



CITY OF MARTINEZ

**CITY COUNCIL AGENDA
March 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: February 28, 2013

RECOMMENDATION:

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 tasks needed by the department. In the case of the Water Treatment Plant Superintendent, it is also vital to ensure the job specifications meet the State requirements of operating a water treatment plant. It is also an appropriate time to review the salary range to make certain that it is competitive within the marketplace to recruit and retain quality candidates.

DISCUSSION:

Staff has reviewed the job specifications for the Water Treatment Plant Superintendent and found those 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.

The most stringent qualification for the Water Treatment Plant Superintendent is a water treatment certification grade T5 issued from the California Department of Health Services. A level T5 is the highest treatment certification offered and achieving it is extremely challenging. The minimum qualifications for a T5 are four 36-hour courses in specialized training, plus two years of operator experience working as a shift or chief operator and three years of operator experience, in addition to passing a strenuous written exam. Currently, there are approximately 17,000 certified water treatment operators (T1 – T5) statewide, of which 500 have achieved a T5 certification.

Because of the T5 certification requirement, it is important that the compensation package for the Superintendent is very competitive with other water agencies that draw from the same labor pool as Martinez. Salary is not often the driving force of whether a potential employee decides to apply for a position. The CalPERS retirement formula plays a significant role in the decision-making.

Of all of the comparable cities that require a T5, only Benicia offers the same retirement formula as Martinez of 2% @60. The closest comparable CalPERS rate is 2% @55. The City of Antioch offers this benefit level, as well as requiring their Superintendent to have a T5 certification, and has a monthly salary of \$10,147. The City of Fairfield, while having a lower salary than Martinez, offers the retirement formula of 2.5% @55. A quick comparison of the three formulas shows that an employee working 30 years and retires at age 60 would receive a significant higher percentage of their final compensation as a retiree than the 2% @60 formula offered:

2% @60 = 60% of final compensation (Martinez)

2% @55 = 67.86% of final compensation (Antioch)

2.5% @55 = 75% of final compensation (Fairfield)

Another important aspect of comparing other water agencies and determining a competitive salary range is levels of staffing and responsibility. The Water Treatment Superintendent in Martinez is responsible for more administrative and technical duties than in other comparable agencies. For example, the Cities of Fairfield and Brentwood have more administrative staff than Martinez, and the City of Benicia has staffing for maintenance, water operations and wastewater operations, while all those duties are combined in Martinez under the Superintendent classification.

Staff has also assessed the salary range for the position. The current monthly salary range for the Water Treatment Plant Superintendent is \$7,245 - \$9,260. 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 average monthly rate is \$8,665.72 - \$10,525.67. A monthly salary range of \$7,945 - \$10,000 is recommended for the Superintendent. 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 to insure 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

City	Title	Min	Max	Treatment Cert Required	PERS Formula	Leave accruals
Antioch	Water Treatment Superintendent	8,349.00	10,147.00	T5	2% @ 55	14 holidays, 11 Vacation, 40 Hrs Admin Leave
Benicia	Water Plant Superintendent	7,405.00	9,000.00	T5	2% @ 60	14 holidays, 15 Vacation, 72 hrs Admin Leave
Brentwood	Water Operations Manager	7,793.46	9,473.00	T4	2.7% @ 55	14 holidays, 16 Vacation, 20 hrs PTO
Fairfield	Water Treatment Manager	6,787.56	8,250.22	T4	2.5% @ 55	12 holidays, 10 Vacation, 144.86 hrs Admin Leave
Napa	Water Operations Supervisor	7,968.00	9,626.00	T5	2.7% @ 55	13.5 holidays, 15 Vacation, 13 admin leave
Vacaville	Utilities Operations Manager	9,571.07	11,634.22	T3	2% @ 55	13 Holidays, 10 Vacation, 10 days Admin Leave
Vallejo	Water Superintendent	11,455.51	13,924.23	T5	2.7% @ 55	13 Holidays, 10 Vacation
CCWD	Water Treatment Superintendent	9,996.13	12,150.66	T5	2.35% @ 55	11 Holidays, 10 Vacation, 56 Hrs Admin Leave
Average		8,665.72	10,525.67			
Martinez		7,245.00	9,260.00	T5	2% @ 60	20.5 holidays, 15 Vacation, 80 Hrs Admin Leave
Difference		(1,420.72)	(1,265.67)			

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

Minimum Qualifications for Water Treatment Examination/Certification

Water Treatment Plant Superintendent job description

APPROVED BY:



City Manager

RESOLUTION NO. -13

ESTABLISHING 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 March, 2013, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

**Minimum Qualifications for Water Treatment Examination/Certification
JANUARY 2001**

Grade	Minimum Qualifications for Examination	Minimum Qualifications for Certification
T1	<ul style="list-style-type: none"> ▪ High School or GED* 	<ul style="list-style-type: none"> ▪ Successful completion of the T1 exam
T2	<ul style="list-style-type: none"> ▪ High School or GED* AND ▪ <u>One 3-unit (or One 36-hour)</u> course of specialized training covering the fundamentals of drinking water treatment 	<ul style="list-style-type: none"> ▪ Successful completion of the T2 exam
T3	<ul style="list-style-type: none"> ▪ High School or GED AND ▪ <u>Two 3-unit (or two 36-hour)</u> courses of specialized training that includes one course covering the fundamentals of drinking water treatment 	<ul style="list-style-type: none"> ▪ Successful completion of the T3 exam ▪ 1 year of operator experience working as a certified T2 operator for a T2 facility or higher (may be substituted for (3) below) AND ▪ 1 additional year of operator experience working as a certified treatment operator (may be substituted with (1), (2), or (4) below)
T4	<ul style="list-style-type: none"> ▪ Possession of a valid T3 certificate AND ▪ <u>Three 3-unit (or three 36-hour)</u> courses of specialized training that includes at least 2 courses in drinking water treatment 	<ul style="list-style-type: none"> ▪ Successful completion of the T4 exam ▪ 1 year of operator experience working as a shift or chief operator, while holding a valid T3 operator certificate, at a T3 facility or higher (may be substituted with (3) below) AND ▪ 3 additional years of operator experience working as a certified treatment operator (may be substituted with (1) or (4) below)
T5	<ul style="list-style-type: none"> ▪ Possession of a valid T4 certificate AND ▪ <u>Four 3-unit (or four 36-hour)</u> courses of specialized training that includes at least 2 courses in drinking water treatment 	<ul style="list-style-type: none"> ▪ Successful completion of the T5 exam ▪ 2 years of operator experience working as a shift or chief operator, while holding a valid T4 operator certificate, at a T4 facility or higher (no substitutions) AND ▪ 3 additional years of operator experience working as a certified treatment operator (may be substituted with (1) or (4) below)

*High school/GED equivalency for Grades T1 and T2 **ONLY** can be fulfilled with either successful completion of *Basic Small Water System Operations* course provided by the Department **OR** 1 year as an operator of a facility that required an understanding of chemical feeds, hydraulic systems, and pumps

Experience Substitutions for Certification, as referenced above:

(1) A degree earned at an accredited academic institution may be substituted as follows:

- (a) **Associate Degree or Certificate** in water or wastewater technology that includes at least 15 units of physical, chemical, or biological science may be used to fulfill 1 year of general operator experience
- (b) **Bachelor Degree** in biology, chemical engineering, chemistry, civil engineering, environmental engineering, microbiology, public health, and sanitary engineering may be used to fulfill 1.5 years of general operator experience
- (c) **Masters Degree** in biology, chemical engineering, chemistry, civil engineering, environmental engineering, microbiology, public health, and sanitary engineering may be used to fulfill 2 years of general operator experience

(2) A certified operator may substitute, on a day-for-day basis, experience gained while working with lead responsibility for water quality related projects or research

(3) If an applicant has a Bachelor of Science or Master of Science Degree, completion of a comprehensive operator training program, pursuant to Section 63800 (h), may be substituted for the required experience

(4) Experience gained as a certified wastewater treatment operator (not an OIT) may be used to substitute up to 2 years of the experience requirement. Wastewater treatment operator experience is credited on a two-for-one basis (2 months in wastewater = 1 month in drinking water).

DECEMBER 1975

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.