

CITY OF WINCHESTER, VIRGINIA

CITY COUNCIL AGENDA ITEM

CITY COUNCIL MEETING OF: November 10, 2015

RESOLUTION ORDINANCE DESCRIPTION/PRESENTATION

ITEM TITLE: Resolution Approving New Positions Related to the Construction of the Waste-To-Energy Project

PUBLIC HEARING DATE:

The initiating Department Director will place below, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.

Review:

| | | |
|------------------|-----------|--------------------|
| Perry Eisenach | Completed | 11/04/2015 1:47 PM |
| Anthony Williams | Completed | 11/05/2015 2:33 PM |
| Eden Freeman | Completed | 11/05/2015 4:01 PM |

Approved as to form:

Perry Eisenach

Perry Eisenach, Public Services Director 11/4/2015

By: _____

Winchester
office of the
city attorney
Virginia

Anthony C. Williams, City Attorney
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Eden Freeman
Eden Freeman, City Manager 11/5/2015

CITY COUNCIL ACTION MEMO

To: Honorable Mayor and Members of City Council
From: Perry Eisenach, Public Services Director
Date: November 10, 2015
Re: Resolution Approving New Positions Related to the Construction of the Waste-To-Energy Project

THE ISSUE: Proposed new positions at the Opequon Water Reclamation Facility that are necessary to help operate the Waste-to-Energy Project that is currently under construction.

RELATIONSHIP TO STRATEGIC PLAN: Goal 3 - Advance the quality of life for all Winchester residents.

BACKGROUND: The City is responsible for operating the Opequon Water Reclamation Facility (OWRF) as per the existing operating agreement with the Frederick-Winchester Service Authority (FWSA). The FWSA is currently constructing a \$50 million Waste-to-Energy Project at the OWRF that was previously reviewed and approved by City Council back in 2013. This project will significantly change the operations at the OWRF and will require additional staff to help operate and maintain the new processes and equipment that are being added.

The construction on the project has progressed very well and everything is on schedule for the additional facilities to be fully operational by late spring in 2016. Some of the new equipment has already been put into service and additional equipment and processes will be brought on line during the next few months as construction progresses. In coordination with the FWSA, Public Services is recommending that three additional positions be added in January 2016 to the existing staff at the OWRF to properly operate and maintain the facility.

The proposed new positions are:

1. Waste-to-Energy and Safety Manager
2. Mechanical/Electrical Systems Maintenance Supervisor
3. Industrial Electrician

The proposed job descriptions and organizational chart for these positions are attached.

BUDGET IMPACT: The estimated cost to add these three positions at the OWRF is approximately \$190,000 per year (salaries plus benefits). As per the operating

agreement with the FWSA, the City's expenditures in operating the OWRF are reimbursed by the FWSA. The cost of these new positions was included in the FWSA's FY2016 adopted operating budget. If approved, the additional cost for these new employees will need to be included in the City's mid-year budget amendments that the Finance Department will prepare for City Council's consideration.

OPTIONS: Either approve or not approve the resolution that would authorize the hiring of three additional employees at the OWRF.

RECOMMENDATIONS: Approve the resolution.

RESOLUTION APPROVING NEW POSITIONS RELATED TO THE CONSTRUCTION OF THE WASTE-TO-ENERGY PROJECT

WHEREAS, the City is responsible for operating and staffing the Opequon Water Reclamation Facility (OWRF) for the Frederick-Winchester Service Authority (FWSA); and

WHEREAS, the current Waste-to-Energy Project under construction at the OWRF will require that additional personnel be added to properly operate the facility; and

WHEREAS, the Waste-to-Energy Project is expected to begin operating during the first half of calendar year 2016; and

WHEREAS, the cost for the additional personnel needed at the OWRF to operate the Waste-to-Energy Project were included in the FY2106 operating budget that was approved by the FWSA.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Winchester hereby authorizes and approves the following:

1. Two new positions shall be added to the listing of positions in the City's Pay Plan, a Waste-to-Energy and Safety Manager and a Mechanical/Electrical Systems Maintenance Supervisor.
2. Three additional employees shall be hired at the OWRF as soon as practical to assist in operating the Waste-to-Energy Project. These three positions shall include:
 - a. Waste-to-Energy and Safety Manager (new in Pay Plan)
 - b. Mechanical/Electrical Systems Maintenance Supervisor (new in Pay Plan)
 - c. Industrial Electrician (position already included in Pay Plan)
3. The cost for these three additional employees shall be included in the mid-year budget amendments prepared by the Finance Department that will be presented to City Council for review and approval.

WASTE TO ENERGY AND SAFETY MANAGER

PUBLIC SERVICES DEPARTMENT

NON-EXEMPT
SALARY LEVEL: Grade

JOB CODE:
DATE: 10/30/15

SUMMARY: The position is responsible for managing all aspects of the waste-to-energy project as well as developing and implementing an effective safety program for the OWRF. Work is performed under general supervision of the Operations Superintendent (Utilities Division Manager).

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each of the following essential duties satisfactorily.

- Manages all business aspects of the waste-to-energy project including tracking waste shipments and tracking performance against the project goals.
- Interfaces with waste contributors and the OWRF staff to ensure smooth operation of the waste delivery and waste processing activities.
- Coordinates and works closely with the FWSA Board and Executive Director on matters related to the waste-to-energy project.
- Ensures that waste contributors meet their contract obligations.
- Promotes the waste-to-energy project to new potential waste contributors.
- Directs the OWRF employee safety program in close coordination with Facility Manager.
- Helps create a proactive safety culture where all employees are committed to working in a safe manner and following safety procedures.
- Develops the OWRF training schedule. Ensures the OWRF safety training program meets all regulatory requirements. Reviews safety results and determines additional safety training needs. Ensures all safety trainers are qualified to train OWRF employees.
- Performs periodic in-plant safety audits and ensures corrective action is taken to address any deficiencies. Recommends corrective actions or new safety training initiatives based on the results of inspections and input from employees.
- Seeks employee input on ways to improve the OWRF employee safety program and implements, as appropriate, improvements.
- Completes the OSHA 300 log, and other required reports, and posts the log as required.
- Quickly responds to all OWRF safety incidents. Undertakes a thorough investigation after all safety incidents to determine the root cause and necessary corrective actions.
- Develops and implements an OWRF contractor's safety program.
- Performs other duties as assigned, including meeting with the public regarding project status, organization, schedules, performance, etc. If required, presents information on the waste-to-energy project in a public forum and at FWSA Board meetings.

QUALIFICATION REQUIREMENTS:

Education and/or Experience: Position requires five years of progressively responsible experience in a water or wastewater utility (or similar business or government agency). A Bachelor's Degree is preferred. A thorough knowledge of safety standards and experience

implementing an employee safety program at a utility, business or government agency is required. Prior knowledge of waste-to-energy projects or energy management is a strong asset.

Certificates, Licenses, Registrations: Possession of a valid and appropriate driver's license.

Language Skills: Ability to read laws and policies. Ability to write incidents reports and other documents using proper grammar, punctuation and spelling. Ability to speak effectively using correct English. Spanish desirable.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Required Physical Activities: Requires moderate physical effort working regularly with light weight materials and occasionally with materials up to 50 pounds including but not limited to walking, talking, climbing, balancing, stooping, kneeling, bending, crouching, lifting, hoisting, pushing, and pulling.

Vision Requirements: Minimum requirements set by the Division of Motor Vehicles.

Environmental Conditions: Work is conducted indoors and outdoors under variable weather conditions. Sometimes works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, vibration, risk of electrical shock and toxic or caustic chemicals.

EQUIPMENT ESSENTIAL TO DO THE JOB: Telephone, computer, copier, fax machine, calculator and occasionally the supervisor may be required to perform the duties of any individual in their department.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Name

City Manager

Date

MECHANICAL/ELECTRICAL SYSTEMS MAINTENANCE SUPERVISOR

PUBLIC SERVICES DEPARTMENT

NON-EXEMPT
SALARY LEVEL: Grade

JOB CODE:
DATE: 10/28/15

SUMMARY: Directs, coordinates and assists with the activities of the Mechanics and Instrumentation Technicians/Electricians engaged in the installation, maintenance, repair, expansion, and relocation of the mechanical and electrical systems at the wastewater treatment plant, water treatment plant, pump stations, etc.; does related work as required. Work is performed under general supervision of the Operations Superintendent (Utilities Division Manager). Supervision is exercised over a small sized group of employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may also be assigned.

- Directs, establishes work schedules, and supervises the maintenance work completed by the mechanics and instrumentation technicians/electricians.
- Plans methods and sequence of maintenance activities for all applicable mechanical/electrical equipment/systems at the wastewater treatment plant, water treatment plant, pump stations, etc.
- Coordinates with the Facility Managers at the wastewater treatment plant and water treatment plant and the Utility Maintenance Supervisor to help ensure that their facilities and equipment are fully operational and maintained properly.
- Inspects projects and maintenance work performed to confirm conformance to specifications.
- Develops and implements a predictive maintenance program.
- Ensures an adequate inventory of supplies and spare parts is maintained.
- Helps prepares budget estimates based on anticipated needs of department.
- Ensures that a timely response is provided for all after-hours and weekend maintenance emergencies.
- Responsibilities include interviewing, recommending new hires, and training employees, planning, assigning and directing work, appraising performance, addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

Education and/or Experience: Any combination of education and experience equivalent to a high school diploma or General Education Diploma (GED) with minimum seven years' experience in the operation, maintenance, and repair of water/wastewater mechanical/electrical equipment/systems and three years of supervisory responsibility is required. An Associate's Degree is preferred.

Certificates, Licenses, Registrations: Possession of a valid and appropriate driver's license.

Language Skills: Ability to read laws and policies. Ability to write incidents reports and other documents using proper grammar, punctuation and spelling. Ability to speak effectively using correct English. Spanish desirable.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Required Physical Activities: Requires moderate physical effort working regularly with light weight materials and occasionally with heavy weight materials (over 60 pounds) including but not limited to walking, talking, climbing, balancing, stooping, kneeling, bending, crouching, lifting, hoisting, pushing, and pulling.

Vision Requirements: Minimum requirements set by the Division of Motor Vehicles.

Environmental Conditions: Work is conducted outdoors under variable weather conditions. Frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, vibration, risk of electrical shock and toxic or caustic chemicals. Position may require utilizing a self-contained breathing apparatus which may be necessary for entering confined space.

EQUIPMENT ESSENTIAL TO DO THE JOB: Telephone, computer, copier, fax machine, calculator and occasionally the supervisor may be required to perform the duties of any individual in their department.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Name

City Manager

Date

INDUSTRIAL ELECTRICIAN

PUBLIC SERVICES DEPARTMENT

NON-EXEMPT
SALARY LEVEL: Grade

JOB CODE:
DATE: 10/28/15

SUMMARY: Performs difficult, skilled, technical work in the repair, maintenance, and installation of monitoring and flow control devices associated with water and wastewater treatment, electrical switchgear, electric motors, building lighting and other equipment; does related work as required. Work is performed under general supervision. Limited supervision may be exercised over a small group of departmental personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain an attendance record to the satisfaction of the City. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may also be assigned.

- Inspects instruments, tests equipment periodically, and adjusts calibration to ensure functioning within specified standards.
- Installs power supply wiring and conduit for newly installed machines and equipment such as conveyors and programmable controllers.
- Connects power supply wires to machines and equipment and connects cables and wires between machines and equipment.
- Diagnoses malfunctioning apparatus such as transformers, motors, and lighting fixtures and replaces damaged or broken wires and cables.
- Replaces faulty electrical components of machine such as relays, switches, and motors, and positions sensing devices.
- Diagnoses and repairs or replaces faulty electronic components such as printed circuit boards.
- Pushes buttons and presses keys on programmable controller to program automated machinery, operate automated machinery, test for malfunctions, and verify repairs.
- Plans layout of wiring and installs wiring, conduit, and electrical apparatus in buildings.
- Diagnoses and replaces faulty mechanical, hydraulic, and pneumatic components of machines and equipment.

QUALIFICATION REQUIREMENTS:

Education and/or Experience: Any combination of education and experience equivalent to a High School diploma or General Education Degree (GED) is required. An Associate's Degree in a related field preferred.

Certificates, Licenses, Registrations: Possession of a valid and appropriate driver's license; possession or the ability to obtain Journeyman Electrician's License for State of Virginia within 12 months. Commercial Driver's License preferable.

Language Skills: Ability to read and comprehend. Ability to speak and communicate effectively using correct English.

Other Knowledge, Skills, and Abilities: None.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Required Physical Activities: Requires moderate physical effort working occasionally with heavy materials (over 60 pounds) including but not limited to walking, talking, stooping, kneeling, light lifting, bending, reaching and gripping.

Vision Requirements: Minimum requirements set by the Division of Motor Vehicles.

Environmental Conditions: Work is conducted outdoors under variable weather conditions. Frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, vibration, risk of electrical shock and toxic or caustic chemicals.

EQUIPMENT ESSENTIAL TO DO THE JOB: Harness/hoist for confined space, computer, gas analyzer, hand tools, motor vehicles and all other facility machinery and equipment.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment.

I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.

Employee Signature

Date

Print Name

City Manager

Date

