

1 Introduced October 9, 2012, by Councilwoman
2 Harbison, seconded by Councilman Hicks, (by
3 request of Administration)

4 **Item No. 12-10-2959**

5 **ORDINANCE NO. 3665**

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7 An ordinance amending Ordinance 3402, adopted May 24, 2007, establishing
8 a new position in the Public Operations Department as Maintenance Electrician for the
9 Water Treatment Plant with a pay grade of 10.

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11 WHEREAS, due to cut backs in the Public Operations department there are
12 only two electricians; and

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14 WHEREAS, an electrician is needed at the Water Treatment Plant on a full
15 time basis; and

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17 WHEREAS, the City Administration desires to establish a new position of
18 Maintenance Electrician for the Water Treatment Plant; and

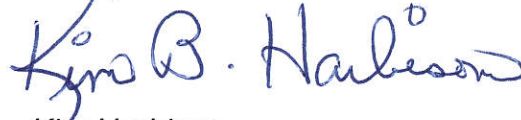
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20 WHEREAS, the Civil Service Board has approved this new position; and

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22 WHEREAS, said position would be under the Public Operations Department.

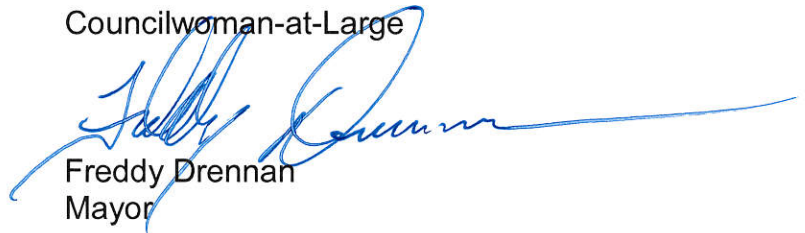
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24 NOW THEREFORE BE IT ORDAINED by the Slidell City Council that it does
25 hereby establish a new position of Maintenance Electrician for the Water Treatment Plant,
26 with a pay grade of 10, and does further approve the attached job description for the
27 Maintenance Electrician position.
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1 **ORDINANCE NO. 3665**
2 **ITEM NO. 12-10-2959**
3 **PAGE 2**

4 **ADOPTED** this 13th day of November, 2012.

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6 Kim Harbison
7 President of the Council
8 Councilwoman-at-Large

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10 Freddy Drennan
11 Mayor

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13 Thomas P. Reeves
14 Council Administrator

DELIVERED	1:30 p.m.
11/16/12	to the Mayor
RECEIVED	3:00 p.m.
11/19/12	from the Mayor

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POSITION DESCRIPTION

Class Title: Maintenance Electrician **Effective Date:** September 5, 2012
Pay Grade: 10
Department: Public Utilities **FLSA Status:** NE

GENERAL PURPOSE

Position performs skilled work in electrical installation and maintenance of complex electrical systems and related equipment in accordance with the National Electrical Code. Position performs mechanical maintenance on all wastewater treatment plant equipment and structures.

SUPERVISION RECEIVED:

The individual in this position works under the general supervision of the Treatment Plant Superintendent and Chief Operator.

SUPERVISION EXERCISED

This position may exercise supervision over equipment operators, ground workers or other temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs skilled work in the installation of high voltage lines and connections, both indoor and outdoor; repairing electrical systems and equipment, including motor controls, transformers, and power lines.
2. Installs, splices, and insulates high voltage underground wire and cables; Wires and installs magnetic motors, starters, and multi-motor systems and various types of inter-communication systems.
3. Supervises and performs the duties of electricians and laborers as required.
4. Uses diagrams and schematics for installation and troubleshooting of various systems.
5. Inspects tests, calibrates and adjusts various controls or meters used in the electrical system.
6. Operates a variety of equipment and trucks, and the use of attached equipment such as power diggers, winches or cranes.
7. Provides temporary power connection for contractors.
8. Maintains safety practices and procedures.
9. Keeps inventory, time and material records, as assigned; stocks service vehicles as required.
10. Insures equipment is in proper working order.
11. Drives and/or operates a hydraulic man-lift (bucket truck) for certain repairs, projects or tree

trimming.

12. Provides general direction and oversight of electrical plans during planning and development of new or renovated plant and lift station projects.
13. Coordinates and communicates with project personnel as well as other outside entities to ensure operational reliability and environmental compliance.
14. Must respond to emergencies as needed at anytime.
15. Performs other Duties as assigned, this includes cleaning tanks, maintaining pumps and other equipment.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from high school or GED equivalent, and
2. Five (5) years experience in the electrical field.
3. Mechanical maintenance experience preferred. Experience in wastewater treatment plant general maintenance is desired (general maintenance is defined as pump, equipment and tank maintenance.)
4. Graduate of electrical technical school may substitute for experience year for year.

Necessary Knowledge, Skills and Abilities:

1. Working knowledge of methods, materials and tools used in electrical distribution system maintenance work; Working knowledge of the occupational hazards and safety precautions of the trade; Considerable knowledge of the principles of electrical theory as applied to electrical circuits and wiring systems and ability to apply this knowledge to work situations.
2. Skill in operation of the listed tools and equipment; Skill in the application of first aid methods including artificial respiration.
3. Ability to follow proper methods, procedures and safety precautions of line work; Ability to understand and follow complex oral and written instructions; Ability to communicate and interact effectively and respectfully with others; Ability to work under varying weather conditions.
4. Understand and operate basic computer software. Understand and apply Ladder Logic to correct control problems. Understand SCADA operation and wiring for instruments and electrical instrumentation.

SPECIAL REQUIREMENTS

1. Will be expected to obtain a valid Electrician's License issued by the State of Louisiana within one year of employment; and
2. Valid State Driver's License or ability to obtain one.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment including pickup, dump truck, man lift, digger derrick, backhoe, chipper, pole climbing equipment, hydraulic press, wire cutters, heat sensors, electrical testing equipment, hot sticks, clamp sticks, generator, chain saw, line tracer, and various hand tools.

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 frequently required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; Employee is occasionally required to 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. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

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: _____
Civil Service Personnel Director

Approval: _____
Department Director



August 7, 2012

Ms. Ren'e Johnson,
Director, Civil Service Personnel
City of Slidell
P.O. Box 828
Slidell, LA 70459

Dear Ms. Johnson,

The Waters Consulting Group, Inc. (WCG) has been asked to review and provide a recommendation regarding the grade assignment of a Maintenance Electrician to be assigned to the Wastewater Treatment Plant. WCG was provided with a job description for the position, which was reviewed to make a recommendation for classification based upon internal equity. In addition, WCG did a small review of market data to make an external equity comparison.

Pay Grade Classification for the City of Slidell's Maintenance Electrician Position:

The point factor evaluation, developed from information provided in the position description, supports classification of the Maintenance Electrician in pay grade 10 based upon the compensable factor ratings provided below.

Compensable Factor	Score	Points
Knowledge	2	48.00
Experience	5	120.00
Organizational Control	4	66.67
Human Relations Skills	5	100.00
Responsibility	4	120.00
Authority	5	85.71
Complexity	4	100.00
Working Conditions	9	90.00
Total Points		730.38

The following summaries of each job evaluation factor support the above compensable factor ratings for this position.

Knowledge – This position requires a high school degree or equivalent, which equates to the level two (2) educational rating.

Experience required, as indicated in the position description, is five (5) years of experience in the electrical field, which warrants a five (5) rating of five or more years of experience.

The appropriate point factor rating for *organizational control* is a four (4), as this position supervises various positions at the treatment plant, performing routine work.

The recommended rating for *human relations skills* is a five (5), as the incumbent will have responsibility for working with vendors, other divisions and departments of the city and the interactions are related to both discussions and persuasion

The incumbent in the Maintenance Electrician position is accountable for work of their immediate unit with significant outlay of equipment or supplies, resulting in a significant impact. The recommended rating for *responsibility* is four (4).

The recommended rating for *authority* is five (5). Based on documentation from the job description and an assessment of the fact that the Maintenance Electrician will be responsible for all electrical tasks at the treatment plant, this position has regular freedom to act in a non-standardized work environment and must meet expected results following general procedures.

The *complexity* of this position warrants a rating of four (4), as the work involves making choices within limits set by standard practices and procedures but the varying work environment at the treatment plant justifies a 4 rather than a 3 rating.

Because this position requires work in the wastewater treatment plant, the incumbent is frequently exposed to disagreeable conditions and physical effort is required frequently. There is also a frequent risk of major injury, so the recommended rating for *working conditions* is nine (9).

The resulting total point-factor score of 730.38 falls within the point range for non-exempt pay grade nine (9).

ERI data for the position of Maintenance Electrician is \$48,908. The midpoint of pay grade 9 is \$36,922, which is approximately 32% below the market average salary of \$48,908.

Recommendation:

Based upon the job evaluation evidence cited above, the Maintenance Electrician should be classified in non-exempt pay grade nine (9). However, market data suggests that pay grade 12 would be more appropriate. Because of internal equity issues with respect to the Senior Electrician position, it is recommended that the Maintenance Electrician position be assigned to grade 10 at this time.

It is also recommended that the City of Slidell consider conducting a market study to determine the market competitiveness of its compensation plan.

Please contact me if you have questions or need additional information.

Sincerely,

Linda Cobb
Senior Consultant