

Utility Advisory Board Recommendation Memorandum

To: Hildale City Manager & City Council/Colorado City Town Manager & Town Council

From: Hildale/Colorado City Utility Advisory Board Chair, Ezra Nielsen



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Date: January 27, 2024

Cc: Utility Advisory Board Members, Jerald A Postema, Utility Director, Nathan Fischer, Utility Superintendent, Athena Crawley, Utility Administrative Assistant, Sirrene Barlow, City Recorder, Shirley Zitting, Town Clerk

Re: **Recommendations for Utility Department/Colorado City Human Resources to Adopt and Implement the Attached Wage and Classification Program**

On January 25, 2024, 6:00 pm at the Utility Advisory Board Regularly Scheduled Meeting at Hildale City Hall, the members reviewed and took action on the following: Recommended the Councils Approve and Adopt the Utility Department Wage and Classification Document which will reflect the annual Council’s Approved Cost of Living Increase (See Attached Document).

***PROPOSED HCC Utility Department
January 2024***

Pay Grade*	Position Title	FLSA	Min	Midpoint	Max	
0-0	Utility Technician Trainee/Apprentice	N	\$ 19.20	\$19.87	\$20.03	
1-0*	Utility Services Operator Grade 1	N	\$ 20.03	\$ 23.78	\$ 27.54	
2-0	Utility Services Operator Grade 2	N	\$21.43	\$25.44	\$29.46	
3-0	Utility Services Operator Grade 3	N	\$22.93	\$27.22	\$31.52	
4-0	Lead Utility Services Operator	N	\$24.53	\$29.12	\$33.72	
5E	Utility Supervisor	E	\$27.45	\$33.36	\$39.27	
6E	Utility Superintendent	E	\$39.27	\$43.05	\$46.82	
	*1-0 Denotes Grade 1 Operator					
	Proposed 1/25/2024					

The above table for wage and compensation allows incentive pay for staff who study for and receive certifications in the various areas of discipline (Sewer Collections, Sewer Treatment, Water Distribution, Water Treatment, Water Production, Natural Gas, Propane Gas, Fiber) within Utility’s. The

Trainee/Apprentice Position is not eligible for a Grade Increase until they have successfully passed the probationary period. Any increase to a higher Grade is predicated on the employee being in good standing within the Department/City/Town with no disciplinary action over the past twelve (12) months.

This model may also be used for compensation in other departments within the City and Town. The model may provide incentives for certifications for specific job functions in the other areas within the City and Town. Page | 2

This model provides a range which allows the departmental Administrator flexibility for rewarding employees based on performance, productivity and additional growth within the department and based on the annual appraisals, goal setting and job accomplishments. Based on the year and the budget it may be possible to set a maximum increase in any given year allowed by the City or Town Manager within the ranges.

Once a person is at a pay range in a category and receives additional certification and a positive appraisal, they will be eligible for promotion into the next Grade Level but the pay shall not be less or equal to the employees wage prior to the appraisal.

This report respectfully submitted by the Utility Advisory Board Members.