

TO: Personnel Board

FROM: Sarah Olson, Human Resources

DATE: 4 December 2014

SUBJECT: Street and Sewer Maintenance Worker 3- Engineering

At the request of City Engineer Rob Phillips and Engineering Operations Manager Kathy Cryan, I conducted a position study of the Street and Sewer Maintenance Worker 3 classification (CG15-07) currently occupied by Brian Baukin, Bill Droster, Walter Dyer, Mike Egan, Maurice Foy, Ben Gulvik, Jason Kelley, Kerry Kluever, Craig Pribbenow, Gary Simdon, Jim Streich, Tim Thoma and Dennis Treinen in the Engineering Division. Their request for this classification to be reclassified into two separate classifications is due to the significant technological advancements and complex, specialized work being performed by the incumbents operating the CCTV (Closed Circuit Television). In addition, the request asked HR to review the Street and Sewer Maintenance Worker 3 (SSMW3) as a whole and determine if the classification is properly placed within the City's compensation plan. Upon reviewing the position descriptions and meeting with Ms. Cryan and a few of the incumbents on two separate job shadowing occasions, I recommend the following actions for the reasons outlined in this memo:

- Retitle the SSMW3 classification as a Sewer & Drainage Maintenance Technician 1, in the same CG and Range, and reallocate the incumbents to the new title. This title more accurately describes the work being performed. This classification only exists within City Engineering so no other departments would be affected by this change.
- Establish a Certification program that allows for Sewer & Drainage Maintenance Technician 1's to gain Certification in Collection System Operation and advance to range 8 upon successful completion of Level 3 Certification.
- Create a new classification of Sewer & Drainage Maintenance Technician 2 in CG15, R08 and reallocate incumbents who successfully achieve Level 3 Certification into this position.
- Create a new classification of CCTV Inspection Technician in CG15, R08 and fill two positions through a competitive process open to qualified individuals within the Engineering Division. The affected position numbers will be determined at the time of selection.

The analysis of this position study included a review of the class specification for Street and Sewer Maintenance Worker 3 (see attached) which shows:

... responsible skilled work in the regularly scheduled and emergency cleaning, inspection, and maintenance of the City's sanitary wastewater and storm water collection systems within the City Engineering Division. Under general supervision, employees are expected to function independently in the completion of specific work assignments (subject to periodic review and inspection of results). Work involves leadership responsibility over assigned maintenance personnel. Specific work assignments may vary based on the needs of the Division.

The Street and Sewer Maintenance Worker 3 is charged with the cleaning and maintenance of sanitary and storm sewer and closed landfill leachate collection systems, emergency response, and trenchless rehabilitation. The SSMW3 operates specialized sewer cleaning and maintenance vehicles and equipment such as the high-velocity hydraulic/vacuum machines (Vactor) to clean and remove debris/obstructions from pipes and structures. The City does contract work for the Madison Metropolitan Sewerage District and Dane County Landfill that relies on the SSMW3's technical expertise. They typically oversee at least one incumbent-a Street and Sewer Maintenance Worker 1 or Street and Sewer Machine Operator I.

While also being expected to perform the work of the SSMW3 as outlined above, Jason Kelley and Mike Egan are assigned to the 2 CCTV vans and have undergone a 3 day training required to operate the advanced and expensive cameras, (one of the camera's cost \$75,000 and the other cost \$45,000) used to inspect the inside of underground sanitary and storm sewer facilities. In addition, two other SSMW3's have completed the 3 day training and are qualified to operate the cameras. They must use the CCTV survey software called PipeLogix to record sewer id, material, diameter, length and other required survey information. The calibration and navigation of the camera must be accurate to ensure accurate measurements and high quality images. The camera must be stopped at joints, defects, changes in material, connection and provide a 360 degree view. The 4 camera operators have slightly different responsibilities, based around the features of the different cameras. One camera is primarily responsible for inspecting new construction to ensure pipe is laid appropriately and level, and this camera is mainly used in larger pipes. The other camera inspects existing pipe for defects and blockages.

If the camera inspection reveals problems, the camera operator must recommend options for repair (i.e. open cut, trenchless, etc.). The camera operator also assists with the trenchless rehab which includes coordinating and overseeing the pre-repair inspection and cleaning and applying a thermosetting resin to a fiberglass reinforced patch, and inserting a patch and packer into the sewer and accurately positioning at the repair location. Following repair, the cameras must be reinserted again to inspect the repair. If there are problems with new construction, the camera operator will work with the contractor to show the problem and ensure that it is fixed. After the contractor makes repairs, the camera operator will perform a re-inspection to ensure that the problem is corrected. Roughly 50% involves the CCTV inspection, and another 30% involves the repair work.

While this work is currently encompassed in the class specification for the SSMW3, the scope of the program and level of responsibilities assigned has evolved with the technological advances in equipment and the increased use of specialized software creating a need for employee specialization in order to efficiently perform the work. Other SSMW3s are not required to use computer software as a regular part of their job duties. It is telling that while the camera operators can step in and perform the work of the SSMW3 effectively, a SSMW3 cannot perform the work of the camera operators without going through the aforementioned training. Because of the specialized technical work involved in the camera operation as outlined above, I recommend the placement of the CCTV Inspection Technician to be one range higher than the current SSMW3, in CG15, Range 8. I compared this position to the 236 Maintenance Mechanic I in CG15-08 and Local 60 Maintenance Mechanic I in CG16-13 that involves the use of initiative and judgment in the performing of specialized work.

While I recommend a new title for the SSMW3 classification, Sewer & Drainage Maintenance Technician I, which more accurately describes the work being performed and highlights the technical nature of the work, I do not believe a change in salary range is necessary. The Sewer & Drainage Maintenance Technician I is primarily responsible for operating the Vactor truck, cleaning out the sewer lines, and assisting in the trenchless rehab repairs. This work is similar in nature and level to the Street and Sewer Machine Operator 3 in Engineering, which is responsible for performing construction repair work on sanitary sewer mains and laterals, and leading the work of assigned crews. Similarly, the Street Machine Operator 3 in the Streets Division operates heavy equipment including road graders, cranes, and street sweepers in the right-of-way, and is responsible for leading work crews. These positions are all in CG15, Range 07.

In an effort to invest and develop staff, and ensure knowledge and skill is continually advancing with current practices and technology, the Engineering division is recommending a Certification program in which eligible Sewer & Drainage Maintenance Technician I's, on a voluntary basis, and at the department's expense, may prepare and test for a Certification in Collection System Operation. Eligibility begins following one year of work experience as a Sewer & Drainage Maintenance Technician I. There are four levels of certification (attached). Once level 3 is achieved, a Sewer & Drainage Maintenance Technician I (CG15, Range 7) may advance to a Sewer & Drainage Maintenance Technician 2 (CG15, Range 8).

The necessary resolutions to implement this recommendation have been drafted.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
15/07	\$44,830	\$51,559	\$57,747
15/08	\$46,344	\$53,549	\$59,975

cc: Rob Phillips – City Engineer
 Kathy Cryan – Engineering Operations Manager
 Greg Leifer – Labor Relations Manager