



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
February 6, 2013**

TO: Mayor and City Council

FROM: Alan H. Shear, Assistant City Manager

SUBJECT: Establish New Salary Range for Water Treatment Plant Superintendent

DATE: January 30, 2013

RECOMMENDATION:

Adopt the resolution establishing a new salary range for the job classification of Water Treatment Plant Superintendent.

BACKGROUND:

The long-tenured Water Treatment Plant Superintendent recently retired from the City on December 30, 2012. Whenever a position becomes vacant, it is always prudent to review the job specifications to ensure they are current and reflective of the work currently performed, as well as the task needed by the department. It is also an appropriate time to review the salary range to make certain that it is competitive within the marketplace to attract quality candidates.

DISCUSSION:

Staff has reviewed the job specifications for the Water Treatment Plant Superintendent and found them to be current in terms of meeting the needs of the City, the department and the water treatment plant, as well as reflecting the duties currently performed. The knowledge, skills, abilities, education and certifications required for the job reflect the necessary expertise required to meet and perform the needs of the position.

Staff has also assessed the salary range for the position. The current annual salary range for the Water Treatment Plant Superintendent is \$86,940 - \$111,120. Staff conducted a salary survey of the surrounding water agencies to determine if the City's salary range was competitive among agencies that compete with Martinez for qualified applicants. The previous salary survey for this position was conducted in 2008.

The chart below shows the results of the recent survey. Of the agencies reviewed, the hourly rate in Martinez is 19.5% lower than the group average.

An annual salary range of \$95,340 - \$120,000 is recommended for the Water Treatment Plant Superintendent. This salary range would place Martinez approximately 10% below the average of the survey group. The proposed salary was derived by comparing other significant areas of compensation that candidates consider before applying for a position such as retirement formula, leave accruals, and medical benefits. The proposed salary range also considers these same criteria to other City classifications in order to maintain internal integrity. As a point of reference, the annual salary for the Department Deputy Director would be 9.4% higher, which is an appropriate disparity. Increasing the maximum salary range gives the Department Head greater discretion as to where on the salary range to place the Superintendent, based on the person's work experience.

Current Compensation Survey

Agency	Min	Max	PERS Formula	Leave accruals
Antioch	\$8,349.00	\$10,147.00	2.7 @55	14 holidays, 11 Vacation, 40 Hrs Admin Leave
Benicia	\$7,405.00	\$9,000.00	2% @62	14 holidays, 15 Vacation, 72 hrs Admin Leave
Fairfield	\$6,787.56	\$8,250.22	2.5% @ 55	12 holidays, 10 Vacation, 144.86 hrs Admin Leave
Vallejo	\$11,455.51	\$13,924.23	2.7% @ 55	13 Holidays, 10 Vacation
CCWD	\$9,996.13	\$12,150.66	2.35% @ 55	11 Holidays, 10 Vacation, 56 Hrs Admin Leave
EBMUD	\$9,730.00	\$11,264.00	2.5% @ 67	14 Holidays, 12 Vacation, 56 Hrs Admin Leave
SCVWD	\$9,966.67	\$12,755.60	2% @ 62	12 Holidays 10 Vacation, 56 Hrs. Admin Leave
Average	\$9,098.55	\$11,070.24		
Martinez	\$7,245.00	\$9,260.00	2% @60	20.5 holidays, 15 Vacation, 80 Hrs Admin Leave
Difference	\$(1,853.55)	\$(1,810.24)		

FISCAL IMPACT:

Since the Water Treatment Plant Superintendent is paid completely from the Water Enterprise Fund, there is no fiscal impact to the General Fund. If the employee reaches the top of the salary range of \$10,000 per month, the annual cost to the Water Fund is \$140,716.20 (\$120,000 in salary plus 20,716.20 in PERS).

ACTION:

Motion to adopt resolution establishing a new salary range for the job classification of Water Treatment Plant Superintendent.

Attachments:

Resolution

Water Treatment Plant Superintendent job description

APPROVED BY:


City Manager

RESOLUTION NO. -13

ESTABLISHNG SALARY RANGE FOR
WATER TREATMENT PLANT SUPERINTENDENT

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

WHEREAS, the City wishes to update its annual salary range for the classification of Water Treatment Plant Superintendent to remain competitive in the area labor market; and

WHEREAS, the recommended annual salary range for the position based on market and internal comparative salary data is:

Water Treatment Plant Superintendent \$95,340-\$120,000

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Martinez establishes a salary range for the 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 6th day of February, 2013, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

WATER SUPERINTENDENT

DEFINITION:

Under general direction, responsible for maintenance and operation of City's Water System, and performs other duties as required.

DISTINGUISHING CHARACTERISTICS:

The incumbent of this classification reports directly to the Director of Public Works; but works independently having responsibility for the City's water treatment system. The incumbent will supervise employees which include: certified water treatment operators, technicians, water meter readers and others as required.

EXAMPLES OF DUTIES:

- Purchases and orders supplies and materials used at Water Treatment Plant such as chemicals.
- Schedules shifts of employees.
- Prepares monthly and annual and special reports.
- Performs a general inspection, daily.
- Prepares budget for water treatment activity.
- Establishes and assures compliance to plant operation safety standards.
- Trains and supervises subordinate employees.
- Recommends and supervises structural changes to plant equipment or facilities.
- Reviews reports of operators.
- Supervises work of meter readers and senior instrument technician.

MINIMUM QUALIFICATIONS:

Certificate: Possession of a Grade V Water Treatment Plant Operator's Certificate as issued by the State of California OR possession of a Grade IV Water Treatment Plant Operator's Certificate as issued by the State of California, providing the Grade V Certificate is obtained within one year of appointment.

License: Possession of a valid California Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of administration and operation of municipal water treatment plants; knowledge of hydro-pneumatic systems, telemetric devices and other equipment used at the water treatment plant; knowledge of record keeping; knowledge of basic laboratory procedures; ability to plan, organize, and direct a municipal water treatment system; ability to maintain records and write reports effectively; ability to perform basic laboratory tests; ability to effectively communicate orally; and ability to work cooperatively with those contacted in the course of work.