

Introduced July 25, 2023, by Councilman
Tamborella, seconded by Councilwoman
Haggerty, (by request of Administration)

Item No. 23-07-3487

ORDINANCE NO. 4139

An ordinance approving the creation of a Water Well Operator Treatment Technician 1 (Grade 7) classification and a Water Well Operator Treatment Technician II (Grade 9) classification within the City of Slidell's classification and pay plan for classified municipal employees and approving the associated job descriptions and ancillary matters connected thereto.

WHEREAS, under City Ordinance 4126, the City Council established personnel staffing and position classification levels for each City department for fiscal year 2023-2024; and

WHEREAS, City Council approval is generally required to amend, change, increase, or reallocate any Municipal Service Pay Grade levels or staffing; and

WHEREAS, the City's Home Rule Charter further requires Council approval for changes to any position classification plans or pay plans; and

WHEREAS, the City's Department of Public Operations' staff currently includes two full-time Water Treatment Technicians (Grade 5); and

WHEREAS, after a review of the needs of the Department, the scope of duties associated with this area of water treatment work, the advisability of a classification advancement ladder for this area of technical work, and a market analysis for such work under the City's classification and pay plan, City administration proposes to create a Water Well Operator Treatment Technician I (Grade 7) classification and a Water Well Operator Treatment Technician II (Grade 9) classification within the City of Slidell's classification and pay plan for classified municipal employees and to adopt the attached respective job

1 **ORDINANCE NO. 4139**
2 **ITEM NO. 23-07-3487**
3 **PAGE 2**

4 descriptions for same; and

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6 WHEREAS, upon adoption of this Ordinance, the administration intends to
7 reclassify its two current Water Treatment Technicians (Grade 5) to Water Well Operator
8 Treatment Technician II (Grade 9) positions, such that there is no net change to the
9 staffing levels within the Department, only a change in position classifications; and

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12 WHEREAS, the existing Water Treatment Technician (Grade 5) classification
13 and the newly created Water Well Operator Treatment Technician I (Grade 7)
14 classification shall be unfunded and unfilled position classifications, reserved for future
15 need; and

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19 WHEREAS, sufficient appropriations exist in the 2023-24 budget for the
20 Department of Public Operations to support these changes; and

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22 WHEREAS, these proposals have been submitted to the Civil Service Board
23 for review and approval.

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25 NOW THEREFORE, BE IT ORDAINED by the Slidell City Council that it
26 approves the creation of a Water Well Operator Treatment Technician I (Grade 7)
27 classification and a Water Well Operator Treatment Technician II (Grade 9) classification
28 within the City of Slidell's classification and pay plan for classified municipal employees,
29 along with the attached respective job descriptions for same.


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33 BE IT FURTHER ORDAINED by the Slidell City Council that, consistent with
34 the administration's plan as set forth above, it approves the staffing level of two Water Well
35 Operator Treatment Technician II (Grade 9) positions within the Department of Public
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1 **ORDINANCE NO. 4139**
2 **ITEM NO. 23-07-3487**
3 **PAGE 3**

4 Works, with the understanding that the existing Water Treatment Technician (Grade 5)
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6 classification and the newly created Water Well Operator Treatment Technician 1 (Grade
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8 7) classification shall be unfunded and unfilled position classifications, reserved for future
9 need.

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11 This ordinance shall take effect immediately upon adoption, to be
12 administratively implemented the first full pay period after the effective date of this
13 ordinance.
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16 **ADOPTED** this 8th day of August, 2023.
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19 
20 Kenny Tamborella
21 President of the Council
22 Councilman, District E

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25 Greg Cromer
26 Mayor

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28 
29 Thomas P. Reeves
30 Council Administrator

DELIVERED	8/10/23
11:00 am	to the Mayor
RECEIVED	8/14/23
9:20 am	from the Mayor

City of Slidell Job Description



Job Title:	Water Well Operator Treatment Technician I	Effective Date:	Revised Date:	Grade: 7
Job Class Code:	0118			

Department:	Public Operations	FLSA:	Non-Exempt
Division	Public Utilities		

GENERAL PURPOSE

Proper operation and maintenance of the City's Water Wells, Towers, Storage Tanks, and Treatment Equipment. Also Maintains Ground Water treatment processes governed by LDH and EPA.

SUPERVISION RECEIVED

Works under the supervision of Senior Crew Chief, Assistant Superintendent, Superintendent, or Department Director

SUPERVISION EXERCISED

Equipment Operators, Maintenance Technicians, Laborers, or any other personnel assigned to assist with tasks associated with Water Wells or Water Treatment Processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Monitors Water Wells, records pressure, flow, hours, and Chlorine residuals as well as Chlorine Gas injection points daily.
2. Keeps inventory of Chlorine gas cylinders, and makes recommendations for ordering.
3. Loads, Transports Chlorine Gas cylinders to required locations and makes appropriate connections and adjustments to put cylinders into service.
4. Maintains and Coordinates City water Flushing programs.
5. Places and programs automatic hydrant flushers at different locations and performs flow tests on fire hydrants.
6. Collects Bacteriological samples monthly from up to 80 rotating sites monthly, collects samples and performs tests on at least 40 samples biweekly to comply with the City's Nitrification Control Plan for the Chloramine Treatment process, collects Lead and Copper samples, as well as samples for third party testers.

7. Uses forklift, dump truck and heavy-duty trailer to load, transport, and fill water treatment chemicals into tanks at designated sites around the city. Operates Equipment and assists with any other job related duties as assigned to utilize the necessary requirements of the job.
8. Repairs, replaces, maintains, calibrates, and adjusts chemical feed pumps, booster pumps, automatic control valves, chlorine regulators, rotameters, transfer pumps, transfer switches, pressure switches, and water sample boxes to achieve efficient operations of the City's water production and treatment systems. Makes intermediate plumbing repairs as required.
9. Monitors SCADA systems, receives and responds to alarms associated with water.
10. Uses Hach Electronic testing equipment for parameters such as PH, Free Chlorine, Total Chlorine, Free Ammonia, Total Ammonia, Nitrates, and Nitrites.
11. Transports samples to State certified labs and works with LDH personnel collecting samples or performing inspections. Records, signs, and files State forms for compliance purposes.
12. Enters daily-recorded data into laptop or tablet for spreadsheet reference.
13. Must be able to serve On-call and be available as essential personnel at all times.

Other Responsibilities:

Performs other work-related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Education and Experience:

1. High School Diploma or GED required.
2. Valid driver's license required.
3. Three (3) of experience required in one of the following fields: Water, Chemical, Treatment, or Public Utilities experience with the City of Slidell.
4. Any equivalent combination of higher education and experience. An Associate's Degree or higher education in related field can be substituted year for year for experience.
5. Ability to obtain Class I, II, III, and IV Water Certifications as prescribed by the State Certification Law.

Necessary Knowledge, Skills and Abilities:

1. Considerable knowledge of light/medium equipment operating principles; considerable knowledge of the hazards and safety precautions common to light/medium equipment operations; considerable knowledge of the methods, materials and tools used in maintenance work for water systems and other facilities.
2. Skill in operation of listed tools and equipment according to specific Departmental requirements including some computer skills.
3. Ability to issue, understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to establish effective working relationships with other employees, supervisors and the public; Ability to perform heavy manual tasks under varying weather conditions; Ability to

operate a variety of equipment under varying conditions; Ability to work from construction specifications; Ability to work overtime.

SPECIAL REQUIREMENTS

Class A or B CDL with HAZ MAT Endorsement

Must obtain Hazmat Technician Level Certification within one year.

May be required to obtain LDH State Certification prescribed by the water and sewer system operator certification rule within one (1) year of promotion.

TOOLS AND EQUIPMENT USED

Drills, hammers, saws, wrenches, screwdrivers, safety belts, residual tubes, SCBA (Self Contained Breathing Apparatus), Level A & B hazmat suit, proper use of chemical/chlorine repair kits, proper use of required PPE (Personal Protective Equipment), chlorine testing equipment, pH testing equipment, computers, forklift, dump truck, trailers, backhoe, and other light/medium duty construction equipment as assigned.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, including inclement weather. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ **Approval:** _____
Civil Service Personnel Director Department Director

Approval: _____
Human Resources Director

Attachment 2

City of Slidell Job Description



Job Title:	Water Well Operator Treatment Technician II	Effective Date:	Revised Date:	Grade: 9
Job Class Code:	0119			

Department:	Public Operations	FLSA:	Non-Exempt
Division	Public Utilities		

GENERAL PURPOSE

Proper operation and maintenance of the City's Water Wells, Towers, Storage Tanks, and Treatment Equipment. Maintains Ground Water treatment processes governed by LDH and EPA. Performs a variety of skilled maintenance work and operates a variety of medium-sized power equipment and machinery utilized in the maintenance and repair of public utilities.

SUPERVISION RECEIVED

Works under the supervision of Senior Crew Chief, Assistant Superintendent, Superintendent, or Department Director

SUPERVISION EXERCISED

Equipment Operators, Maintenance Technicians, Laborers, or any other personnel assigned to assist with tasks associated with Water Wells or Water Treatment Processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Monitors Water Wells, records pressure, flow, hours, and Chlorine residuals as well as Chlorine Gas injection points daily.
2. Keeps inventory of Chlorine gas cylinders, and makes recommendations for ordering.
3. Loads, Transports Chlorine Gas cylinders to required locations and makes appropriate connections and adjustments to put cylinders into service.
4. Maintains and Coordinates City water Flushing programs.
5. Places and programs automatic hydrant flushers at different locations and performs flow tests on fire hydrants.
6. Collects Bacteriological samples monthly from up to 80 rotating sites monthly, collects samples and performs tests on at least 40 samples biweekly to comply with the City's

Nitrification Control Plan for the Chloramine Treatment process, collects Lead and Copper samples, as well as samples for third party testers.

7. Uses forklift, dump truck and heavy-duty trailer to load, transport, and fill water treatment chemicals into tanks at designated sites around the city. Operates Equipment and assists with any other job related duties as assigned to utilize the necessary requirements of the job.
8. Utilizes medium-sized power equipment such as rubber tire backhoe, vacuum trucks, and mini excavators. Works with and assists work crews in digging ditches, cave-in's, hoisting material, tools and equipment, working on water and/or sewer mains, and any related work such as installing and/or repairing water and/or sewer lines. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
9. Repairs, replaces, maintains, calibrates, and adjusts chemical feed pumps, booster pumps, automatic control valves, chlorine regulators, rotameters, transfer pumps, transfer switches, pressure switches, and water sample boxes to achieve efficient operations of the City's water production and treatment systems. Makes intermediate plumbing repairs as required.
10. Monitors SCADA systems, receives and responds to alarms associated with water.
11. Uses Hach Electronic testing equipment for parameters such as PH, Free Chlorine, Total Chlorine, Free Ammonia, Total Ammonia, Nitrates, and Nitrites.
12. Transports samples to State certified labs and works with LDH personnel collecting samples or performing inspections. Records, signs, and files State forms for compliance purposes.
13. Enters daily-recorded data into laptop or tablet for spreadsheet reference.
14. Must be able to serve On-call and be available as essential personnel at all times.

Other Responsibilities:

Performs other work-related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Education and Experience:

1. High School Diploma or GED required.
2. Valid driver's license required.
3. Five (5) years of experience required in one of the following fields: Water, Chemical, Treatment, or Public Utilities experience with the City of Slidell.
4. Any equivalent combination of higher education and experience. An Associate's Degree or higher education in related field can be substituted year for year for experience.
5. Ability to obtain Class I, II, III, and IV Water Certifications as prescribed by the State Certification Law.

Necessary Knowledge, Skills and Abilities:

1. Considerable knowledge of light/medium equipment operating principles; considerable knowledge of the hazards and safety precautions common to light/medium equipment

operations; considerable knowledge of the methods, materials and tools used in maintenance work for water systems and other facilities.

2. Skill in operation of listed tools and equipment according to specific Departmental requirements including some computer skills.
3. Ability to issue, understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to establish effective working relationships with other employees, supervisors and the public; Ability to perform heavy manual tasks under varying weather conditions; Ability to operate a variety of equipment under varying conditions; Ability to work from construction specifications; Ability to work overtime.

SPECIAL REQUIREMENTS

Class A or B CDL with HAZ MAT Endorsement

Must obtain Hazmat Technician Level Certification within one year.

May be required to obtain LDH State Certification prescribed by the water and sewer system operator certification rule within one (1) year of promotion.

TOOLS AND EQUIPMENT USED

Drills, hammers, saws, wrenches, screwdrivers, safety belts, residual tubes, SCBA (Self Contained Breathing Apparatus), Level A & B hazmat suit, proper use of chemical/chlorine repair kits, proper use of required PPE (Personal Protective Equipment), chlorine testing equipment, pH testing equipment, computers, forklift, dump truck, trailers, backhoe, and other light/medium duty construction equipment as assigned.

Medium-sized motorized vehicles and equipment, including backhoe's, large vacuum trucks (Vac-Con Trucks), small track excavator, tandem dump trucks, tractors, lo-boy trailers, side-arm tractor, street sweeper, pickup truck with trailer, leaf blowers, hedge cutters, watering equipment, and other lawn care maintenance equipment. Maintenance and repair equipment, including saws, compressors, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio and phone.

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, including inclement weather. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ **Approval:** _____
Civil Service Personnel Director Department Director

Approval: _____
Human Resources Director

POSITION DESCRIPTION

Class Title: Water Treatment Technician (Job Class Code: 0050) **Effective Date:** March 4, 2015

Division: Public Utilities

Department: Public Operations

FLSA Status: NE

GENERAL PURPOSE

Proper operation of the City's Water Treatment process and Water Well monitoring.

SUPERVISION RECEIVED:

Works under the general supervision of a Sr. Crew Chief or Assistant Superintendent.

SUPERVISION EXERCISED:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conducts pressure, pH and chlorine residual tests.
2. Calculates chlorine input and retention times at various operation levels.
3. Performs maintenance procedures.
4. Assists in performance of and interprets process control tests monitoring tests.
5. Obtains water samples.
6. Obtains and records data on work reports and completes data entry into a computer.
7. Must be able to serve On Call.
8. Assists with any other job related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. High school diploma or GED.
2. Ability to obtain class I, II, III, & IV water treatment certifications as prescribed by the state certification law.

Necessary Knowledge, Skills and Abilities:

1. Considerable knowledge of light/medium equipment operating principles; considerable knowledge of the hazards and safety precautions common to light/medium equipment operations; considerable knowledge of the methods, materials and tools used in maintenance work for water systems and other facilities.
2. Skill in operation of listed tools and equipment according to specific Departmental requirements including some computer skills.
3. Ability to issue, understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing; Ability to observe proper safety precautions; Ability to

Position Description – Water Treatment Technician

establish effective working relationships with other employees, supervisors and the public; Ability to perform heavy manual tasks under varying weather conditions; Ability to operate a variety of equipment under varying conditions; Ability to work from construction specifications; Ability to work overtime.

SPECIAL REQUIREMENTS

Valid driver's license with CDL Haz-mat endorsement.

Must obtain a Hazmat Technician Level certification within one year.

May be required to obtain LDHH State Certification prescribed by the water and sewerage system operator certification law within one (1) year of promotion.

TOOLS AND EQUIPMENT USED

Drills, hammers, saws, wrenches, screw drivers, safety belts, residual tubes, SCBA (Self Contained Breathing Apparatus), Level A & B hazmat suit, proper use of chemical / chlorine repair kits, proper use of required PPE (Personal Protective Equipment) Chlorine testing equipment, Ph testing equipment, Computers,

PHYSICAL DEMANDS

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions, including inclement weather. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.


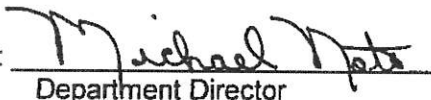
The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:  Approval: 
Civil Service Director Department Director