

RESOLUTION No. 2021-19

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, AUTHORIZING CHANGES IN THE ORGANIZATION OF UTILITIES FUNCTIONS WITHIN THE PUBLIC SERVICES DEPARTMENT, SPECIFICALLY INCLUDING: ADDING LICENSED WATER OPERATOR POSITIONS AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, Utility operations require highly experienced, certified, and licensed personnel to provide services that are of high quality, compliant with applicable law/regulations, and protective of public health and the environment.

WHEREAS, the purpose of the proposed Utilities reorganization is to maintain water supply operations while improving capabilities and efficiency to serve the City during both normal operations and emergencies.

WHEREAS, such reorganization will provide enhanced licensed staffing for the RO Water Treatment Facility.

WHEREAS, enhanced staffing of the RO Water Treatment Facility provides necessary staffing capability for performing water production during off-peak energy rate hours for reduced power costs.

WHEREAS, enhanced staffing of the RO Water Treatment Facility also maintains resiliency of the RO Facility.

WHEREAS, it is requested that the Board of Commissioners approve the changes as recommended.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF TARPON SPRINGS, FLORIDA, THAT:

Section 1. Pursuant to the requirements of Section 16 (d) of the Charter of the City of Tarpons Springs, the City Manager does hereby recommend and the Board of Commissioners does hereby approve certain changes in the organization of the Utilities functions within the Public Services Department as detailed in the memorandum attached hereto and incorporated herein by reference.

Section 2. This resolution shall be effective immediately upon adoption.



MARK G. LeCOURIS
CITY MANAGER

City of Tarpon Springs, Florida

CITY MANAGER'S OFFICE
324 E. PINE STREET
P.O. BOX 5004
TARPON SPRINGS, FL 34688-5004
(727) 938-3711

MEMORANDUM

April 16, 2021

TO: Honorable Mayor and Board of Commissioners

FROM: Mark G. LeCouris, City Manager

PREPARED BY: Paul Smith, Public Services Director

SUBJECT: Public Services Department, Utilities Reorganization, Water Treatment Division

RECOMMENDATION:

That the Mayor and Board of Commissioners approve the reorganization plan described herein for the Public Services Department Water Treatment Division.

BACKGROUND

The Public Services Department continues to evaluate its operations and organizational structure in order to implement evolving best practices and optimize the department's capabilities, staffing, resiliency, and changing demand.

Industry best practices now recommend firm 24 hour staffing of RO facilities to provide:

- increased capabilities to efficiently produce water so that production can be tailored to match periods of lowest energy rates
- more staffing reliability with additional operators during emergency events
- reduction in overtime and increased capability to perform in-house projects that provide significant savings to the City.

REORGANIZATION PLAN

The proposed reorganization plan includes the addition of two (2) licensed operator positions at the RO Facility.

1. Add (1) Water Plant Operator "B", Wage Grade 14
2. Add (1) Water Plant Operator "C", Wage Grade 13

FUNDING

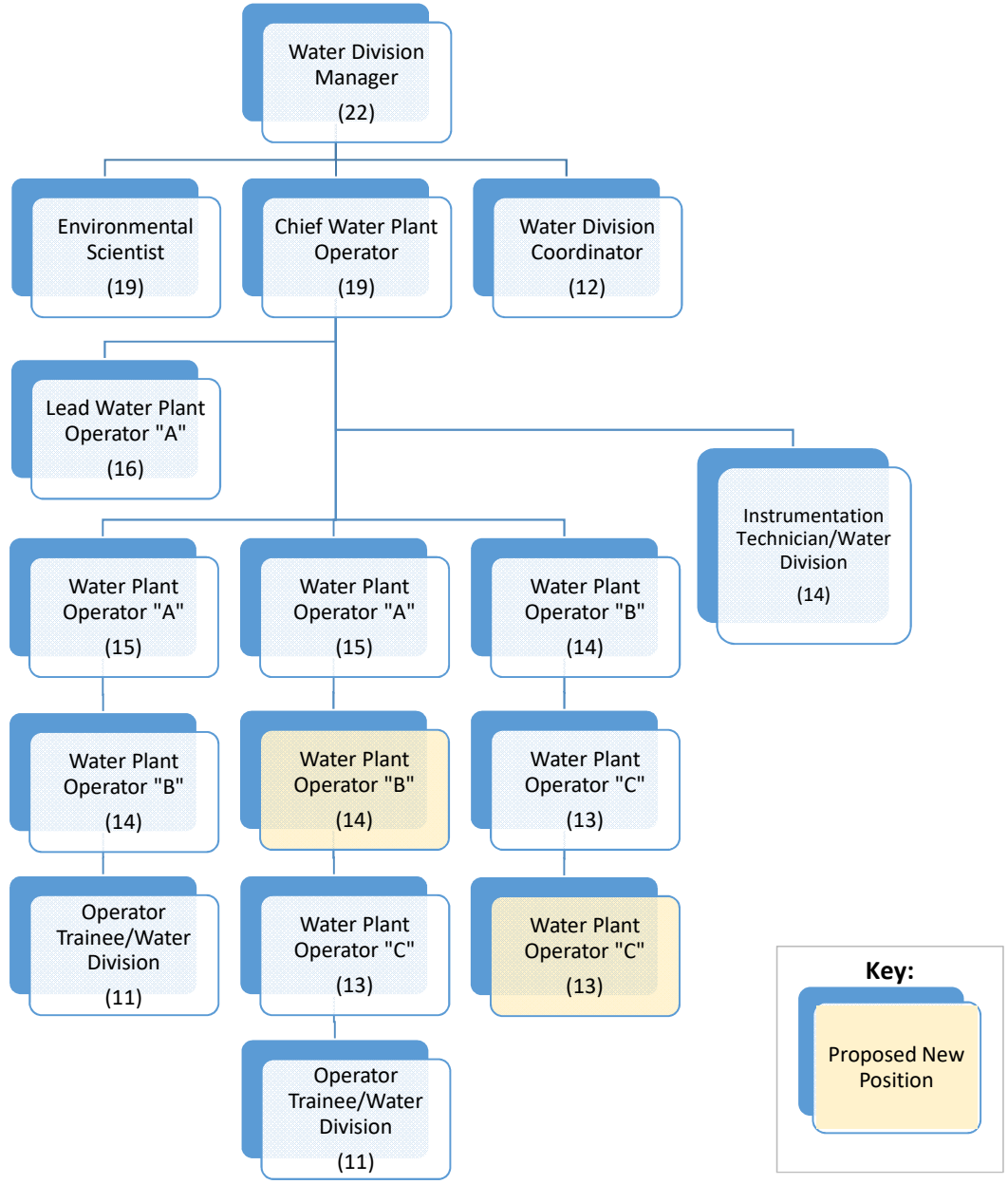
The estimated total annual cost of \$140,000 per year for the 2 positions will be funded by the water and sewer enterprise fund, Water Treatment Plant Division account 402-4305-536. Staff will continue to seek opportunities for operating cost savings to offset these costs. Such savings include utilizing lower off-peak electrical rates, reduced overtime, and performing well maintenance and other operational maintenance through in house capabilities.

ATTACHMENTS

The following organizational chart and job descriptions are attached for new positions proposed herein:

1. Proposed Organizational Chart
2. Job Description for Water Plant Operator “B”
3. Job Description for Water Plant Operator “C”

Water Division Organizational Structure (Proposed)



**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: WATER PLANT OPERATOR "B"
DEPARTMENT: PUBLIC SERVICES
REPORTS TO: CHIEF WATER PLANT OPERATOR
DEPT. HEAD: PUBLIC SERVICES DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: DECEMBER 2014

GENERAL STATEMENT OF JOB

Under limited supervision, performs highly skilled work in the operation of the reverse osmosis water facility, ensuring compliance with all state and federal regulatory criteria and all safety policies and procedures. Serves as the technical lead for treatment plant operations for the assigned shift as determined by the Chief Operator. Performs work as assigned in the operation and maintenance of water facilities, including the wells, outfall, injection well, Splash Park, and distribution system. Works productively with staff and promotes same for efficient and compliant operations. May assist in developing recommended maintenance/ testing/ improvement/ project plans, work prioritization and planning, coordination with other staff/departments, and oversight of related projects or contractors. Assists in other functions as assigned.

ESSENTIAL FUNCTIONS

1. OPERATIONS

- 1.1. Ensures the efficiency and continuous operation of a computer-controlled reverse osmosis water treatment facility and associated components, to include high pressure membrane system, well pumps, transfer pumping system, flushing system, cleaning system, auxiliary power system, high pressure pumps and diesel engines, de-chlorination system, surface water outfall, and disposal injection well system.
- 1.2. Operates, adjusts and maintains the membrane cleaning system; monitors and adjusts flow of membrane trains, transfer pumps, pre-filters, cleaning system; and process chemical systems.
- 1.3. Produces and maintains an adequate flow of quality potable water for residential/commercial usage and fire suppression during both normal and emergency operating conditions.
- 1.4. Adjusts chemical feeder injection rates then retests and readjusts until correct results are attained.
- 1.5. Refills chemical feed tanks and maintains disinfection system.
- 1.6. Operates and monitors wellfield, high service pumping, and concentrate discharge facilities to ensure compliance with all applicable regulations; makes operational adjustments as needed to maintain productivity and compliance.
- 1.7. Reviews daily technical data and logs.
- 1.8. Assists operators in troubleshooting system and equipment problems.
- 1.9. Inspects buildings, systems and equipment for proper condition and safety; takes corrective action as necessary.
- 1.10. Ensures the proper maintenance of vehicles and equipment; supervises the regulation and adjustment of motors, pumps, blowers, valves and other apparatus to meet operational standards.

- 1.11. Informs mechanics of any mechanical defects in equipment. Prepares work order requests to repair or calibrate plant equipment; makes minor repairs and adjustments to equipment and assists plant mechanics on maintenance projects.
 - 1.12. Assists Maintenance Mechanics in general maintenance, installation, replacement and repairs of equipment.
 - 1.13. Purchases chemicals, parts, supplies and materials required in the operation of the treatment plant.
 - 1.14. Maintains plant security.
 - 1.15. Coordinates plant activities and maintenance with other divisions and outside agencies/contractors as required.
 - 1.16. Performs housekeeping at plant.
 - 1.17. Paints equipment as necessary; maintains cleanliness of station and yard.
 - 1.18. Operates a forklift, operates and/or works upon various lift equipment, bridge crane, and other equipment as needed for facility operational maintenance activities.
 - 1.19. Provides assistance to other employees or departments as needed.
 - 1.20. Duties may include operational assistance within various utility components, including, but not limited to distribution system.
 - 1.21. Responds to after-hours emergency calls seven days a week.
 - 1.22. Serves in capacity of Lead "A" or Chief Operator during their absence, as assigned.
2. PROCESS ANALYSES
- 2.1. Tests feed, permeate/product water in order to calculate chemical feed rates; performs required water analysis tests when the plant is online; retests treated water to ascertain that the proper chemical balance has been reached.
 - 2.2. Tests for coliforms, fecal coliforms and heterotrophic bacteria.
 - 2.3. Runs lab proficiency tests, blind tests, known positives and negatives, sterility of vessels and media tests and other tests as required.
 - 2.4. Takes daily samples and tests for bacterial contamination when the plant is online.
 - 2.5. Calibrates meters and scales.
 - 2.6. Performs routine and non-routine lab duties. Maintains laboratory logs and other reports required by regulatory agencies.
 - 2.7. Inspects, measures, adjusts, and records performance parameters for wells, outfall, injection well, distribution system, and other assigned operational facilities.
 - 2.8. Monitors differential pressures and performs equipment service as needed.
 - 2.9. Performs various treatment process monitoring, including Silt Density Index (SDI) and Langlier Saturation Index (LSI) analysis, and makes adjustments to operations as needed.
3. LIMITED SUPERVISORY (AS ASSIGNED):
- 3.1. Coordinates staff activities, instructing, scheduling, assigning, reviewing and planning work of others.
 - 3.2. Maintains standards, oversees trouble-shooting and maintenance procedures.
 - 3.3. Ensures proper safety practices and precautions, allocates personnel.

- 3.4. May be requested with the guidance from the Chief Operator, to act on employee problems, assists in selecting new employees and recommending transfers, promotions, disciplinary actions, discharges and salary increases.
- 3.5. Works for growth and advancement within the profession through maintaining an active apprenticeship program, encouraging participation in professional associations and training/licensing programs.
- 3.6. Required to emulate a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.

4. PERFORMS ALL OTHER DUTIES AS REQUIRED.

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma or GED Equivalency required.

An Associate's or higher degree in chemistry, biology or related field preferred.

Vocational/specialized training in the area of Reverse Osmosis Water Treatment operations preferred.

Water operations courses C and B required.

EXPERIENCE

At least three (3) years of experience in treatment plant operations which includes laboratory and maintenance duties as experience.

Prior reverse osmosis water treatment plant operational experience preferred.

A combination of training and experience may be substituted at the City's discretion for required education, experience and/or management experience.

LICENSURE/CERTIFICATION

Valid Florida Drivers' License required.

Florida DEP Class "B" Water Treatment Plant Operator's License required.

Depending on area of assignment, a Florida Class "B" (CDL) License with Air Brake Endorsement and Tanker Endorsement is required within 180 days of employment.

PERSONAL PROTECTIVE EQUIPMENT

Safety shoes, ear/eyes/noise protection, gloves, vest, hard hat, face protection. Any additional required safety equipment will be provided.

EQUIPMENT, MACHINES & TOOLS USED

Tools/Machines: hand and power tools, light equipment operations, basic machinery operations and motor vehicle operations.

ADMINISTRATIVE SKILLS

General Office Skills

Maintains extensive documentation and records
Research information
Maintain filing system
Data entry

Communication Skills

Provide public with information
Schedule appointments
Make and maintain facility contacts

Prepares/modifies drawings
 Prepares plans, reports, and schedules
 Utilizes computers and handheld devices

WORKING CONDITIONS

Subject to hazards of flammable, explosive gases.
 Subject to burns and cuts.
 Subject to injury from moving parts of equipment.
 Occasionally subjected to irregular hours.
 Subject to working in confined spaces.
 Subject to hazards of high voltage equipment.
 Contact with persons under a wide variety of circumstances.
 Subject to varying and unpredictable situations.
 Occasional pressure due to multiple calls and inquires.

WORKING ENVIRONMENT

Exposed to hazards from electrical/mechanical/power equipment.
 Exposed to hot or noisy equipment.
 Exposed to hot and humid work environment.
 Exposed to heat, wetness and odors.
 Noise: sufficient noise to cause distraction or possible hearing loss without protective equipment.
 May be exposed to extremes of heat and cold in all weather conditions.
 May be exposed to the risk of blood borne diseases.
 May be exposed to toxic chemicals.
 Exposed to housekeeping/cleaning agents/chemicals.
 May be exposed to infection from disease-bearing specimens.
 May be exposed to infections and contagious diseases.
 Subject to electrical and radiant energy hazards.
 Occupational exposure to unpleasant elements (accidents, injuries and illness).
 Exposed to hazards of steam and heat.
 Variations in temperature from hot to cold.
 Frequent contact with water or other liquids.
 Humid conditions: high moisture content to cause bodily reactions.
 Hazards: conditions where there is danger to life, body and/or health.

The work environment/conditions characteristics described herein are representative of those an employee encounters while performing the essential functions of this job and are not an all inclusive list.

PHYSICAL DEMANDS: The following list is not exhaustive; it merely provides some of the physical duties of the position.

REQUIRES FULL RANGE OF BODY MOTION INCLUDING:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sit			✓	
Stand			✓	
Walk			✓	
Bend			✓	
Squat			✓	
Crawl			✓	
Climb height 50 ft..		✓		
Reach above shoulder level			✓	
Crouch			✓	
Balance			✓	

Kneel			✓	
Verbal Communications			✓	
Written Communications			✓	
Hearing ordinary conversation			✓	
Clear vision in differentiating colors (i.e. wires, etc.)			✓	
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Up to 100 lbs.		✓		

JOB LOCATION:

A majority of the work duties are performed within the City limits.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position maintains certain requirements, including licenses/certifications to be obtained within specific identified timelines. Failure to achieve and maintain such requirements within the prescribed time period(s) subjects the employee to demotion or termination of employment at the discretion of the City.

Employee's Signature

Date

Print Name

**CITY OF TARPON SPRINGS
JOB DESCRIPTION**

JOB TITLE: UTILITY OPERATOR / WATER PLANT OPERATOR "C"
DEPARTMENT: PUBLIC SERVICES
REPORTS TO: CHIEF WATER PLANT OPERATOR
DEPT. HEAD: PUBLIC SERVICES DIRECTOR
FLSA STATUS: NON-EXEMPT
CIVIL SERVICE: YES
LAST REVISION: DECEMBER 2014

GENERAL STATEMENT OF JOB

Under general supervision, performs skilled work in the operation of the reverse osmosis water facility, ensuring compliance with all state and federal regulatory criteria and all safety policies and procedures. Performs work as assigned in the operation and maintenance of water facilities, including the wells, outfall, injection well, Splash Park, and distribution system. Works productively with staff and promotes same for efficient and compliant operations. May assist in developing recommended maintenance/testing/ improvement/ project plans, work prioritization and planning, coordination with other staff/departments, and oversight of related projects or contractors. Assists in other functions as assigned.

ESSENTIAL FUNCTIONS

1. OPERATIONS
 - 1.1. Ensures the efficiency and continuous operation of a computer-controlled reverse osmosis water treatment facility and associated components, to include high pressure membrane system, well pumps, transfer pumping system, flushing system, cleaning system, auxiliary power system, high pressure pumps and diesel engines, de-chlorination system, surface water outfall, and disposal injection well system.
 - 1.2. Operates, adjusts and maintains the membrane cleaning system; monitors and adjusts flow of membrane trains, transfer pumps, pre-filters, cleaning system; and process chemical systems.
 - 1.3. Produces and maintains an adequate flow of quality potable water for residential/commercial usage and fire suppression during both normal and emergency operating conditions.
 - 1.4. Adjusts chemical feeder injection rates then retests and readjusts until correct results are attained.
 - 1.5. Refills chemical feed tanks and maintains disinfection system.
 - 1.6. Operates and monitors wellfield, high service pumping, and concentrate discharge facilities to ensure compliance with all applicable regulations; makes operational adjustments as needed to maintain productivity and compliance.
 - 1.7. Reviews daily technical data and logs.
 - 1.8. Assists operators in troubleshooting system and equipment problems.
 - 1.9. Inspects buildings, systems and equipment for proper condition and safety; takes corrective action as necessary.
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- 1.15. Coordinates plant activities and maintenance with other divisions and outside agencies/contractors as required.
- 1.16. Performs housekeeping at plant.
- 1.17. Paints equipment as necessary; maintains cleanliness of station and yard.
- 1.18. Operates a forklift, operates and/or works upon various lift equipment, bridge crane, and other equipment as needed for facility operational maintenance activities.
- 1.19. Operates a forklift, scissor lift, bridge crane, and other equipment as needed for facility operational maintenance activities.
- 1.20. Provides assistance to other employees or departments as needed.
- 1.21. Duties may include operational assistance within various utility components.
- 1.22. Responds to after-hours emergency calls seven days a week.
- 1.23. Substitutes for other Operators during their absence, as assigned.

2. PROCESS ANALYSES

- 2.1. Tests water in order to calculate chemical feed rates; performs required water analysis; adjusts chemical feed rates; retests treated water to ascertain that the proper chemical balance has been reached.
- 2.2. Tests for coliforms, fecal coliforms and heterotrophic bacteria.
- 2.3. Runs lab proficiency tests, blind tests, known positives and negatives, sterility of vessels and media tests and other tests as required.
- 2.4. Takes daily samples and tests for bacterial contamination when the plant is online.
- 2.5. Calibrates meters and scales.
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- 3.1. Coordinates staff activities, instructing, scheduling, assigning, reviewing and planning work of others.
- 3.2. Maintains standards, oversees trouble-shooting and maintenance procedures.

- 3.3. Ensures proper safety practices and precautions, allocates personnel.
- 3.4. May be requested with the guidance from the Chief Operator, to act on employee problems, assists in selecting new employees and recommending transfers, promotions, disciplinary actions, discharges and salary increases.
- 3.5. Works for growth and advancement within the profession through maintaining an active apprenticeship program, encouraging participation in professional associations and training/licensing programs.
- 3.6. Required to emulate a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.

4. PERFORMS ALL OTHER DUTIES AS REQUIRED.

QUALIFICATIONS (minimum and preferred):

EDUCATION

High School Diploma or GED Equivalency required.

An Associate's or higher degree in chemistry, biology or related field preferred.

Vocational/specialized training in the area of Reverse Osmosis Water Treatment operations preferred.

Water operations course C required.

EXPERIENCE

At least one (1) year of experience in treatment plant operations which includes laboratory and maintenance duties as experience.

Prior reverse osmosis water treatment plant operational experience preferred.

A combination of training and experience may be substituted at the City's discretion for required education, experience and/or management experience.

LICENSURE/CERTIFICATION

Valid Florida Drivers' License required.

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PERSONAL PROTECTIVE EQUIPMENT

Safety shoes, ear/eyes/noise protection, gloves, vest, hard hat, face protection. Any additional required safety equipment will be provided.

EQUIPMENT, MACHINES & TOOLS USED

Tools/Machines: hand and power tools, light equipment operations, basic machinery operations and motor vehicle operations.

ADMINISTRATIVE SKILLS

General Office Skills

Maintains extensive documentation and records
Research information

Communication Skills

Provide public with information
Schedule appointments

Maintain filing system
 Data entry
 Prepares/modifies drawings
 Prepares plans, reports, and schedules
 Utilizes computers and handheld devices

WORKING CONDITIONS

Subject to hazards of flammable, explosive gases.
 Subject to burns and cuts.
 Subject to injury from moving parts of equipment.
 Occasionally subjected to irregular hours.
 Subject to working in confined spaces.
 Subject to hazards of high voltage equipment.
 Contact with persons under a wide variety of circumstances.
 Subject to varying and unpredictable situations.
 Occasional pressure due to multiple calls and inquires.

WORKING ENVIRONMENT

Exposed to hazards from electrical/mechanical/power equipment.
 Exposed to hot or noisy equipment.
 Exposed to hot and humid work environment.
 Exposed to heat, wetness and odors.
 Noise: sufficient noise to cause distraction or possible hearing loss without protective equipment.
 May be exposed to extremes of heat and cold in all weather conditions.
 May be exposed to the risk of blood borne diseases.
 May be exposed to toxic chemicals.
 Exposed to housekeeping/cleaning agents/chemicals.
 May be exposed to infection from disease-bearing specimens.
 May be exposed to infections and contagious diseases.
 Subject to electrical and radiant energy hazards.
 Occupational exposure to unpleasant elements (accidents, injuries and illness).
 Exposed to hazards of steam and heat.
 Variations in temperature from hot to cold.
 Frequent contact with water or other liquids.
 Humid conditions: high moisture content to cause bodily reactions.
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Sit			✓	
Stand			✓	
Walk			✓	
Bend			✓	
Squat			✓	
Crawl			✓	
Climb height <u>50 ft.</u>		✓		
Reach above shoulder level			✓	

Utility Operator/ Water Plant Operator "C"

Crouch			✓	
Balance			✓	
Kneel			✓	
Verbal Communications			✓	
Written Communications			✓	
Hearing ordinary conversation			✓	
Clear vision in differentiating colors (i.e. wires, etc.)			✓	
Near & Far Acuity-ability to see clearly at 20 inches or less and 20 feet or more			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
In simple grasping: Right			✓	
Left			✓	
In firm grasping: Right			✓	
Left			✓	
In fine manipulating: Right			✓	
Left			✓	

JOB REQUIRES ABILITY TO LIFT AND CARRY AND PUSH AND PULL:

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Up to 100 lbs.		✓		

JOB LOCATION:

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This position maintains certain requirements, including licenses/certifications to be obtained within specific identified timelines. Failure to achieve and maintain such requirements within the prescribed time period(s) subjects the employee to demotion or termination of employment at the discretion of the City.

Employee's Signature

Date

Print Name