiple contacts with customer sites, prioritize and reach closure.

EDUCATION AND EXPERIENCE:

Any combination of education, experience, and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the minimum knowledge and abilities would be:

Experience:

Two years of experience in a recycled water use monitoring or related program, or in work involving irrigation management and landscape maintenance, irrigation design, or industrial process water use.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public relations, environmental planning, horticulture, landscape architecture, or a related field.

Graduation from an accredited college with an associate degree in physical science, landscape architecture, horticulture or closely related field and two years experience performing recycled water activities.

OR

Completion of twelfth grade or its equivalent; and three years experience performing recycled water site management, water operations or treatment, regulatory compliance or landscape and irrigation systems management, and related recycled water activities.

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License or Certificate:

Possession of a valid California driver's license, and satisfactory driving record.

Possession of American Water Works Association (AWWA) Back-Flow Prevention Assembly General Tester Certification and an AWWA Cross-Connection Specialist Certification within 12 months of appointment.

Possession of a California Department of Health Services Water Distribution Operator Grade D2 is desirable.

Possession of a California Department of Health Services Grade T2 Water Treatment Operator certificate is desirable.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment:

Ability to work outside in varying climatic conditions; lift moderately heavy objects up to fifty pounds; perform manual labor required to install retrofit fixtures and perform cross-connection and backflow device testing; be able to work evening and weekends, if required; and be physically capable of performing job duties.