



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
February 16, 2011**

TO: Mayor and City Council
FROM: Dave Scola, Public Works Director
PREPARED BY: Alan Pellegrini, Water Superintendent
SUBJECT: Assistant Water Superintendent, Salary Range
DATE: February 2, 2011

RECOMMENDATION:

Adopt a resolution establishing a new salary range of \$6,056 to \$7,576 for the classification of Assistant Water Superintendent.

BACKGROUND:

A recent vacancy in the Water Treatment Plant (WTP) maintenance division started a review of all the positions in this division. The current salary range of \$5,352 to \$6,452 for the Assistant Water Superintendent was found to be out of balance with the organization's salary structure at the WTP. Recruitment for Water Treatment Plant Operator I began in 2001 and no applications were received, prompting a review and ultimately a salary adjustment for the operation staff. In 2008 a new salary range for the Water Superintendent was adopted. This created a salary for the Assistant Water Superintendent that is lower than subordinate staff.

The duties and responsibilities for this position are critical for the continued function of the Martinez Water System. Recruitment for this position should begin as quickly as possible.

Specific duties and responsibilities include but are not limited to:

- Directs the planning, assigning, supervising, and training of the WTP maintenance staff ;
- Trains and supervises operation staff on how to properly run water system equipment;
- Implements data collection, transfer, automation, and information system for the Martinez WTP;
- Supervises the maintenance and operation of recording equipment, electric motors, and other complicated water supply equipment. Supervises the installation and maintenance of electrical circuits, switches, fixtures, motor controls, electric/electronic components, telemetry systems, computers, and other complicated systems;
- Trouble shoots system failures to direct staff on repair processes;
- Maintains an inventory for continued operation of the water system;
- Responds to calls 24 hours daily;
- Assumes the duties of the Water Superintendent in his absence.

RESOLUTION NO. -11

ESTABLISHNG SALARY RANGE OF \$6,056-\$7,576 FOR THE CLASSIFICATION
OF ASSISTANT WATER SUPERINTENDENT

WHEREAS, the City has a need to foster professional development and to provide incentives for retention of its workforce; and

WHEREAS, the City recognizes the importance of experienced staff for the continued protection of the Martinez water system; and

WHEREAS, the recommended monthly salary range for the position based on internal comparative salary data for the Assistant Water Superintendent is \$6,056-\$7,576.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Martinez establishes a salary range for the above named classification.

* * * * *

I HEREBY CERTIFY that the foregoing is a true and correct copy of a resolution duly adopted by the City Council of the City of Martinez at a Regular Meeting of said Council held on the 16th day of February, 2011, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

ASSISTANT WATER SUPERINTENDENT

DEFINITION:

Under general direction of the Water Superintendent, plans and implements computer control of water treatment plant, pump stations, and reservoirs; supervises and performs maintenance and repair of electrical/electronic equipment, instruments and systems; and performs other work as required.

TYPICAL TASKS

Plans, assigns, supervises and performs field work in water system operation and maintenance. Acts as the Assistant Division Manager for Water Treatment Division of the Public Services Department to master plan and maintaining a fully-automated water system, and directs staff involved in implementing and maintains automation equipment and pump equipment. Maintains recording equipment, electric motors, and other complicated water supply equipment. Orders supplies and equipment used in maintenance and repair of pumps, controls, and instruments. Supervises employees in the maintenance division of water treatment; plans and performs performance evaluations on subordinate employees. Assists the Water Superintendent in the preparation of department budgets and other reports, acts in the capacity of the Water Superintendent in his/her absence.

QUALIFICATIONS:

Minimum: High school diploma or equivalent plus either, (1) two years of formalized course work in electronics; instrument equipment repair and three years of increasingly responsible experience in maintenance and repair of industrial instrumentation, control mechanisms, or similar devices involving the application of physical or electrical principles; OR (2) five years of increasingly responsible experience in maintenance and repair of industrial instrumentation; control mechanisms or similar devices involving the application of physical or electrical principles. Prior experience with computer control equipment desirable. Must have valid California driver's license and good driving record. Must be able to pass a pre-employment physical examination.

Desirable: Knowledge of computer control equipment, electrical theory and practice as it relates to industrial power, lighting and control circuits; of materials and methods used in maintenance and repair of electric control devices, pressure/hydraulic measuring and recording instruments. Ability to diagnose and repair functional failure of electric motors, controls, and relays, hydraulic and pneumatic valve systems; and instruments used in regulating and measuring flow of water and chlorine gas; to understand and carry out oral and written instructions; to maintain accurate records and prepare written reports; to supervise and coordinate the work of assigned staff; and to deal tactfully and courteously with those contacted in the course of work.

WTP ORGANIZATIONAL CHART

