



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by Wmm Date 3.8.07  
General Manager

DATE: March 9, 2007  
 TO: Board of Directors  
 FROM: Administrative Services Manager  
 SUBJECT: Reclassify Power Systems Technician as Assistant Power Systems Supervisor with an Increased Salary Range of \$4,652/month to \$5,937/month.

**RECOMMENDATION:** That the Board of Directors authorize replacement of the Power Systems Technician classification with a new classification of Assistant Power Systems Supervisor with a 10% increase to the salary range.

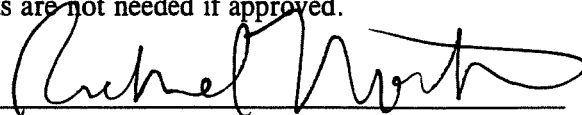
### DISCUSSION

In October 2005, the Board approved the reclassification of one Heavy Equipment Mechanic Position to the newly created position of Power Systems Technician and in January 2006, the position was filled. During the past 14 months, the technician has performed well and confirmed the importance of adding staffing to the LFG operation. With tighter engine emission parameters and the increasing difficulty of compliance with four "temperamental" engines, it has also become clear that this operation, with contractual delivery commitments and around-the-clock, 365 days/year requirements, needs at least two highly skilled employees to keep the power flowing. Power Sales are expected to exceed \$2,000,000 this fiscal year which is 12% of total operating revenues.

Several months ago, the Power Systems Technician expressed dissatisfaction with his wages citing the skill levels required to successfully complete his duties as well as the pressure of responding to a "24-7" operation. Given the knowledge/skills required, the complexity of the work, the consequences of decisions and actions, and the demands of being on-call, staff concluded that a reclassification would be appropriate. We communicated the intent to bring the matter forward in the 07-08 budget process as one of several classification/personnel recommendations and he expressed satisfaction with this plan; however, last week, he gave notice that he would be leaving. With this decision, we believe now is the time to make such a change so we can hire a candidate whose skills and desires match the new job description at the enhanced salary range.

A job description has been developed (see attached) as well as an amendment to the OE3 contract implementing the proposed changes (see attached). The new title as well as the changes to the description reflects the requirement that the individual assume the responsibilities of the supervisor when that person is not present. We have contacted David Cariaga, OE3 Business Representative, as well as Clyde Walkup and Steve Montgomery, Union Stewards, and they support the reclassification.

The proposed range is 10% more than the current Power System Technician salary range and 10% below the Power Systems Supervisor range. With an estimated eight week vacancy before the position is filled, the reclassification will not increase the personnel budget and adjustments are not needed if approved.

  
 Richard Norton

## **ASSISTANT POWER SYSTEMS SUPERVISOR**

### **DEFINITION**

Under supervision of the Power Systems Supervisor, plan, organize, operate, and maintain the District's Electric Power Generation Facility; to perform skilled mechanical work in the maintenance and repair of LFG/methane/natural gas fueled power generation systems; supervises operations when Power Systems Supervisor is absent, and to perform other job related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is an experienced, journey level, lead specialist class for the operation, maintenance, and repair of District LFG/methane/natural gas fueled power and generation systems. Duties include on-going operations, including supervision, as well as performing specialized, skilled mechanical and electrical maintenance and repair work as directed. Incumbent is expected to work unusual shifts, weekends, evenings, holidays, and 24-hour on call status when required. Incumbent must have own hand tools.

### **REPORTS TO**

Power Systems Supervisor

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Industrial Electrician & Power Systems Maintenance Technician

### **EXAMPLES OF DUTIES**

Assists the Power Systems Supervisor with planning, organizing, and performing tasks at the Electric Power Generation Facility of the District; helps evaluate the overall daily operating efficiency of the Facility. Supervises LFG Staff in absence of Power Systems Supervisor. As directed, researches, and insures the proper compliance of electrical systems and the landfill gas building; prepares and maintains reports about Facility operations; monitors compliance with air pollution regulations and standards; assists with inventory of parts and supplies; prepares materials estimates for maintenance and repair projects; regularly inspects power generation and distribution systems for safe operations and required maintenance and repairs; locates problems, assist in diagnosing mechanical and/or electrical defects on equipment, and carries out necessary repairs under supervision; trouble shoots electrical control and switchgear problems under supervision; may overhaul large bore internal combustion engines; inspects and maintains auxiliary equipment; performs required maintenance and operation functions on LFG field wells and associated equipment; performs housekeeping duties and general plant maintenance; works with established preventive maintenance programs; may respond to citizen complaints and inquiries; makes field and emergency repairs as necessary; shares 24-hour "on-call" duties with other staff.

### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk; sit for extended periods; some walking on uneven and slippery surfaces; frequent climbing and some kneeling, stooping, and crouching; corrected hearing and vision to normal range; verbal communication; use of mechanical and electrical maintenance and repair equipment.

### **TYPICAL WORKING CONDITIONS**

Normally work is performed in both indoor and outdoor environments; regular exposure to dust; some exposure to fumes, grease, and oil; often works around moving vehicles and equipment; exposure to electrical current and energy; exposure to landfill gasses; exposure to the landfill surface and well systems; regular contact with other staff and occasional contact with the public.

## ASSISTANT POWER SYSTEMS SUPERVISOR - 2

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Principles, methods, materials, equipment, procedures, and practices used in operation, maintenance, and repair of a LFG/methane/natural gas fueled electrical generation facility.
- Fundamentals of electricity, both AC and DC and use of electrical and electronic testing equipment.
- Operation, care, and maintenance of gasoline and diesel engines and components.
- Environmental requirements for operation of power generation facilities on a landfill site.
- Principles and methods of preventive maintenance.
- Maintenance of wells, pumps, and collection systems.
- Principles of work supervision and training.
- Basic computer and programmable logic controllers
- Safe work practices and procedures.

#### Ability to:

- Maintain day-to-day responsibility for the operation, maintenance, and repair of LFG/methane/natural gas fueled electrical generation facility.
- Perform specialized, skilled work in the inspection, location, diagnosis, and correction of operating problems, mechanical problems, and electrical problems at an electrical generation plant and associated facilities.
- Ensure safe and optimum electrical generation facility operations.
- Analyze the layout, instrumentation requirements, and functions of an electrical generation/transmission facility.
- Carry out preventive maintenance programs.
- Prepare and maintain a variety of reports.
- Understand and follow oral/written instructions and accept constructive criticism.
- Work independently and apply sound judgment and critical thinking skills in a variety of circumstances to make effective decisions.
- Provide advice and consultation on electrical generation facility operations, maintenance, and repair.
- Effectively respond to citizen concerns and information requests.
- Establish and maintain cooperative working relationships including supervision of assigned personnel.
- Adhere to an assigned work schedule including the availability to be on-call 24 hours/7 days a week as assigned by supervisor.
- Pass District post-offer physical examination, which includes drug testing and assessment of safe work capacity in relation to the essential job functions of the position.

#### Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

College Technical Certificate or similar trade training.

Four (4) years of increasingly responsible journey level work experience in the operation, maintenance, and repair of Engine Systems, particularly a methane gas fueled facility. Basic engine/diesel fundamentals. Basic electrical fundamentals. Basic supervision skills.

Completion of advanced educational training in methane fueled generators and electrical power transmission systems is highly desirable.

#### Special Requirements:

Possession of a current California Driver's License issued by the State Department of Motor Vehicles.

Continued possession of a valid California Driver's license and compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment.

**AMENDMENT NO. 4  
TO  
OPERATING ENGINEERS, AFL-CIO  
OPERATIONS  
MEMORANDUM OF UNDERSTANDING  
EFFECTIVE APRIL 1, 2007**

Effective April 1, 2007, the following changes shall be implemented:

**VIII. WAGES**

The position of Power Systems Technician shall be deleted and the position of Assistant Power Systems Supervisor shall be added as follows:

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Power Systems Supervisor	5,129	5,385	5,655	5,937	6,234	6,546
<b>Assistant Power Systems Supervisor</b>	<b>4,652</b>	<b>4,884</b>	<b>5,129</b>	<b>5,385</b>	<b>5,655</b>	<b>5,937</b>
Industrial Electrician	4,220	4,430	4,652	4,884	5,129	5,385
<del>Power Systems Technician</del>	<del>4,220</del>	<del>4,430</del>	<del>4,652</del>	<del>4,884</del>	<del>5,129</del>	<del>5,385</del>
Heavy Equipment Supervisor	4,117	4,322	4,538	4,766	5,004	5,254
Heavy Equipment Mechanic	4,019	4,220	4,430	4,652	4,884	5,129
Heavy Equipment Operator	3,734	3,921	4,117	4,322	4,538	4,766
Maintenance Supervisor	3,734	3,921	4,117	4,322	4,538	4,766
MRF Supervisor	3,734	3,921	4,117	4,322	4,538	4,766
Scale Supervisor	3,645	3,827	4,019	4,220	4,430	4,652
Power Systems Maintenance Tech	3,471	3,645	3,827	4,019	4,220	4,430
Senior HHW Technician	3,386	3,556	3,734	3,921	4,117	4,322
Senior Maintenance Worker	3,386	3,556	3,734	3,921	4,117	4,322
Senior MRF Operator	3,386	3,556	3,734	3,921	4,117	4,322
Assistant Mechanic II	3,305	3,471	3,645	3,827	4,019	4,220
Last Chance Assistant Manager	3,305	3,471	3,645	3,827	4,019	4,220
Hazardous Material Technician	3,225	3,386	3,556	3,734	3,921	4,117
Assistant Mechanic I	3,149	3,305	3,471	3,645	3,827	4,019
Weighmaster	3,149	3,305	3,471	3,645	3,827	4,019
Last Chance Mercantile Supervisor	3,071	3,225	3,386	3,556	3,734	3,921
Maintenance Worker II	3,071	3,225	3,386	3,556	3,734	3,921
MRF Operator II	3,071	3,225	3,386	3,556	3,734	3,921
Maintenance Worker I	2,925	3,071	3,225	3,386	3,556	3,734
MRF Operator I	2,925	3,071	3,225	3,386	3,556	3,734

DATE: \_\_\_\_\_

**OPERATING ENGINEERS  
LOCAL UNION NO. 3**

**MONTEREY REGIONAL WASTE  
MANAGEMENT DISTRICT**

\_\_\_\_\_  
Business Representative

\_\_\_\_\_  
General Manager