

RESOLUTION NO. 24-002

A RESOLUTION adopting creation of new position descriptions within the Public Works Department.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS FOLLOWS:

I

There is hereby created in the Public Works Department a new position entitled Cross-Connection Control Specialist. Such position shall be a union represented in the AFSCME bargaining unit and shall perform such duties as shall be outlined in any job description proscribed by the City, as may be revised from time to time. The position description and salary schedule are attached hereto as Exhibit “A” and shall be effective as of March 1, 2024.

II

There is hereby created in the Public Works Department a new position entitled Laboratory Analyst. Such position shall be a union represented in the AFSCME bargaining unit and shall perform such duties as shall be outlined in any job description proscribed by the City, as may be revised from time to time. The position description and salary schedule are attached hereto as Exhibit “B” and shall be effective as of March 1, 2024.

PASSED BY the Council and approved by the Mayor this 4th day of March, 2024.

SIGNED: _____
Mayor

ATTEST: _____
Clerk

APPROVED as to form:

City Attorney

EXHIBIT A

CITY OF CAMAS
Union Status: Represented
January 2024

CROSS-CONNECTION CONTROL SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

Under general supervision this position performs a variety of work in support of the City's Cross-Connection inspection and backflow prevention control program as it relates to the Washington Administrative Code 246-292-033 (Duties of a Cross-Connection Control Specialist); conducts cross-connection control surveys and inspections; inspects, maintains, and repairs backflow devices owned by the City, in order to control, prevent, and eliminate contamination to the City water supply. Additionally, this position provides information and assistance to other departments, contractors, engineers, and the general public, and maintains a variety of records, files, and related documents. This position will fill in and back-up the Water Division employees when needed. This position works under the supervision of the Lead Utility Maintenance Worker (Water) and the Utilities Manager.

Employees within this class perform the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class require prior experience in water systems, customer service and backflow prevention practices.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Receive, investigate, review, trouble-shoot and respond to complaints on backflow prevention devices and other relevant issues related to the operation and maintenance of the City's water distribution system; resolve complaints in a timely and efficient manner.

Inspect, maintain, repair, and schedule testing for backflow prevention devices owned by and located within the City's distribution system.

Inspect and ensure new and previously installed backflow devices, both publicly and privately owned, are properly installed to protect against backflow, back-siphonage, and back pressure; ensure compliance with all regulations.

Notify customers of scheduled and required backflow testing.

Conduct cross-connection surveys and inspections of water user premises to identify where cross-connections are likely to occur and determine the degree of hazard; ensure conformance with federal, state, and local Cross-Connection regulations.

Maintain schedules for testing and/or replacement of obsolete or inefficient backflow prevention devices.

CITY OF CAMAS
Cross-Connection Control Specialist (Continued)

Conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.

Respond to inquiries from contractors, architects, engineers, customers and the public concerning the City and State rules and regulations regarding the cross-connection and backflow prevention control program; provide information within the area of assignment.

Prepare and maintain a variety of reports, correspondence, records, and files related to area of assignment including annual State required forms; enter data into computerized maintenance management system or other computer system.

Read maps and interpret plans, specifications, and maintenance manuals.

Turn off/on customer's water when customer is not in compliance.

Create and maintain a Cross-Connection Control Manual.

Observe safe work methods and safety precautions related to all work sites.

Perform special projects related to the area of assignment as assigned.

Fill-in and back-up water department in down time or in times of need.

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for the work area.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Washington Administrative Code 246-292-033 regarding the requirements for and duties of a Cross-Connection Control Specialist.

Operations, maintenance and general operation of a municipal water supply system and appurtenances.

Operations, services, and activities of a cross-connection control program.

Practices, principles, and techniques of cross-connections.

Procedures for inspection, installation, cleaning, repairing, and removing backflow prevention devices.

Methods and techniques of performing preventive maintenance including preventive maintenance inspection methods.

Methods and techniques of performing diagnostic troubleshooting services.

Basic legal requirements of cross-connections.

Backflow prevention testing regulations.

Water system piping and plumbing systems.

Principles and practices used in the identification of water user connections and locations where cross-connections are likely to occur, and the type of backflow prevention assembly required.

CITY OF CAMAS
Cross-Connection Control Specialist (Continued)

Tools and equipment used in area of assignment.

Pertinent safety principles and practices including working in confined spaces.

Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.

Basic office procedures, methods, and equipment including computers.

Principles and practices of customer service.

Principles and procedures of record keeping and record retention.

Occupational hazards and standard safety procedures.

Pertinent federal, state, and local laws, codes, and regulations including City ordinances that pertain to water quality and county, state and federal water quality standards and regulations.

Ability to:

Perform a variety of skilled and complex work to inspect, install, repair, maintain, and schedule testing of City owned backflow prevention devices.

Evaluate the degree of potential health hazard to the public water supply that may be created as a result of conditions existing on a user's premises.

Interpret, apply, and enforce pertinent rules and regulations.

Interpret and explain cross-connection and water quality regulations.

Read, research, and reference various technical and regulatory methods and procedures.

Plan, organize and lay out work.

Read and interpret plans, maps, specifications, manuals, and drawings.

Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.

Operate office equipment including computers and supporting software applications.

Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.

Set up a safe work site including cones, signs and directing traffic.

Minimize public and employee safety hazards by conforming to required codes.

Successfully operate various software programs as required using computers or other types of handheld devices.

Maintain records including time, material, and equipment use records.

Exercise independent judgment and initiative without close supervision.

Take coaching, instruction, and feedback with a cooperative and positive attitude.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade supplemented by specialized training in water systems and in cross-connection inspection and backflow prevention.

Experience:

Three years of responsible experience in the operation and maintenance of water systems supplemented by demonstrable experience in the operation, maintenance, and inspection of backflow prevention devices and cross-connection control surveys.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a Backflow Assembly Tester Certificate issued by the Washington State Department of Health, or ability to obtain within 6 months.

Possession of a Water Distribution Manager 1 Certificate issued by the Washington State Department of Health.

Possession of a Cross-Connection Control Specialist Certificate issued by the Washington State Department of Health.

Possession of a Traffic Control Flagger Certificate.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals.

Mobility: Heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles; performing heavy manual labor.

Vision: Visual acuity to operate assigned machinery and equipment.

Hearing: Auditory acuity to hear warning alarms or audible signs of equipment malfunction.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

2024 Salary Scale

Position							
	1	2	3	4	5	6	7
Cross-Connection Control Specialist	6202	6390	6581	6777	6984	7191	7407

EXHIBIT B

CITY OF CAMAS
Union Status: Represented
January 2024

LABORATORY ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

Under general direction, to operate and maintain the City's wastewater treatment plant laboratory and related equipment; to ensure compliance with National Pollution Discharges Elimination System (NPDES) permit sampling and analysis requirements; to perform sampling and highly complex and specialized chemical, physical, and biological testing on industrial, ambient, municipal wastewater, sludge and soil samples; to coordinate technical and procedural decisions within the lab; to provide specialized laboratory support including equipment oversight; and to repair, maintain and order laboratory supplies and equipment. This position works under the supervision of the Wastewater Treatment Plant (WWTP) Supervisor.

The Laboratory Analyst is a professional journey-level classification which performs varied and complex analyses. The position reports results of testing to plant operations staff for plant management and process control to ensure compliance with federal and state regulations regarding effluent, biosolids handling, and surface water management. The Laboratory Analyst may train other plant personnel in specific laboratory operations and has lead responsibility for the Lab. The Laboratory Analyst may also be asked to assist with maintenance responsibilities when necessary or deemed appropriate by the WWTP Supervisor.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Works directly with the WWTP Supervisor to coordinate goals, objectives, facility performance and appearance; enhances efficiencies with the collection, preservation, and analyzation of samples from industrial, wastewater treatment plant, ambient, storm water, sludge, and soil locations; and makes recommendations and assists the Supervisor in implementing process changes.

Analyzes water, wastewater, industrial waste, and biosolids samples for BOD, COD, oxygen demand, suspended solids, alkalinity, coliform bacteria, pH, nutrient levels, metals content, and other counts in accordance with standards of Federal, State and local agencies and QA/QC standards; prepares chemical and bacteriological media, stains, reagents and test solutions routinely used in the laboratory.

Prepares samples for testing using digestion and/or chemical reagents; conducts complex laboratory tests using a wide variety of equipment to determine concentrations of metals or other hazardous materials.

Conducts field inspections and assessments; reviews and evaluates delineations, mitigation and enhancement plans as they related to water quality needs and standards; validates and interprets laboratory test results; provides technical advice and recommendations on an as needed basis.

Performs special chemical and technical studies as required for quality control standards; oversees quality control programs including statistical reports, analytical methods, data recordkeeping,

CITY OF CAMAS
Laboratory Analyst (Continued)

instrument calibration and certification, reagents preparation and standardization; maintains all complex quality assurance/control work.

Establishes schedules to meet daily analytical and sampling needs, adjusts schedules in response to events, adjusts schedules as needed to accomplish assigned tasks.

Communicates regularly with department staff and provides input on unit process optimization, housekeeping, laboratory facility area operations, and safety; provides feedback to Supervisor from staff with concerns and suggestions.

Plans, organizes, develops, and provides mentoring and training on laboratory processes, sampling, and data review; provides technical guidance; coordinates laboratory training.

Records results of analyses for compilation into test reports which are subsequently filed with state and federal water quality agencies; uses test results to calculate complex statistical reports and trending for process control.

Trains and/or leads preparatory and analytical laboratory work; serves as a reference and provides technical assistance to project managers and other personnel.

Ensures compliance with safety procedures and regulations; inspects laboratory and related facilities for hazardous conditions and initiates corrective measures as necessary.

Maintains, cleans, and makes minor repairs on laboratory apparatus and equipment and ensures a high standard of housekeeping, quality control and safety; calibrates instrumentation as assigned.

Performs trace contaminant analysis using laboratory instrumentation. Assists in investigative analysis to support process control measures.

Assists with developing Standard Operating Procedures (SOP's) for new methods.

May assist with maintenance responsibilities throughout the WWTP.

Immediately informs WWTP Supervisor of any personnel, equipment, instrument and material problems and SOP or methodology deviations; responds to and documents any necessary corrective action.

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for the work area.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operating parameters of complex laboratory equipment.

Laboratory procedures, methods and techniques used in standardized sampling, preservation, examination, testing, and analysis of water and wastewater samples.

Laboratory Analyst (Continued)

Laboratory safety procedures including management of chemical and biological hazards.

Principles of standard chemical, biological, microscopic, and microbiological examination techniques.

General knowledge and principles of operations and maintenance of a wastewater treatment plant.

Operation and maintenance of analytic instrumentation and other laboratory equipment; statistical methodologies to collect, analyze and evaluate data and perform short term studies on industrial waste, surface water, wastewater, and biosolids.

Laboratory procedures, methods and techniques used in standardized sampling, examination, testing, and analysis of water and wastewater samples.

Laboratory safety procedures including management of chemical and biological hazards.

Principles of quality control.

Principles and concepts of working in teams.

Sampling and sample preparation techniques.

Mathematics with strong emphasis in algebra

English grammar, spelling, and punctuation.

Computer applications in wastewater treatment.

Procedures for examination of water and wastewater.

Water biology, bacteriology and bioassay as applied to the examination and analysis of water and wastewater.

Qualitative and quantitative analytical chemistry including instrumental methods.

Principles and practices of record keeping.

Occupational hazards and standard safety precautions.

Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

Operate complex analytical laboratory instrumentation.

Perform complex and precise physical, chemical, and biological analytical tests and procedures; recognize deviations from normal sampling and analysis conditions.

Interpret and explain laboratory methods, processes, and procedures.

Use computers and software for word processing, spreadsheets, data collection and database management.

CITY OF CAMAS
Laboratory Analyst (Continued)

Establish and maintain cooperative and effective working relationships with those contacted in the course of work including a variety of City and other government officials and the public; operate effectively in a team environment.

Communicate clearly and concisely, both orally and in writing.

Use measurement systems, mathematics, and formulas of analytical chemistry.

Operate standard and complex analytical laboratory /instrumentation equipment,

Prepare reagents and solutions.

Use proper methods for cleaning and sterilizing laboratory equipment.

Read and interpret federal and state water quality regulations.

Comply with established laboratory testing programs.

Read, analyze, and utilize complex formulas, charts, and directions.

Prepare comprehensive technical written reports.

Plan improvements in standard laboratory methods.

Prepare and maintain accurate records.

Use appropriate procedures for testing, interpreting, and reporting laboratory findings with a high degree of accuracy and precision ensuring quality control.

Carry out established laboratory testing programs.

Clean lab glassware, dishes, and equipment.

Understand and follow oral and written directions.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree in Chemistry or related field of natural science with heavy emphasis in chemistry is preferred.

Experience:

Five (5) years total with a minimum of three (3) years experience in a wastewater treatment plant laboratory supplemented by two (2) additional years of environmental or field experience in areas such as microbiology, biology and chemistry.

License or Certificate

Possession of a valid driver's license.

Possession of a Washington State Group 1 Operator in Training or other Operator Certificate, preferred.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is primarily performed indoors within an office or laboratory setting. Will spend some time outdoors and exposed to inclement weather. Exposure to bacteria, viruses and toxic material in wastewater, and handling chemicals and bacteriological waste matter.

Mobility: Heavy, moderate, or light lifting; walking, standing, or sitting for prolonged periods of time; operating motorized equipment and vehicles. Frequent standing, squatting, and bending. Ability to lift up to 45 pounds. Will routinely carry, push, and pull objects.

Vision: Visual acuity to operate assigned laboratory equipment.

Hearing: Auditory acuity to hear warning alarms, timers, and/or audible signs of equipment malfunction.

Other Factors: May be exposed to possible operations hazards including fumes, airborne particles, and noise, rotating machinery, high pressure, hot and cold temperatures, slippery surfaces, water, and electrical hazards. Frequently exposed to toxic and caustic chemicals. Incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

2024 Salary Scale

Position							
	1	2	3	4	5	6	7
Laboratory Analyst	6581	6777	6984	7191	7407	7629	7859