



COLLEEN A. TAYLOR
CLERK OF COMMITTEES

CITY OF FALL RIVER, MASSACHUSETTS RECEIVED

CITY COUNCIL

2017 AUG -9 P 3:33

CITY CLERK _____
FALL RIVER, MA
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ASSISTANT CLERK OF COMMITTEES

August 9, 2017

Dear Councilor:

A meeting of the City Council Committee on Ordinances and Legislation has been scheduled for Monday, August 14, 2017 at 5:15 p.m. in the Council Chamber, One Government Center, to discuss the following items:

1. Administrator of Community Utilities and proposed ordinance for personnel modifications (ref. 7-11-17)
2. Resolution - allow submission of communications via email or regular mail for Citizen Input Time (ref. 6-27-17)

It is respectfully requested that you attend this meeting.

Very truly yours,

Colleen A. Taylor
Clerk of Committees

Committee Members:

C. Ponte, Chr.
J. Camara
P. Laliberte-Lebeau
S. Long
L. Pereira

ADA Coordinator:

Gary P. Howayeck, Esq. 508-324-2650

City of Fall River, *In City Council*

BE IT ORDAINED, by the City Council of the City of Fall River, as follows:

That Chapter 50 of the Revised Ordinances of the City of Fall River, Massachusetts, 1999, which chapter relates to Personnel, be amended as follows:

Section 1

By striking out in Section 50-281 which section relates to classification of position and compensation grades, the following:

<u>Class Title/In House Title</u>	<u>Compensation Grade</u>
Laborer (Water System) Water Maintenance Worker II	10B
Motor Equipment Operator and Water System Laborer/Water Maintenance Worker II or Reservation Caretaker	11B
Special Heavy Motor Equipment Operator (Water Dept.) Water Maintenance Worker I	16B
Water Reservation Caretaker	11B
Water System Foreman/Supervisor Water Distribution and Maintenance	19B
Senior Water Service Inspector/Chief Water Inspector or Water Service Worker II	19C

And by inserting in place thereof the following:

<u>Class Title/In House Title</u>	<u>Compensation Grade</u>
Water Maintenance Worker II	16B
Water Maintenance Worker I	19B
Water Maintenance Worker I (with CDL or Backhoe License)	20B
Water Maintenance Worker I (with CDL and Backhoe License)	22B
Water Maintenance Worker I (advanced backhoe operator)	28B
Water Maintenance Worker I (advanced backhoe operator with MA D-4 license)	29B
Water Maintenance Supervisor	25B
Water Maintenance Supervisor (with MA D-1 license)	27B
Water Maintenance Supervisor (with MA D-4 License)	29B

Water Division Sr. Engineering Aide	26B
Water Maintenance Sr. Engineering Aide (with MA D-4 license)	29B
Chief Water Inspector	26B
Chief Water Inspector (with MA D-4 license)	29B
Community Utilities – Asset Manager/GIS Specialist	§ 50-310
Community Utilities – Deputy Administrator	§ 50-310
Community Utilities – Project Manager	§ 50-310
Community Utilities – Project Specialist	§ 50-310

Section 2

By inserting in Section 50-307, which section relates to salary schedules for positions covered by Local 3177 other than custodial positions, the following:

29B:	<u>Minimum</u>	<u>2nd Step</u>	<u>3rd Step</u>	<u>4th Step</u>	<u>Maximum</u>
7-1-2017	\$1,877.05	\$1,941.34	\$1,964.67	\$1,993.94	\$2,023.18

Section 3

By inserting in Section 50-310, which section relates to salary schedules for Water Department and Sewer Commission Supervisors, the following:

Community Utilities – Asset Manager/GIS Specialist	7/1/17 up to \$60,000 per annum
Community Utilities – Deputy Administrator	7/1/17 up to \$89,000 per annum
Community Utilities – Project Manager	7/1/17 up to \$72,817 per annum
Community Utilities – Project Specialist	7/1/17 up to \$56,494 per annum

JOB DESCRIPTIONS

CITY OF FALL RIVER
IN CITY COUNCIL

JUL 11 2017

*Referred to the
Committee on Ordinances
and Legislation*

WATER MAINTENANCE WORKER II

Job Description:

Under the direction of the Chief Water Maintenance Worker as delegated by the Watuppa Water Board to the Director of Water Distribution and Maintenance to the Supervisor of Water Distribution and Maintenance, to perform and/or supervise work in the construction, maintenance and operation of water systems and/or sewer systems; to perform related tasks as required.

Essential Functions:

Work involves providing timely and efficient service to the people of the City for a variety of duties which include performing and/or supervising work in the construction, maintenance and operation of water systems and/or sewer systems; to be responsible for conformance to city, state standards and policies and directives promulgated by the Administrator of Community Utilities for all work for which s/he is responsible; this work is performed with some latitude in independent judgment and is subject to periodic review by the Director of Water Distribution and Maintenance in consultation with the immediate supervisor; to coordinate the work for which s/he is responsible with the work of coworkers; and to perform other related tasks as assigned.

Performs semi-skilled manual work in the construction, operation and maintenance of water systems including work on reservoirs, water gates, mains and connectors.

Performs manual tasks requiring some specialized skill or knowledge as assigned in assisting mechanics, and plumbers engaged in maintenance, repair and construction work, including minor adjustments and repairs of equipment.

Cleans, washes, oils and greases trucks and performs manual tasks requiring some specialized skill or knowledge in connection with the maintenance of heavy equipment.

May perform the following adjunct duties as assigned:

Performs semi-skilled manual work in the construction, operation and maintenance of water systems including work on reservoirs, water gates, mains, and connectors. Cleans, washes, oils and greases trucks and performs other tasks requiring some specialized skill or knowledge in connection with the maintenance of heavy equipment.

Prepares ditches and excavations for laying pipes, and performs pick and shovel work in smoothing water installation trenches.

Receives pipe being lowered from above the trenches and makes the connection with the pipelines.

May replace broken or leaking pipes and performs pipe maintenance tasks.

Operates all motor equipment including those with a capacity of 9 tons or under, including a range of equipment such as small tractors, snow loaders, snow fighters, sidewalk plows, pick-up trucks, dump trucks and panel trucks, and passenger automobiles.

Performs manual tasks requiring some specialized skill or knowledge in connection with maintenance, care, upkeep, repair of the water system and equipment, loading and

unloading of trucks and cars, spreading sand, gravel, and asphalt, patching concrete and asphalt surfaces, digging ditches and post holes, setting or pulling of posts, setting or pulling of posts, erecting, chipping, repairing and painting of rails and fences; shovels snow; sands roads and perform manual tasks requiring some specialized skill or knowledge in connection with snow removal.

After fires, inspects hydrants to insure that the water level is such so that freezing will not occur; when freezing occurs, thaws out hydrants.

Repairs and replaces gates and curb boxes and performs routine maintenance on them.

Performs routine manual labor tasks in connection with maintenance, care, upkeep, repair such as cutting grass, weeds, and brush; cleans culverts, loading and unloading trucks and cars; spreads sand, gravel and asphalt; patches concrete and asphalt surfaces; digs ditches and post holes; sets and pulls posts; repairs rails fences and chipping.

Erects and dismantles snow fences, sweeps sidewalks, rakes lawns, hauls debris, shovel snow, sands roads and performs other manual tasks in connection with snow removal.

Performs manual labor in a stockroom, storeroom or warehouse such as loading and unloading freight, materials and equipment, handling and storing of stock, and assisting in the taking of inventories.

Pumps water from trenches.

Digs, braces and backfill excavations for the purpose of locating pipe leaks or preparing areas for laying pipes.

Replaces worn and broken parts in water systems.

Performs related work as assigned.

Minimum Qualifications:

Ability to establish and maintain effective working relationships with peers, subordinates and supervisors; ability to work cooperatively and harmoniously with other city employees and the general public; a positive "can-do" attitude; ability to observe necessary safety precautions; willingness to work overtime hours as required; a motor vehicle license; ability to perform basic mathematical calculations as required by duties described above; ability to express self clearly orally; ability to coordinate reporting activities into a computer input format; ability to use small hand tools as well as specialized tools; ability to perform duties with some latitude for independent judgment under indirect supervision. Graduation from an accredited standard high school; graduation from a vocational/technical high school preferred; GED equivalent acceptable; experience in similar work highly desirable; other combinations of experience/training will be considered.

A Massachusetts Department of Safety Hoisting Engineer's license 2B or higher is desirable. A Massachusetts Board of Certification of Operator's of Drinking Water

Facilities Grade 4-Distribution license is highly desired. A CDL license Class A or B is highly desired.

Physical Environment:

Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; operation of equipment which causes loud noise levels and high vibrations; may require the exercise of caution when operating heavy equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling potential hazardous materials.

Pay Scale:

Per the AFSCME Collective Bargaining Agreement

4/9/02

Updated: 7/30/08

Updated: 2/18/14

Updated: 6/30/17

WATER MAINTENANCE WORKER I

Job Description:

Under the direction of the Director of Water Distribution and Maintenance as delegated to the Supervisor of Water Distribution and Maintenance, to perform and/or supervise work in the construction, maintenance and operation of water systems and/or sewer systems; to perform related tasks as required.

Essential Functions:

Work involves providing timely and efficient service to the people of the City for a variety of duties which include performing and/or supervising work in the construction, maintenance and operation of water systems and/or sewer systems; to be responsible for conformance to city, state standards and policies and directives promulgated by the Administrator of Community Utilities for all work for which s/he is responsible; this work is performed with some latitude in independent judgment and is subject to periodic review by the Director of Water Distribution and Maintenance in consultation with the immediate supervisor; to coordinate the work for which s/he is responsible with the work of coworkers; to engage in supervisory activities of workers of lesser grade when so assigned; and to perform other related tasks as assigned.

Performs skilled manual work in the construction, operation and maintenance of water systems including work on reservoirs, water gates, mains and connectors.

Performs manual tasks requiring some specialized skill or knowledge as assigned in assisting mechanics, and plumbers engaged in maintenance, repair and construction work, including minor adjustments and repairs of equipment.

Lays and connects service pipes with street mains and meters.

Locates and repairs water leaks; drives leak detection truck or other appropriate vehicles on public and private department roads for the purpose of detecting sites of potential water leaks.

Sounds hydrants, mains, sewers, exterior and interior plumbing, etc. for potential leaks.

Installs fire hydrants.

Operates water gates.

Turns on water for new service.

Inspects work of laborers and maintenance men (Water Maintenance Workers, II) to see that it conforms to specifications and blueprints.

Operates related motor equipment; cleans, washes, oils and greases trucks and performs manual tasks requiring some specialized skill or knowledge in connection with the maintenance of heavy equipment.

May operate winches, cement mixers, compressors, and other similar equipment as required.

Operates all motor equipment including those with a capacity of 9 tons or over, including a range of equipment such as large and small tractors, snow loaders, snow fighters, sidewalk plows, bulldozers and rollers, pick-up trucks, dump trucks and panel trucks, and passenger automobiles; semi-trailers, truck-trailer combinations, and special equipment such as road-rollers, rotary snow plows, mobile bituminous spreaders and tar distributors. Operation of equipment in this class usually requires a CDL Class A or Class B license from the Registry of Motor Vehicles.

May perform minor maintenance related to motor equipment.

Performs manual tasks requiring some specialized skill or knowledge in connection with maintenance, care, upkeep, and repair of equipment, loading and unloading of trucks and cars; spreading sand, gravel and asphalt, patching concrete and asphalt surfaces, sands roads and performs manual tasks requiring some specialized skill or knowledge in connection with snow removal.

Incidentally may supervise a small crew of workers at a lower skill level.

Reports leaks to Chief Water Service Worker or other designated administrator and/or supervisor.

Issues daily log reports of sites covered and results.

Performs related work as assigned.

May perform the following adjunct duties as assigned:

Performs semi-skilled manual work in the construction, operation and maintenance of water systems including work on reservoirs, water gates, mains, and connectors. Cleans washes, oils and greases trucks and performs other tasks requiring some specialized skill or knowledge in connection with the maintenance of heavy equipment.

Prepares ditches and excavations for laying pipes, and performs pick and shovel work in smoothing water installation trenches.

Receives pipe being lowered from above the trenches and makes the connection with the pipelines.

May replace broken or leaking pipes and performs pipe maintenance tasks.

Operates all motor equipment including those with a capacity of 9 tons or over, including a range of equipment such as small tractors, snow loaders, snow fighters, sidewalk plows, pick-up trucks, dump trucks and panel trucks, and passenger automobiles.

Performs manual tasks requiring some specialized skill or knowledge as assigned in assisting mechanics, plumbers and other skilled trades-people engaged in maintenance, repair and construction work, including minor adjustments and repairs of equipment in the water system.

Performs manual tasks requiring some specialized skill or knowledge in connection with maintenance, care, upkeep, repair of the water system and equipment, loading and unloading of trucks and cars, spreading sand, gravel, and asphalt, patching concrete and

asphalt surfaces, digging ditches and post holes, setting or pulling of posts, setting or pulling of posts, erecting, chipping, repairing and painting of rails and fences; shovels snow, sands roads and perform manual tasks requiring some specialized skill or knowledge in connection with snow removal.

After fires, inspects hydrants to insure that the water level is such so that freezing will not occur; when freezing occurs, thaws out hydrants.

Repairs and replaces gates and curb boxes and performs routine maintenance on them.

Performs routine manual labor tasks in connection with maintenance, care, upkeep, repair such as cutting grass, weeds, and brush; cleans culverts, loading and unloading trucks and cars; spreads sand, gravel and asphalt; patches concrete and asphalt surfaces; digs ditches and post holes; sets and pulls posts; repairs rails fences and chipping.

Erects and dismantles snow fences, sweeps sidewalks, rakes lawns, hauls debris, shovel snow, sands roads and performs other manual tasks in connection with snow removal.

Performs manual labor in a stockroom, storeroom or warehouse such as loading and unloading freight, materials and equipment, handling and storing of stock, and assisting in the taking of inventories.

Cuts, lays and caulks water pipes using machine or hand tools to force sealing compound into joints to make them watertight.

Pumps water from trenches.

Digs, braces and backfill excavations for the purpose of locating pipe leaks or preparing areas for laying pipes.

Replaces worn and broken parts in water systems.

May work with private contractors to help them avoid hitting water mains and boxes during construction and excavation.

Takes apart and reassembles hydrants and valve mechanisms for the purpose of repairing worn or broken parts that cause leaks or other malfunctions.

Lubricates valves and adjusts their settings.

Inspects hydrant rods, thrust plates, nozzles, packing and glands and other parts on a regular basis.

Caulks the joints and seals the connections.

Makes and taps water mains and sized $\frac{3}{4}$ " through 12" into line.

Performs related work as assigned.

Minimum Qualifications:

Ability to establish and maintain effective working relationships with peers subordinates and supervisors; ability to work cooperatively and harmoniously with other city employees and the general public; a positive "can-do" attitude; ability to observe necessary safety precautions; willingness to work overtime hours as required; a CDL Class A or B license is preferred; ability to perform basic mathematical calculations as required by duties described above; ability to express self clearly orally; ability to coordinate reporting activities into a computer input format; ability to use small hand tools as well as specialized tools; ability to perform duties with some latitude for independent judgment under indirect supervision. Graduation from an accredited standard high school; graduation from a vocational/technical high school preferred; GED equivalent acceptable; two years' experience in similar work required, with one years' work in a responsible position desirable; other combinations of experience/training will be considered. A Massachusetts Department of Safety Hoisting Engineer's license 2B or higher is desirable. A Massachusetts Board of Certification of Operator's of Drinking Water Facilities Grade 4-Distribution license is highly desired.

Physical Environment:

Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; operation of equipment which causes loud noise levels and high vibrations; may require the exercise of caution when operating heavy equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling potential hazardous materials.

Pay Scale:

Per the AFSCME Collective Bargaining Agreement

4/9/02

Updated: 7/30/08

Updated: 2/18/14

Updated: 6/30/17

WATER MAINTENANCE WORKER I ADVANCED BACKHOE OPERATOR

Job Description:

Under the direction of the Supervisor of Water Distribution and Maintenance as delegated by the Watuppa Water Board to the Director of Water Distribution and Maintenance, to perform and/or supervise work in the construction, maintenance and operation of water systems and/or sewer systems; to perform related tasks as required.

Essential Functions:

Work involves providing timely and efficient service to the people of the City for a variety of duties which include performing and/or supervising work in the construction, maintenance and operation of water systems and/or sewer systems; to be responsible for conformance to city, state standards and policies and directives promulgated by the Administrator of Community Utilities for all work for which s/he is responsible; this work is performed with some latitude in independent judgment and is subject to periodic review by the Director of Water Distribution and Maintenance in consultation with the immediate supervisor; to coordinate the work for which s/he is responsible with the work of coworkers; to engage in supervisory activities of workers of lesser grade when so assigned; and to perform other related tasks as assigned.

Perform as crew leader on any construction activity.

Performs skilled manual work in the construction, operation and maintenance of water systems including work on reservoirs, water gates, mains and connectors.

Performs manual tasks requiring some specialized skill or knowledge as assigned in assisting mechanics, and plumbers engaged in maintenance, repair and construction work, including minor adjustments and repairs of equipment.

Lays and connects service pipes with street mains and meters.

Locates and repairs water leaks; drives leak detection truck or other appropriate vehicles on public and private department roads for the purpose of detecting sites of potential water leaks.

Sounds hydrants, mains, sewers, exterior and interior plumbing, etc. for potential leaks.

Installs fire hydrants.

Operates water gates.

Turns on water for new service.

Inspects work of laborers and maintenance men (Water Maintenance Workers, II) to see that it conforms with specifications and blueprints.

Operates related motor equipment; cleans, washes, oils and greases trucks and performs manual tasks requiring some specialized skill or knowledge in connection with the maintenance of heavy equipment.

May operate winches, cement mixers, compressors, and other similar equipment as required.

Operates all motor equipment including those with a capacity of 9 tons or over, including a range of equipment such as large and small tractors, snow loaders, snow fighters, sidewalk plows, bulldozers and rollers, pick-up trucks, dump trucks and panel trucks, and passenger automobiles; semi-trailers, truck-trailer combinations, and special equipment such as road-rollers, rotary snow plows, mobile bituminous spreaders and tar distributors. Operation of equipment in this class usually requires a CDL Class A or Class B license from the Registry of Motor Vehicles.

May perform minor maintenance related to motor equipment.

Performs manual tasks requiring some specialized skill or knowledge in connection with maintenance, care, upkeep, and repair of equipment, loading and unloading of trucks and cars; spreading sand, gravel and asphalt, patching concrete and asphalt surfaces, sands roads and performs manual tasks requiring some specialized skill or knowledge in connection with snow removal.

May supervise a crew of workers at a lower skill level.

Reports leaks to Supervisor or other designated administrator and/or supervisor.

Issues daily log reports of sites covered and results.

Performs related work as assigned.

May perform the following adjunct duties as assigned:

Performs semi-skilled manual work in the construction, operation and maintenance of water systems including work on reservoirs, water gates, mains, and connectors. Cleans washes, oils and greases trucks and performs other tasks requiring some specialized skill or knowledge in connection with the maintenance of heavy equipment.

Prepares ditches and excavations for laying pipes, and performs pick and shovel work in smoothing water installation trenches.

Receives pipe being lowered from above the trenches and makes the connection with the pipelines.

May replace broken or leaking pipes and performs pipe maintenance tasks.

Operates all motor equipment including those with a capacity of 9 tons or over, including a range of equipment such as small tractors, snow loaders, snow fighters, sidewalk plows, pick-up trucks, dump trucks and panel trucks, and passenger automobiles.

Performs manual tasks requiring some specialized skill or knowledge as assigned in assisting mechanics, plumbers and other skilled trades-people engaged in maintenance, repair and construction work, including minor adjustments and repairs of equipment in the water system.

Performs manual tasks requiring some specialized skill or knowledge in connection with maintenance, care, upkeep, repair of the water system and equipment, loading and unloading of trucks and cars, spreading sand, gravel, and asphalt, patching concrete and asphalt surfaces, digging ditches and post holes, setting or pulling of posts, setting or pulling of posts, erecting, chipping, repairing and painting of rails and fences; shovels snow, sands roads and perform manual tasks requiring some specialized skill or knowledge in connection with snow removal.

After fires, inspects hydrants to insure that the water level is such so that freezing will not occur; when freezing occurs, thaws out hydrants.

Repairs and replaces gates and curb boxes and performs routine maintenance on them.

Performs routine manual labor tasks in connection with maintenance, care, upkeep, repair such as cutting grass, weeds, and brush; cleans culverts, loading and unloading trucks and cars; spreads sand, gravel and asphalt; patches concrete and asphalt surfaces; digs ditches and post holes; sets and pulls posts; repairs rails fences and chipping.

Erects and dismantles snow fences, sweeps sidewalks, rakes lawns, hauls debris, shovel snow, sands roads and performs other manual tasks in connection with snow removal.

Performs manual labor in a stockroom, storeroom or warehouse such as loading and unloading freight, materials and equipment, handling and storing of stock, and assisting in the taking of inventories.

Cuts, lays and caulks water pipes using machine or hand tools to force sealing compound into joints to make them watertight.

Pumps water from trenches.

Digs, braces and backfill excavations for the purpose of locating pipe leaks or preparing areas for laying pipes.

Replaces worn and broken parts in water systems.

May work with private contractors to help them avoid hitting water mains and boxes during construction and excavation.

Takes apart and reassembles hydrants and valve mechanisms for the purpose of repairing worn or broken parts that cause leaks or other malfunctions.

Lubricates valves and adjusts their settings.

Inspects hydrant rods, thrust plates, nozzles, packing and glands and other parts on a regular basis.

Caulks the joints and seals the connections.

Makes and taps water mains and sized $\frac{3}{4}$ " through 12" into line.

Performs related work as assigned.

Minimum Qualifications:

Ability to establish and maintain effective working relationships with peers subordinates and supervisors; ability to work cooperatively and harmoniously with other city employees and the general public; a positive attitude; ability to observe necessary safety precautions; willingness to work overtime hours as required; a CDL Class A or B license is preferred; ability to perform basic mathematical calculations as required by duties described above; ability to express self clearly orally; ability to coordinate reporting activities into a computer input format; ability to use small hand tools as well as specialized tools; ability to perform duties with some latitude for independent judgment under indirect supervision. Graduation from an accredited standard high school; graduation from a vocational/technical high school preferred; GED equivalent acceptable; two years' experience in similar work required, with one years' work in a responsible position desirable; other combinations of experience/training will be considered. A Massachusetts Board of Certification of Operator's of Drinking Water Facilities Grade 4-Distribution license is highly desired.

A Massachusetts Department of Safety Hoisting Engineer's license 2B or higher is required. Advanced experience in the operation of a backhoe is required. The experience and ability to excavate in the street in difficult situations where multiple utilities and difficult soil conditions are encountered is required.

Physical Environment:

Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; operation of equipment which causes loud noise levels and high vibrations; may require the exercise of caution when operating heavy equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling potential hazardous materials.

Pay Scale:

Per the AFSCME Collective Bargaining Agreement

4/5/16

Updated: 6/30/17

SUPERVISOR OF WATER DISTRIBUTION & MAINTENANCE

JOB DESCRIPTION:

Under the general supervision of the Director of Water Distribution & Maintenance, this is a supervisory position involving work in the construction, maintenance and operation of water systems, including related work as required.

ESSENTIAL FUNCTIONS:

Work includes planning, laying out, and assigning work to various crews and workers engaged in construction, maintenance, repair and operations tasks pertaining to the City's water distribution system in a timely and efficient manner. Work is received in the form of assignments from the Director of Water Distribution & Maintenance. Duties also include answering complaints; carrying out work orders or inspections, providing instruction and training to workers and other employees in work methods and procedures, and inspection of work in progress and upon completion.; The Supervisor's work is subject to periodic review by the Director of Water Distribution & Maintenance.; The Supervisor is responsible for conformance to city, state and federal standards, when applicable, regarding work performed and for which s/he is responsible, as well as conformance to policies and directives as promulgated by the Administrator of Community Utilities. The Supervisor also does related work as required.

The supervisor also:

1. Consults the Director of Water Distribution & Maintenance regarding subordinate performance evaluations,
2. Computes labor and material costs for billing and accounting purposes and for internal budget control and analysis purposes,
3. Determines assignments of personnel under his authority,
4. Supervises training and instructing of workers, especially for specialized tasks,
5. Keeps and reviews time records on subordinate employees,
6. Inspects subordinates' work for productivity and completeness;
7. Prepares periodic reports covering operations;

MINIMUM QUALIFICATIONS:

Thorough knowledge of practices, methods, materials and equipment used in water distribution and maintenance operations; thorough knowledge of the uses and operating characteristics of a variety of heavy and light equipment used in public water works distribution maintenance, repair and construction; comprehensive knowledge of the hazards incident to such work and of safety measures to be observed; ability to plan, lay out and supervise the work of a moderately large crew; ability to read, interpret and comply with plans and specifications for such activities; ability to maintain time, cost and material records and to prepare reports; ability to perform basic mathematical calculations as required by duties; ability to express self clearly orally; ability to coordinate reporting activities into a computer input format; ability to establish and maintain effective working relationships with employees and the general public; ability to work cooperatively and harmoniously with other city employees; willingness to work overtime hours as required; ability to perform duties with considerable latitude for independent judgment and under indirect supervision.

Thorough experience in construction work (at least four years), including one years' experience in a supervisory role. Graduation from a standard high school or GED equivalency required, Graduation from a vocational high school desirable. A valid motor vehicle license is required.

Additional desirable competencies: Massachusetts Department of Safety Hoisting Engineer's license 2B or higher; Massachusetts Board of Certification of Operator's - Drinking Water Facilities Grade 4-D license; management or supervisory training certificates.

Other combinations of experience and training that provide the required knowledge and skills for the competent performance of the job.

Physical Environment:

Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; operation of equipment which causes loud noise levels and high vibrations; may require operating heavy equipment, or handling dangerous or toxic materials

PAY SCALE:

Per the AFSCME Collective Bargaining Agreement

4/25/85

12/17/85

Updated: 10/9/08

Updated: 2/18/14

Updated: 6/30/17

SENIOR ENGINEERING AIDE

Job Description:

Under the direction of the Director of Water Distribution and Maintenance as delegated by the Watuppa Water Board to the Administrator of Community Utilities, to perform technical work of some complexity and difficulty in the application of engineering techniques and methods in support of municipal operations, construction, and/or maintenance of water utility systems; and to perform related tasks as required.

Essential Functions:

Work involves providing efficient service to the people of the City for responsibility of performing technical work of some complexity and difficulty in the application of engineering techniques and methods in support of municipal operations and to perform other related tasks as assigned by the Director of Water Distribution and Maintenance; to be responsible for conformance to federal, state and city codes and standards of all work performed; this work is performed with some latitude of action and is performed in conformance with policies and directives of the department head as delegated to the Director of Water Distribution and Maintenance and is subject to periodic review by the immediate supervisor; to coordinate the work for which s/he is responsible with the work of coworkers; and to perform miscellaneous engineering technical/support functions pertaining to the City's water utility systems.

Performs a variety of sub-professional tasks requiring some knowledge of and training in engineering principals and practices which may include running a transit giving line and grade on preliminary and final surveys, drafting plans and sketches, making preliminary cost estimates, calculating and recording data on projects and surveys, inspecting construction projects and assisting the chief of the survey party or resident engineer. May also act as chief of the survey party in small projects, assist in testing construction materials, or supervise maintenance of equipment. With reference to problems of unusual occurrence, extracts data from various sources, e.g. manuals, standard reference guides, field notes, reports. Is generally responsible for all necessary calculations short of calculus. Is available to assist engineer in the gathering and selection of data and in the treatment of data; performs other related duties as assigned.

Minimum Qualifications:

Ability to establish and maintain effective working relationships with peers and supervisors; ability to work cooperatively and harmoniously with other city employees; a positive "can-do" attitude; ability to observe necessary safety precautions; willingness to work overtime hours as required; a motor vehicle license; ability to perform mathematical calculations up to the level of calculus; ability to communicate with peers and supervisors; ability to perform described duties with some latitude for independent judgment and under direct supervision.

Graduation from a community college or accredited technical institution with specialization in engineering technology and two (2) years of engineering technician/aide experience; or graduation from a senior high school or a satisfactory educational equivalent, and four years of engineering technician/side experience. Experience with GIS, computer data management, report writing and knowledge of engineering plans is highly desirable. A Massachusetts Board of Certification of Operator's of Drinking Water Facilities Grade 4-Distribution license is highly desired. Other combinations of experience and training will be considered.

Physical Environment:

Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; may require the exercise of caution when working near heavy equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling potential hazardous materials.

Payscale:

Per the AFSCME Collective Bargaining Agreement

Updated: 7/30/08

Updated: 2/18/14

Updated: 6/30/17

CHIEF WATER SERVICE INSPECTOR
Backflow Prevention/Cross Connection

Job Description:

Under the general supervision of the Director of the Water Division as delegated by the Watuppa Water Board to the Administrator of Community Utilities, to perform work, including supervisory work, involved in inspecting meters, backflow prevention devices, cross-connections, water service piping, and related systems in water service operations. To perform related duties as directed.

Essential Functions:

Work involves providing efficient service to the people of the City for responsibility of performing a variety of inspection duties, including oversight functions, pertaining to meters, backflow prevention devices, cross-connection, water system piping, and related systems in water service operations; and to perform other related tasks as assigned by the Director of the Water Division; to be responsible for conformance to federal, state and city codes and City standards of all work performed. This work is performed with some latitude of action and in conformance with policies and directives of the Director of the Water Division and is subject to periodic review by the Administrator of Community Utilities: to coordinate the work for which s/he is responsible with the work of coworkers: and to perform other related tasks as assigned.

Performs inspections of meters, backflow prevention devices, cross connections and adjacent water systems including pipes and other plumbing fixtures.

Tests on a periodic basis backflow prevention devices and certifies/documents results.

Surveys piping systems for cross connections.

Is responsible for coordination of the activities of others in the event of need; and supervision of record keeping with respect to these tasks;

Makes inspections for irregularities relating to the water service installation.

Prepares reports of findings, performs incidental related work when necessary, and delivers information in written or electronic format to the business office for billing, state compliance reports, or other purposes;

May be required to perform manual work on water meter related to repair/maintenance, operate testing equipment, shut off/turn on water services, assist in leak detection or excessive consumption inspections.

May be required to read water meters.

In conjunction with the Director of the Water Department, is responsible for increasing productivity and efficiency regarding water meter service inspections.

Trains other employees as to City procedures.

Performs related work as assigned.

Minimum Qualifications:

1. Possess, or obtain within 3 months of appointment, all training and certification required by the Commonwealth of Massachusetts and the Fall River Water Division for the title of a.) Backflow Prevention Device Inspector/Tester, and b.) Cross-Connection Control Surveyor (two certificates).

2. Ability to establish and maintain effective working relationships with peers, subordinates and supervisors; ability to work cooperatively and harmoniously with other city employees; represent to the general public a positive image in a courteous and professional way at all times; observe necessary safety precautions; work overtime hours as required; maintain a motor vehicle license; perform basic mathematical calculations as required; ability to express self clearly orally; ability to coordinate reporting activities into a computer input format; developed interpersonal skills; ability to perform duties with latitude for independent judgment under indirect supervision.

3. Graduation from an accredited high school or vocational high school. Some experience in water or public works arena or with a private utility preferred. Other combinations of experience and education/training will be considered.

Physical Environment:

Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; may require the exercise of caution when working near heavy equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling potential hazardous materials.

Payscale:

Per the AFSCME Collective Bargaining Agreement

Updated: 7/30/08

Updated: 2/18/14

Updated: 6/30/17

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ASSET MANAGER/GIS SPECIALIST
DEPARTMENT OF COMMUNITY UTILITIES

Summary of Duties:

In the Department of Community Utilities and under the direction of the Administrator of Community Utilities, coordinate, plan and direct activities of designated City and Department of Community Utilities projects, including management of water, sewer and stormwater infrastructure asset management and GIS programs. Ensure that goals and objectives of the asset management and GIS programs are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through the supervision of subordinates.

Essential Duties and Responsibilities:

Duties include collection of assets and features using GPS survey equipment and software to collect and download digital data and supporting end-users of geospatial data. Use of GIS to make connections between related information sources and enable end-users to visualize and analyze this information using a spatial interface (i.e. a map). Implementation and management of an integrated Asset Management and Work Order Management systems. This will include the training of new staff in the systems use and troubleshooting system issues. This will include but not be limited to the Water, Sewer and Stormwater infrastructure as needed. Proficient on the use of AutoCAD 3D.

Other duties/requirements include:

- Create maps and graphs, using GIS software and related equipment.
- Meet with users to define data needs, project requirements, required outputs, or to develop applications.
- Conduct Research to locate and obtain existing databases.
- Gather, analyze, and integrate spatial data from staff and determine how best the information can be displayed using GIS.
- Compile geographic data from a variety of sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps.
- Analyze spatial data for geographic statistics to incorporate into documents and reports.
- Design and update databases, applying additional knowledge of spatial feature representations.
- Enter new map data through use of a digitizer or by direct input of coordinate information using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography, and map scales.
- Analyze geographic relationships among varying types of data.
- Prepare metadata and other documentation.

- Operate and maintain GIS system hardware, software, plotter, digitizer, color printer, and video camera.
- Move, copy, delete, and add files, drawings, and maps to output reports in hard copy or electronic transfer.
- Present information to users and answer questions.
- Retrieve stored maps.
- Manage databases
- Training staff in the use of the different systems under their control.
- Dealing with day to day maintenance of the integrated Asset Management and Work order Management systems

Education and Experience

Bachelor's degree (B.A. or B.S.) or equivalent in Civil or Environmental Engineering, Business Administration, Computer Science or related field and minimum of ten years practical experience in the fields of GIS and/or asset management is preferred.

Excellent written and verbal communication skills are required.

The ability to coordinate multiple projects and agencies.

Knowledge of EPA and MA DEP regulations.

Experience in appropriate software programs in construction, asset and/or project management.

Proficient in Microsoft Word, Excel and PowerPoint.

Valid Motor vehicle license required.

Physical and Environmental Standards:

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel, reach with and arms, and talk or hear. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. This job requires the employee to spend a significant portion of their day operating a desktop computer or laptop.

Salary: Per Ordinance

Updated: July 5, 2017

Deputy Administrator of Community Utilities
Department of Community Utilities

Summary of Duties:

In the Department of Community Utilities and under the direction of the Administrator of Community Utilities, coordinate, plan and direct activities of designated City and Department of Community Utilities projects, including management/construction of water, sewer and stormwater infrastructure, to ensure that goals and objectives of projects are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through subordinate supervisors.

Oversee Division heads and Division support staff of the Water Department and Sewer Commission. Oversee activities of the Divisions of Sewer and Water, subject to the direction of the Administrator of Community Utilities.

Carry out and coordinate the maintenance and repair of water and sewer systems as directed by the Administrator of Community Utilities. Appointed by the Mayor; works under the general direction of the Administrator of Community Utilities.

Essential Duties and Responsibilities:

Overall coordination and supervision of employees of numerous construction projects including design development, bidding, construction, bonding and audit management. Act as liaison between City staff, advisory committees, public agencies, funding agencies, community groups, media and the public. Establishes and arranges work plan and staffing for each phase of project. Ensure that all necessary permits and compliance of any and all regulations.

Keep the Administrator of Community Utilities aware of water and sewer system issues when reported by subordinates. This will include but not limited to repairs, ongoing projects, or budgetary issues.

Participate in long-term capital planning of water and sewer department. Works with other city departments and utilities to coordinate construction activities of the water and sewer department for minimal impact to the community.

Participates in departmental staff hiring. Provides input as needed to the Administrator of Community Utilities as to individual's performance in the water and sewer departments. Provides training to subordinates as requested.

Attend and participate in staff, department, or other meetings as designated by the Administrator of Community Utilities.

Maintain professional contacts and professional development to remain abreast of developments in areas relevant to water and sewer operations.

Accounting and audit management of all phases of projects including bonding recommendations and account control.

Oversight of all contract and grant administration. This includes Construction projects including design development, bidding and construction supervision. Prepare RFP's, contracts, bid documents and certify all invoices and payments.

Oversee completion of all environmental studies and reports.

Regular construction site supervision.

Prepare regular progress and budget reports.

Works with Law Department in preparing documentation on all contract protests and claims. Provides recommendations of legal action to City.

Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.

Reviews status reports prepared by project personnel and modifies schedules or plans as required.

Confers with project personnel to provide technical advice and to resolve problems.

Coordinates projects activities with activities of government regulators or other governmental agencies.

Oversees the GIS/Assets Management for water, sewer and storm water.

Required to carry cell phone. Be on call as needed. Compensating time shall be provided at the discretion of the Administrator of Community Utilities.

Performs duties of the Administrator of Community Utilities in his extended absence. Service out of rank pay can be provided as approved by the City.

Education and Experience

Four years progressively responsibly management experience in state or local government with at least (3) three years' experience in a supervisory or management capacity and at least 2 year experience in municipal water and sewer operations; and either:

1. Massachusetts Certification for Drinking Water Facilities, Grade T4/D4 and Wastewater Facilities, Grade 7 License, or,
2. Bachelor's degree in civil engineering, business/public administration, or related field from a accredited institution of higher education, or,

3. Equivalent qualifications.

Valid Motor vehicle license required. Construction supervisor's license desired
Demonstrated successful experience in public construction processes, accounting and auditing thereof. Ability to coordinate multiple projects and agencies. Knowledge of basic accounting principles and budget management. Experience with EPA, MA DEP, MA DOR and audit regulations preferred.

Necessary Knowledge, Skills, and Abilities:

Ability to communicate effectively, orally and in writing, with employees, consultants, representatives of other governments agencies, City officials, and the general public.

Excellent organizations skills and ability to supervise a workforce with diverse responsibilities and technical skills, while complying with multiple bargaining agreements.

Working knowledge of wastewater treatment and collection system operations.

Working knowledge of water treatment and distribution operations.

Skills in budget management and capital planning.

Knowledge of Massachusetts General Laws governing public works and public procurement, as well as state and federal regulations pertaining to wastewater treatment and water treatment.

Physical and Environmental Standards:

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with and arms; and talk or hear. The employee occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Classification: Non-Unit

Salary: Per Ordinance

Updated: July 5, 2017

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**PROJECT MANAGER
BIORESERVE/DAMS/LAND MANAGEMENT
DEPARTMENT OF COMMUNITY UTILITIES
WATER DIVISION**

Job Description:

Under the direction of the Director of the Water Division as delegated by the Watuppa Water Board to the Administrator of Community Utilities, the Project Manager performs managerial and technical work of some complexity and difficulty in the application of forestry and land management techniques and methods in support of municipal operations, watershed/forest management, land management, land conservation and ecological restoration, dam impoundment and inspection; and performs related tasks as required.

Essential Functions:

Work involves providing efficient service to the people of the City of Fall River in performing technical tasks of some complexity and difficulty in the application of forestry and land management techniques and methods in support of municipal operations and performing other related tasks as assigned by the Director of the Water Division; responsible for conformance to federal, state and city codes and standards for all work performed; performing work with some latitude of action and in conformance with policies and directives of the department head as delegated to the Director of the Water Division and is subject to periodic review; coordinating and supervising work of subordinates and coworkers on tasks for which s/he is responsible including disciplinary action if needed; and performing miscellaneous technical/support functions pertaining to the City's Water Division's watershed forests and associated land and water resources.

Performs a variety of professional tasks requiring knowledge of and training in professional forestry and land management principals and practices which may include developing and implementing watershed management plans, forest management plans, capital improvement plans, critical watershed land protection assessment and acquisition plans, preliminary cost estimates, calculating and recording data on projects and surveys, initiating, coordinating and supervising forest cutting, maintenance and other related construction projects. Works with city grant writer to identify, apply and carry out grant funded projects to advance Water Division goals. With reference to problems of unusual occurrence, gathers data from various sources, e.g. manuals, standard reference guides, field notes and reports and, through critical analysis, develops effective and comprehensive solutions and implementation plans. Is generally responsible for all property issues related to the Water Division's land assets and conducts monthly dam impoundment inspections at properties in Fall River and four nearby towns. Is available to assist in the gathering and treatment of data; and performs other related duties as assigned.

Coordinates management, oversight and security of the watershed areas with the Municipal and State Environmental Police Officers to facilitate implementation and enforcement of all laws and regulations pertaining to the protection, cleanliness and maintenance of the Water Division's land and water resources. Manages subordinate employees including issuance of disciplinary action if needed. Coordinates volunteer groups, seasonal labor, and contractors in any operation and maintenance issues within the watershed land areas. Manages the Watuppa Reservation Headquarters, the watershed operations center at 2929 Blossom Road including maintenance, repair and preservation of historic buildings and grounds. Manages any and all license or lease agreements with third party entities, utility easements, prescriptive access easements, and issuance of cutting permits on watershed lands.

Conducts periodic public outreach programs to promote proper use and stewardship of watershed land and water resources. Manages city's Bioreserve lands in accordance with the terms and conditions of 2002 Bioreserve MOU and assumes lead role in representing the City at Quarterly Bioreserve Managers' meetings as required.

Minimum Qualifications:

Ability to establish and maintain effective working relationships with peers, subordinates and supervisors; ability to work cooperatively and harmoniously with other city employees; ability to observe necessary safety precautions; willingness to work overtime hours as required; has valid motor vehicle license; ability to perform mathematical calculations; ability to communicate with peers, subordinates and supervisors; ability to perform described duties with some latitude for independent judgment and without direct supervision; ability to manage and discipline subordinate employees.

Bachelor's Degree from a college or accredited technical institution with a specialization in Environmental Management, Forestry Science or similar field and five years of experience in land management, forestry or similar field. Experience with GIS, computer data management, report writing and knowledge of engineering plans is highly desirable. Must be a Massachusetts Certified Professional Forester. Other combinations of experience and training will be considered.

Physical Environment:

Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes; continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions; regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques; may require the exercise of caution when working near heavy equipment or handling chemicals or other toxic materials; utilization of proper sanitary precautions when handling potential hazardous materials.

Payscale:

As per ordinance.

Prepared: 6/30/17

Project Manager
Utility Management/Pretreatment Program Coordinator
Department of Community Utilities

Summary of Duties:

In the Department of Community Utilities and under the direction of the Administrator of Community Utilities, coordinate, plan and direct activities of designated City and Department of Community Utilities projects, including construction of water, sewer and stormwater infrastructure, to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through the supervision of subordinates.

The person in this position is also responsible for managing the City's Industrial Pretreatment Program.

Essential Duties and Responsibilities:

This position has supervision of employees in both the water and sewer divisions and coordinates numerous construction projects including design development, bidding, construction, bonding and audit management. The project manager is a liaison between City staff, advisory committees, public agencies, funding agencies, community groups, and the public, establishes and arranges work plans and staffing for each phase of a variety of projects, confers with project personnel to provide technical advice and to resolve problems.

This position ensures compliance with any and all regulations and that all necessary permits for construction projects are secured, insures that adequate construction site supervision is performed on all construction projects, prepares or oversees the preparation of all RFP's, contracts and bid documents and provides oversight of all contract and grant administration, reviews status reports prepared by project personnel and modifies schedules or plans as required. Prepares project reports for management or others.

The position is responsible for insuring that accounting and audit management of all phases of projects including bonding recommendations and account control are maintained to accounting and audit standards. Prepares regular progress and budget reports and certifies all invoices and payments. Supervises completion of all environmental studies and reports.

The Project Manager works with Law Department in preparing documentation on all contract protests and claims and provides technical recommendations for legal matters for or against the City. Coordinates project activities with activities of government, regulatory or other governmental agencies.

This position processes approvals/denials of Site Plan Applications, 314 CMR 7.00 permits, building permit applications for sewer and sewer connection permits.

Work also involves the day to day management of the City's Industrial Pretreatment Program including but not limited to: Assuring that all Federal, State and Municipal program requirements are met, evaluating all significant industrial users to assure their compliance with all Federal, State, and local laws and requirements and working closely

with industrial representatives to assure their proper understanding of all requirements. Additionally, the position acts as liaison between the industry and Federal and State Regulatory Agencies, as well as work with industries to solve problems which have caused or may cause noncompliance. Evaluates the effects of industrial discharges on the Treatment Facility including identifying industries responsible for plant upsets. Takes those actions necessary on industries that are not meeting compliance standards to bring them into compliance at the earliest possible time. Works with the Wastewater Treatment Plant staff in developing a strategy to correct any upsets that may occur. Reports to the Administrator of Community Utilities/Sewer Commission on the status of the program as well as prepare all required reports and responses to all Federal and State Regulatory Agencies. Prepares the Annual Pretreatment Progress Report to the EPA on the status of the program as well as other required submissions.

Additionally, the position provides support and technical assistance on all computers, computer software and hardware within the department.

Education and Experience

Bachelors degree (B.A. or B.S.) or equivalent in Civil or Environmental Engineering, Business Administration, or related field and minimum of ten years practical experience in the fields of engineering, or facility or construction management is preferred.

Knowledge of accounting practices and principals is highly desirable.

A Grade 5 Certification from the Massachusetts Board of Certification of Wastewater Treatment Plant Operators or the ability to gain such certification within one year.

A Grade 3 certification for Collections Systems Operation from the New England Water Environment Federation, or the ability to gain such certification within one year.

Excellent written and verbal communication skills are required.

Minimum of five years in contract administration, and grant administration.

Demonstrated successful experience in public construction project accounting and auditing.

A minimum of five years in general construction management.

The ability to coordinate multiple projects and agencies.

Experience with EPA, MA DEP, MA DOR and audit regulations.

Must have a thorough knowledge of industrial and municipal wastewater treatment, understanding of current Federal and State regulations related to municipal wastewater treatment, collection systems, combined sewer overflows, industrial pretreatment.

This position must remain informed of EPA and MA DEP regulations, continue to evaluate the Pretreatment Program, update it as necessary and apply these changes to industries affected by the changes.

Experience in appropriate software programs in construction, asset and/or project management.

Proficient in Microsoft Word, Excel and PowerPoint.

Valid Motor vehicle license required.

Required to carry cell phone.

Dependable motor vehicle required.

Physical and Environmental Standards:

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel, reach with and arms, and talk or hear. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. This job requires the employee to spend a significant portion of their day operating a desktop computer or laptop.

Classification: Non-Unit

Salary: Per Ordinance

Updated: July 2017

Project Specialist
Department of Community Utilities

Essential Functions:

Under general supervision of the Administrator of Community Utilities, performs a variety of highly responsible operational and supervisory functions, relating to administrative services, complex financial and administrative projects.

DISTINGUISHING FEATURES OF THIS CLASSIFICATION:

Work involves providing timely and efficient service to the people of the City for a variety of highly responsible operational and supervisory functions relating to administrative services; to be responsible for conformance to City and State codes and standards of all work performed under his/her direction, and to conform to policies and directives promulgated by the Department, to coordinate the work for which she/he is responsible with the work of other co-workers which work is subject to periodic review by the Administrator of Community Utilities; and to exercise wide independent judgment in decision making under executive direction; performs related work as assigned by the Administrator of Community Utilities.

EXAMPLES OF WORK (Illustrative only – the omittance of any example of work does not necessarily exclude that work or duty from being performed by any employee in this classification).

Performs highly responsible clerical accounting work in the preparation and maintenance of payroll records, and calculations to include appropriate sick leave, overtime, personal leave, vacations, and other miscellaneous wage and compensation actions as they pertain to the preparation and maintenance of payrolls.

May also be responsible for the actual distribution of payroll checks in payment for salaries or wages;

Assists the Administrator of Community Utilities in directing and supervising the operation of the office as related to work assignments;

Records allotments and expenditures, maintains records of purchases;

Is responsible for billing and commitment of septage fees and for maintaining accurate records of same;

Records other departmental receipts and performs appropriate deposits;

Is responsible for all aspects of accounts payable, including purchase orders, requisitions, contract maintenance, processing of invoices, and preparation of bills payable schedules;

Maintains budgetary control ledgers;
Perform technical, analytical and administrative work in assisting the Administrator of Community Utilities in the management of cash, debt and audits, including reconciling, reporting and maintaining all accounts.

Assist in the coordination, organization, monitoring and preparation of annual budget.

Develops recommendations for change in office procedure.

Perform varied duties that require judgment and discretion while dealing with the public, other city departments.

Provide high-level administrative support by preparing financial spreadsheets, reports and presentations.

Under executive direction, is responsible for the ongoing clerical support for the department;

Performs related highly responsible and complex clerical and fiscal work as assigned;

Payroll, prepare, process invoices and payment warrants using the City's Munis System
Maintain payment ledgers (i.e. annual department budget, State and Federal Grants).

Prepare letters, reports, spreadsheets, purchase requisitions, contracts, and financial reports. Review written documents for format consistency, grammar, spelling, punctuation, and proper use of terminology for completeness and accuracy.

Issue notice of Meetings;

Oversee and maintain contract expenditures, as well as expenditures applied against Grant(s) and SRF funding;

Revise accordingly and submit Request(s) for Reimbursement(s) pertaining to State and Federal Grants. Allocate and deposit receipt(s) of reimbursement(s) to proper accounts and maintain ledgers;

Assist in departmental budget preparation and fiscal operations. Maintain and verify monthly financial reports of revenue and expenditures;

Process miscellaneous cash receipts, prepare/forward schedule(s) of receivables;

Receive/review incoming correspondence. Screen correspondence & incoming calls prior to referring elsewhere for action. Handle routine/recurring inquiries and directing others to appropriate personnel. Perform necessary follow-up on all tasks to insure that action has been taken.

Responsible for proper distribution of documents to the Department Boards and employees.

Maintain and update the office filing system, Indexing/cross-referencing material by subject matter;

Document data received by local industries pertaining to the Industrial Pretreatment Program; Document, process, and mail Notices of Non-Compliance to local industries.

Plan and coordinate the administrative activities of an office using well-defined guidelines. Prioritize multiple tasks/projects to insure executing in a timely manner in order to meet established deadlines.

Maintain department documentation; log books, and other forms of documentation, ensuring they are current and complete. Type specialized material memoranda, reports, forms, and gather, compile, sort, and calculate data/information. Identify, locate and assemble a variety of materials for reports.

Produce a wide range of computer-generated documents requiring formats. Perform various complex, detailed, and general office duties.

Experience with MUNIS, Microsoft Word/Excel, and the Internet.

Oversee annual Department inventories.

Assist the Water Division as needed and when directed by the Administrator of Community Utilities.

Oversee, manage and train other clerical personnel in both the Water and Sewer Divisions as needed.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

Considerable knowledge of modern methods and practices of fiscal and general clerical administration practice; working knowledge of data processing methods and equipment pertaining to such activities; ability to establish and maintain effective and harmonious working relationships with other city employees; attitude; ability to observe safety precautions; willingness to assume responsibility; ability to make independent judgments under executive direction; willingness to work extra hours when required; and high developed interpersonal skills.

ACCEPTABLE TRAINING AND EXPERIENCE:

Applicants must have at least three years of full-time experience in performing high level accounting and clerical functions; a high school diploma from an accredited high school or vocational high school with concentration in an appropriate field, or GED equivalent; an Associate or Bachelor's Degree in accounting or specialized work in accounting beyond high school preferred; computer operation skills, and a broad understanding of

computer literacy required. Other combinations of experience and training that provide the required knowledge, abilities and skills, will be considered.

Minimum Qualifications: The candidate for this position should have considerable knowledge of local, state and federal laws as they apply to the department and operations. A strong working knowledge of financial systems, accounting and budget processes is required. The ability to communicate effectively with others orally and in writing is necessary. Establish and maintain harmonious relationships, pay attention to detail, process workload efficiently and accurately. Maintain confidential information and work independently.

Physical requirements:

Normal office environment, not subject to extremes in temperature, noise, odors, etc. Frequent interruptions to assist the public, other department etc. May spend extended periods of time on computer terminal, telephone or other office equipment requiring eye-hand coordination and finger dexterity.

Classification: Management non-contract, salary per ordinance

6/30/17

City of Fall River, In City Council

2

(Councilor Raymond A. Mitchell)

WHEREAS, the City Council established "Citizen Input Time" in 1983 to allow any resident of the City of Fall River to address the City Council sitting as the Committee on Finance, and

WHEREAS, from time to time, residents with disabilities are unable to attend meetings in Government Center due to their disability, and

WHEREAS, all residents should be offered the same opportunities to voice their opinions, now therefore

BE IT RESOLVED, that a resident who is unable to attend a meeting be allowed to forward their comments via email or regular mail and that their communication be read during citizen input time, as if the person was present at the meeting, and

BE IT FURTHER RESOLVED, that all rules governing citizen input will apply including the three minute time limit, and that said rules be established by ordinance.

CITY OF FALL RIVER
IN CITY COUNCIL

JUN 27 2017

Ref. to Com on Ords
* Legis.

City of Fall River, *In City Council*

2

BE IT RESOLVED, that the City Council does hereby establish a "Citizens Input Time" whereby any resident of the City of Fall River may address the Council sitting as the Committee on Finance at each meeting of the Committee, prior to the beginning of the meeting* or after all other items have been disposed of, prior to each regular Council meeting, subject to the following rules:

3 minute time limit for each resident.

Subjects to be addressed must be matters concerning the City Government.

Address shall be limited to that particular matter.

Address must always remain within the bounds of decorum.

Person will be allowed to deliver his address without interruption.

After the address, the members of the Council may ask pertinent questions of the person, who may respond if he so desires.

President shall determine whether the subject proposed to be discussed is a legitimate issue, subject to appeal and decision of the Council, or the President may request the Council to make such a determination.

Citizen input time shall not exceed 30 minutes at each Finance Committee meeting.

Presenter must sign in with the City Clerk at any given time until the Committee on Finance adjourns*.

In City Council, August 16, 1983
Adopted, as amended.

*In City Council, May 8, 2012
Adopted, as amended.

A true copy. Attest:

Joseph F. Donovan
City Clerk

A true copy. Attest:

Alison M. Bouchard
City Clerk