

TO: Personnel Board

FROM: Tameaka Bryant, Human Resources Analyst

DATE: May 16, 2022

SUBJECT: Hydrant Inspector-Water Utility

Water Utility General Manager Krishna Kumar requested a study of the Hydrant Inspector positions (#1842, #1843, #4095) in CG16, Range 12; which are currently filled by Royce Lockner, Ken Erickson and David Laux. After reviewing the updated position description and conducting interviews with Dan Rodefled, Water Utility Operations Manager; Tom Rosemeyer, Public Works General Supervisor; Joe Grande, Water Quality Manager; Shawn Bonjour, Field Service Leadworker 2; Mark Ertel, Field Service Analyst; Glen Putney, Cross Connection Inspector; and the above mentioned Hydrant Inspector employees, I recommend the following:

- The Hydrant Inspector classification be recreated in CG16, Range 13;
- Position #s #1842, #1843, #4095 be recreated in the new classification; and
- The employees be reallocated to the new positions.

The Hydrant Inspectors are required to inspect all water hydrants and their back flow prevention across the city, as well as be Cross Connection Inspector certified. Back flow prevention is equipment which is added to ensure hazardous water is not reintroduced or routed back to the water distribution system. There are currently three Water Hydrant Inspectors at the City of Madison Water Utility. They are responsible for hydrant inspection in their respective work zones. Their workload is comprised of approximately 30% installation and maintenance of hydrants, 20% flushing and de-chlorination of hydrants, and 40% inspection duties for the water distribution system.

The classification specification for Water Hydrant Inspector states:

...diagnosing problems, reporting and repairing leaking or improperly working hydrants, selecting appropriate parts, tools, and lubricants for hydrant repair and maintenance, recommending replacement where needed, while providing detailed records describing condition, location, and maintenance for each hydrant. The incumbent will install, inspect, maintain, test and repair RP backflow valves on hydrants to provide safe access to customers for retail water use; file reports with the police documenting vehicle damage or vandalism; respond to customer requests/complaints courteously; perform snow removal/plowing; and perform flushing as needed.

In 2007, these positions changed to include the requirement of a Wisconsin Cross Connection Control Tester license. This required licensure added a layer of complexity to this position by now requiring the Hydrant Inspectors to test and certify the effectiveness of the backflow protection of all water hydrants. Previously, these positions were charged with the installation and maintenance of water hydrants which only had a simple backflow protection mechanism.

As part of this study I reviewed the classification specification for Cross Connection Control Inspector (CG 16, Range 16) which states:

...conducting cross connection control surveys; inspecting, testing, and monitoring the abandonment of private wells; assisting with the collection of data relative to water quality investigations; and collecting routine or specialty water quality samples. The work is normally performed independently under general supervision of the Water Quality Manager, but may also involve working as part of a team and/or referring issues involving policy decisions to higher level staff in more complex situations. Inspectors utilize considerable judgment and discretion in carrying out code enforcement duties. [emphasis added]

When comparing the Hydrant Inspector to the Cross Connection Control Inspector the defining difference is the breadth of work. Although Hydrant Inspectors are responsible for the maintenance and installation of hydrants and their backflow prevention, there are only four different types of hydrants being inspected. Whereas, Cross Connection Control Inspectors are responsible for identifying and assessing the degree of hazard for hundreds of potential backflow situations, and matching the most appropriate type of backflow prevention to the specific situation based on the severity of threat that each point of water use poses to the water distribution system. In addition, the Cross Connection Control Inspectors are responsible for the entering of observational data to an electronic database as well as writing tickets for people and businesses when violations of any backflow prevention requirements are observed. Because the Cross Connection Control Inspectors are responsible for a variety of businesses, commercial and industrial establishments, to maintain both electronic and paper records of their results, approve plans to ensure compliance with applicable state codes and city ordinances, and responsibility over both public and private wells it would not be appropriate to place the Hydrant Inspector classification the same as theirs.

I also reviewed the class specification for the Field Service Representative 3 (16/13); which includes job duties such as:

Perform the **full range of meter tests and repairs both in shop and field**. Inspect identified meter installation problems / assess problem/ repair. Initiate and coordinate field repairs with large meter consumers. **Identify minor plumbing or service repairs** and take appropriate action.

Develop, maintain test schedule, and test records of larger meters in accordance with Public Service Commission regulations. Record flow test results and log into Utility database. Maintain inventory of meters and parts for larger meters. Lead assistants in complex field repairs. **Assist in the training of staff on meter testing and repairs** in the field and in the shop.

Perform mitigation for non-reporting endpoints. **Inspect, identify, and repair, any problems** associated with endpoint installations for large meters.

Make repairs to water meter **installations** where leaks have occurred as a result of the meter hookup and not part of internal property plumbing or service line. Identify source of leak in the area of meter installation.

The Field Service Representative 3 (16/13) is more comparable to the work of the Water Hydrant Inspectors (16/12); as they both are responsible for both the installation, maintenance, inventory and testing of a limited type of water distribution related equipment. In the case of the Field Service Representative 3s, there are less than a dozen types of meters for which they are responsible. Both

of these positions additionally, have to perform field and shop repairs to equipment. This is the most appropriate CG/R for the hydrant inspectors because of the parallel in responsibilities whereas Field Service Representative 3s focus is on meters, Hydrant Inspectors focus is doing similar duties but on hydrants.

Given the comparable above, the requirement of a Wisconsin Cross Connection Control Tester license, the increased complexity of the back flow prevention water hydrants require, it is my recommendation to reclassify the Water Hydrant Inspector classification to a CG16, R13; and place all employees into that classification.

I have prepared the necessary Resolution to implement this recommendation.

Editor's Note:

Effective Date: 9/5/2021

Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+12% longevity)
16/12	\$ 55,247.92	\$ 61,290.06	\$ 68,644.94
16/13	\$ 56,757.48	\$ 63,252.02	\$ 70,842.20

cc: Krishna Kumar – Water Utility General Manager
Tom Rosemeyer - Public Works General Supervisor
Dan Rodefild —Water Utility Operations Manager
Erin Hillson —Employee and Labor Relations Manager
Emaan Abdel-Halim – Human Resources Services Manager
Harper Donahue IV- Human Resources Director