



Staff Report

February 20, 2024 Council Workshop

New Position Descriptions for the Public Works Department

Presenter: Jennifer Gorsuch, Administrative Services Director and Steve Wall, Public Works Director

Time Estimate: 10 minutes

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BACKGROUND: On the March 4, 2024 Regular Meeting, there will be a resolution for creation of two new positions for the Public Works Department. The proposed positions of Cross-Connection Control Specialist and Laboratory Analyst would be in the AFSCME bargaining unit and staff have worked with the union on the position duties and proposed salaries and have reached agreement on both.

SUMMARY:

Both of these positions are included in the 2023-2024 budget.

Cross-Connection Control Specialist (CCCS)

The Center for Disease Control data indicates "cross-connection" deficiencies (areas where the public water supply is connected to a non-potable supply) account for approximately 50% of all water distribution-related waterborne disease outbreaks. In accordance with the Washington Administrative Code (WAC) 246-290-490, each water purveyor is required to have someone designated as a CCCS. The duties of a CCCS as defined by the WAC's is to: develop, implement, and maintain a CCC program; assess the degree of hazard posed by the consumer's water system; determine the appropriate backflow protection for each customer; inspect backflow assembly and air gap installations; develop and maintain CCC records; and to take corrective actions in the event of a backflow incident.

The City does not currently have a designated staff member responsible for cross-connection control and instead has relied on a variety of staff to fill the role as part of their regularly assigned duties. Given the number of Backflow Devices and potential cross connections in the system, the City has made it a priority to add a Cross-Connection Control Specialist.

Laboratory Analyst

This position will be a full-time position solely dedicated to managing the Wastewater Treatment Plant (WWTP) Lab and performing all testing, monitoring, and other lab duties to meet the requirements included in the City's NPDES Permit.

The City does not currently have a designated staff member responsible for the lab and has instead relied upon the Operators to “take turns” completing lab duties at the WWTP.

The new Lab Analyst position will free up the operators to focus on their regular activities and put a much-needed single focus on completing lab activities, ordering supplies, and working with the WWTP Supervisor to use lab data to inform potential issues or concerns with WWTP operations.

BUDGET IMPACT: These positions were included in the 2023-2024 adopted budget and no additional funding is requested. Approximate total cost for salary and benefits for: CCCS = \$100-110k and for Lab Analyst = \$110-120k annually.

RECOMMENDATION: This is informational only. The resolution for position creation will be on the March 4, 2024, Council agenda for approval.