

January 14, 2021

TO: City of Lincoln Personnel Board Members

SUBJECT: Personnel Board Meeting
Thursday, January 21, 2021
1:30 p.m., Council Chambers
County-City Building

A G E N D A

ITEM 1: Approval of minutes from the October 17, 2019 and November 19, 2020 meetings

ITEM 2: Request to create the following classifications:

CLASS

CODE

CLASS TITLE

PAY GRADE

1635 One-Call Technician C24 (\$47,521.76 - \$60,677.76)

2000 Right of Way Superintendent A14 (\$65,070.72 - \$86,794.24)

5238 Utility Locate Technician N43 (\$46,700.16 - \$58,930.56)

ITEM 3: Request to change the title of the following classifications:

CLASS

CODE

CURRENT CLASS TITLE

PROPOSED CLASS TITLE

1128 Assistant City Auditor Assistant City Controller

5310 Superintendent of Water Pollution Control Facilities Superintendent of Water Resource Recovery Facilities

ITEM 4: Request to revise the following classifications:

CLASS

CODE

CLASS TITLE

5307 Wastewater Treatment Plant Operator (C28)

5309 Process Control Technician (C30)

ITEM 5: Request to delete the following classification:

CLASS

CODE

CLASS TITLE

5232	Barricade Worker	(N26)
5311	Assistant Superintendent of Operations - Water Pollution Control	(A14)

ITEM 6: Miscellaneous Discussion

pc: City Clerk

Brandon Kauffman

Liz Elliott

ACCOMMODATION NOTICE

The City of Lincoln complies with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 guidelines. Ensuring the public's access to and participating in public meetings is a priority for the City of Lincoln. In the event you are in need of a reasonable accommodation in order to attend or participate in a public meeting conducted by the City of Lincoln, please contact the Director of Equity and Diversity, Lincoln Commission on Human Rights, at 402 441-7624 as soon as possible before the scheduled meeting date in order to make your request.

ONE-CALL TECHNICIAN

NATURE OF WORK

This is responsible, advanced technical work in connection with the activities associated with the City "One-Call" Center.

Work involves receiving locate requests from Nebraska 811, researching various forms of records, clearing or distributing the requests to locators and communicating back to Nebraska 811 when complete to ensure compliance with Nebraska State Law and best practices. Supervision is received from a technical or administrative superior.

EXAMPLES OF WORK PERFORMED

Receive, respond and dispatch personnel for emergency locate requests made through Nebraska 811.

Researches and interprets record drawings, legal descriptions and map information associated with City underground utilities to assist in the accurate location of these facilities.

Researches past locate requests as part of damage investigations.

Operates a computer-based ticket management system for the routing of locate requests.

Researches and responds to citizen complaints and inquiries.

Educates citizens, contractors, and other internal and external customers regarding the Nebraska 911 process.

Plans, schedules, and organizes locator training.

Routes all potential conflicts with City underground utilities to Late Technicians for marking to comply with Nebraska State Law.

Provides information to G.I.S. Section and operating divisions to correct records when they differ from actual field locations.

Maintains Nebraska 811 notification boundaries for the City of Lincoln.

Processes monthly billings to Nebraska 811.

Assists in the preparation of annual costs to operating divisions for underground locating services.

Maintains various records and reports as required.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of water main network, sanitary sewer main network, storm water main network and fiber optic communications network.

Considerable knowledge of G.I.S. and drafting software.

Considerable knowledge of Nebraska 811 statutes and best practices.

Considerable knowledge of construction practices and terminology.

Considerable knowledge of spreadsheet, word processing and email software.

Ability to understand and carry out both oral and written instructions.

Ability to read and interpret record drawings and map information associated with water, wastewater, storm water, traffic signal power and fiber optic communication facilities.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with contractors, the public and other employees.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent supplemented by college level coursework in construction management and two years of experience working with mapping systems; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

RIGHT-OF-WAY SUPERINTENDENT

NATURE OF WORK

This is responsible professional technical work to analyze, coordinate, and administer the inspection and regulation of activities in the public right-of-way.

Work involves participating in and overseeing the permitted work of contractors and public utilities as well as private uses of the right-of-way. Work is performed according to general instructions from division heads and leadership within Lincoln Transportation and Utilities (LTU). An employee in this class is expected to be independent, an effective communicator, and have technical skills in policies and regulations governing traffic controls, utilities and street operations.

EXAMPLES OF WORK PERFORMED

Oversees all temporary traffic control signage and devices placed within City right-of-way.

Implements recommendations, technologies, and mobility services to reduce congestion and unreliable travel caused by non-recurring events, incidents, and construction.

Authorizes and inspects street and curb cut permits.

Inspects work related to right-of-way and fiber optics permits including review of installations for permit compliance and right-of-way restoration.

Reviews and approves special event permits and traffic control management during the events.

Responds to and supervises emergency traffic control management conditions.

Coordinates inspection teams and conducts field reviews of construction work zones impacting streets, sidewalks, and transit routes to ensure safe and efficient travel for all modes of transportation.

Supervises use of right of way permitting, inspections and regulation.

Reviews and provides feedback on engineering design plans involving work zone management and project phasing.

Coordinates with and brings together traditional first responders and practitioners to enhance operations of unplanned events and incidents impacting mobility.

Conducts special event management planning; acts as the Department liaison for requested special events in the right-of-way.

Develops and manages work zone safety training programs, standards, and requirements for internal and external stakeholders.

Develops protocols or guidance documents for the team's operations.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of project management and planning.

Knowledge of methods and techniques utilized in the construction, maintenance and operation of public infrastructure projects, systems, and programs.

Knowledge of local, state, and federal transportation, design principles, standards, and requirements including, but not limited to, the Manual on Uniform Traffic Control Devices (MUTCD).

Knowledge of Traffic Management Center (TMC) operations.

Knowledge in using and deploying dynamic message signs.

Knowledge of traffic incident/congestion management.

Knowledge of principles and practices of effective customer service and collaborative problem solving.

Ability to communicate effectively both orally and in writing.

Ability to identify and evaluate problems and plan effective solutions.

Ability to establish and maintain effective working relationships with divisions, employees, other agencies, and the general public.

MINIMUM QUALIFICATIONS

Graduation from a four-year college or university with major coursework in traffic engineering, construction management, or related technology field and two years of experience in right-of-way or traffic management activities and six months of experience in a supervisory capacity; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Possession of one of the following: International Municipal Signal Association (IMSA) or American Traffic Safety Services Association (ATSSA) or NDOT Traffic Control Certificate through Nebraska LTAP is a requirement within six months of appointment.

UTILITY LOCATE TECHNICIAN

NATURE OF WORK

This is responsible field work in connection with locating various types of public underground utilities.

Work involves the utilization of various methods to accurately locate underground utilities. Work also includes locating and marking underground water, wastewater, storm water utility, traffic signal and fiber optic communication appurtenances. This work will be performed with limited supervision. Supervision is received from a technical or administrative superior.

EXAMPLES OF WORK PERFORMED

Locates and marks underground water, wastewater, storm water utility, traffic signal and fiber optic communication appurtenances.

Provides contractors with accurate locations of public water mains and customer water services; public wastewater mains and customer wastewater services; public storm water mains; traffic signal power supplies and City fiber optic communication facilities.

Researches and interprets record drawings and map information associated with City underground utilities to assist in the accurate location of these facilities.

Operates a computer-based ticket management system for the routing of locate requests.

Provides information to "One Call" office when errors in records are discovered.

Maintains various records and reports as required.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of water schematic plumbing plans and water system operations.

Knowledge of water main network, sanitary sewer main network, storm water main network and fiber optic communications network.

Knowledge of G.I.S. and drafting software.

Ability to understand and carry out both oral and written instructions.

Ability to read and interpret record drawings and map information associated with water, wastewater, storm water, traffic signal power and fiber optic communication facilities.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with contractors, the public and other employees.

Ability to work outdoors in all types of weather conditions and terrains.

Skill using a laptop, iPad, digital camera, etc., to record and document locate.

Skill in the use of electronic locating equipment designed for locating underground.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with two years of experience in locating underground utilities; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

1/21

PS5237

WASTEWATER TREATMENT PLANT OPERATOR

NATURE OF WORK

This is skilled work assisting in the supervision of a major segment of a wastewater treatment plant on an assigned shift.

Work involves responsibility for the general operation of a major segment of a wastewater treatment plant on an assigned shift. Employees of this class frequently operate a plant without benefit of immediate supervision, and are called upon to make technical determinations regarding modifications of plant operating procedure pending review at some later time by a technical or an administrative superior. Supervision is received from a technical or an administrative superior who establishes routine operating standards, reviews records for operating results and gives specific instructions regarding new maintenance or operating practices. Supervision may be exercised over semi-skilled subordinate workers assigned to a given shift.

EXAMPLES OF WORK PERFORMED

Assists in the supervision of the operation of a major segment of a wastewater treatment plant on assigned shift; ensures efficient operation of pumps and chemical treatment equipment; takes periodic readings of meters; maintains log sheets; keeps constant surveillance of switchboard circuits, pumps and pressure.

Controls the operation of a wastewater treatment plant; maintains checks throughout in order to anticipate demand for wastewater treatment flow to digesters.

Gives instructions regarding modified operating procedures based on laboratory test reports of water or sludge quality; maintains desired pressure in the system.

Supervises the taking of raw and treated sludge samples for laboratory analyses.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the operating principles and theories of a wastewater treatment plant.

Considerable knowledge of the established routines and practices for the operation of the equipment and related testing and measuring devices in the wastewater treatment plant.

Considerable knowledge of the preventive maintenance practices applicable to equipment operated.

Considerable knowledge of records maintenance practices as applied to plant operation.

Considerable knowledge of the work hazards and relevant safety precautions to be taken.

Knowledge of biology or chemistry as it applies to water pollution control plants.

Ability to supervise the work of subordinate personnel while participating in plant operations.

Ability to maintain plant operations within established standards.

Ability to recognize and remedy plant malfunctions.

Ability to make minor repairs to electrical and mechanical equipment.

Ability to maintain detailed operating records and prepare reports.

Ability to understand, follow and transmit oral and written instructions.

Ability to establish and maintain effective working relationships with co-workers and subordinates.

MINIMUM QUALIFICATIONS

Graduation from a ~~senior~~ high school or equivalent supplemented by at least two (2) years of college-level or technical school coursework in environmental science, environmental engineering or related fields, and two years of experience in the operation of a wastewater treatment plant; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

Possession of a Nebraska Class IV Wastewater Treatment Plant Operator Certification is a requirement within 6 months of appointment.

2/19

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PS5307

PROCESS CONTROL TECHNICIAN

NATURE OF WORK

This is skilled technical work assisting in management of operations and process control for large secondary and advanced wastewater treatment facilities.

Work involves participating in the oversight and control of major treatment processes. An employee of this class makes technical determinations regarding facilities operation and may establish or modify daily operational goals and strategies. Supervision may be exercised over subordinate facilities staff. Work is performed under the supervision of an administrative superior and is evaluated through reviews of treatment performance and completed projects, and in progress and planning meetings.

EXAMPLES OF WORK PERFORMED

Reviews daily process performance information, including lab data, instrument indications, and visual observation.

Analyzes daily SCADA data, including trends and alarms related to process control.

Sets or changes process control parameters as needed based on reviews, analysis and observations to assure regulatory compliance and treatment efficiency.

Directs activities of and review work of Wastewater Treatment Plant Operators and other subordinate staff; works closely with other technical staff to ensure effective SCADA performance.

Participates in planning and implementation of projects which could affect treatment effectiveness or efficiency.

Verifies the accuracy and reliability of instrumentation used for automated or manual process controls.

Facilitates any required repair or calibration of process instrumentation and assures that the repair or calibration is completed; participates in routine facilities operation as needed.

Assists in managing data required for facility records and for regulatory reporting.

Assesses abnormal operating conditions and takes or recommends appropriate corrective action.

Assists in completing regulatory reports such as quarterly Discharge Monitoring Reports and annual EPA Biosolids Reports.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of wastewater treatment principles, including activated sludge processes, biological nutrient removal, anaerobic digestion and bio solids processing.

Considerable knowledge of applicable federal and state regulations relating to wastewater discharges.

Considerable knowledge of wastewater treatment facilities maintenance requirements and practices.

Considerable knowledge of wastewater process automation principles.

Ability to review and interpret data relating to treatment facility effectiveness.

Ability to maintain records of facilities operation and maintenance.

Ability to facilitate timely and appropriate response to emergencies and abnormal operating conditions.

Ability to make plans that assure treatment effectiveness during projects that require shutdowns or alternate modes of operation.

DESIRABLE TRAINING AND EXPERIENCE

~~Graduation from an accredited four-year college or university, or technical school, with major course work in environmental science, environmental engineering or related fields, and considerable experience in the operation and maintenance of a wastewater treatment facility, including process control and supervisory responsibilities.~~

MINIMUM QUALIFICATIONS

Graduation from a senior-high school or equivalent supplemented by at least two years of college-level or technical school course work in environmental science, environmental engineering or related fields, and two years of experience in the operation and maintenance of a wastewater treatment facility; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

Possession of a Nebraska Class IV Wastewater Treatment Plant Operator Certification.

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PS5309