RESOLUTION NO. 11-2024

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA
APPROVING TO HIRE AN ADDITIONAL OPERATOR III - PLANT OPERATIONS IN
PUBLIC WORKS DEPARTMENT WASTEWATER DIVISION**

WHEREAS, Article 4, Section 2-4.401 of the Pacifica Municipal Code establishes a civil service personnel system and procedures for the administration of personnel matters; and

WHEREAS, said Chapter requires that the City Manager, as Personnel Officer, prepare and recommend to the City Council a position classification plan, class specifications, and revisions thereto; and

WHEREAS, an additional full-time Permanent Operator III-Plant Operation position is needed to provide sufficient operational support and improve the service level provided by the Public Works Department-Wastewater Division, and this classification already exists within the organizational structure of the Wastewater Division;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pacifica, California, that the additional Full Time Permanent Operator III position is hereby approved in the Public Works Department and added to the Classification Plan with the existing job description and salary.

POSITION	*BARGAINING UNIT*	*CURRENT SALARY SCALE*
Operator III	*Teamsters 856 - WW*	$7,334- $9,325

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PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 12th day of February, 2024, by the following vote:

AYES, Councilmembers: Beckmeyer, Bier, Bigstyck, Boles, Vaterlaus.

NOES, Councilmembers: n/a

ABSENT, Councilmembers: n/a

ABSTAIN, Councilmembers: n/a

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Sue Vaterlaus, Mayor

ATTEST:

_____
Sarah Coffey, City Clerk

APPROVED AS TO FORM:

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Michelle Kenyon, City Attorney

WWTP OPERATOR III

DEFINITION
Under general direction of the Superintendent and Assistant Superintendent, plans, coordinates and implements a preventative maintenance program, plant and pump station operations shift, if required. Functions as a lead worker in the installation of various electrical and mechanical projects.

ESSENTIAL FUNCTION REQUIREMENTS
Ability to oversee work distribution and scheduling; ability to do heavy lifting; ability to do repeated bending and climbing; ability to operate motorized equipment; ability to do mechanical, electrical, carpentry, and painting work; ability to perform cost negotiations, record keeping, and maintain knowledge of purchasing procedures; ability to implement program changes and special projects related to operations and maintenance; ability to provide training including safety training.

EXAMPLES OF DUTIES
Performs work in the following various areas:

1. Implementation of the preventative maintenance program changes, and overseeing work distribution and scheduling;
2. Maintains spare parts and supplies inventory, negotiates prices and secures purchasing;
3. Designs, plans and implements special projects primarily related to operations and maintenance, providing training and establishing operating procedures as directed;
4. Delegates pump station operation;
5. Construction inspection and testing;
6. Operations and maintenance assignments as directed.
7. Conducts employee training
8. Ability to work on-call and unusual work hours
9. Knowledge of laboratory testing procedures and ability to interpret findings

EMPLOYMENT STANDARDS
Knowledge of all phases of the operations, maintenance and regulations involved with an activated sludge wastewater plant; knowledge of principles and techniques of construction, including mechanical, electrical, carpentry and painting; principles and practices of training; knowledge of purchasing procedures and cost negotiations; knowledge of record keeping and filing.

At least two years experience as Operator II, and five years of experience in operating and maintaining a secondary wastewater treatment plant, and at least three years in a lead capacity; a Grade II certificate issued by the California State Water Resources Control Board; possession of a valid California driver's license.