

10.7.2014

Memo

To
Board of Commissioners

Comments:

From
William Neal,
General Manager

Please find attached the following supportive data for the Total Compensation Policy.

CC
Jack McCarty,
Office Manager

Memo dated 10/7/2014 - Five Main Reason Why Employees Leave

Charts showing pay scales for local water municipalities

Re
Total Compensation
Policy

Chart showing trend lines for advancement in pay for local water municipalities.

Spreadsheet showing NBWD Field Worker Current Pay Tiers and Proposed Pay Tiers.

Spreadsheet showing data from the Bureau of Labor wage/salary statistic for specific geographical areas for Water and Wastewater Treatment Plant and System Operators.

Chart comparing the unemployment rate in Pacific County with surrounding counties.

Two ordinances from the City of Ilwaco showing how they modified their tiered rates for employees in 2014 to add two more steps to attract and retain qualified employees by providing an attractive potential for advancement.

Job descriptions for Field Superintendent, Treatment Plant Operator, Field Service Worker I and Field Service Worker II. The Job descriptions in the resolution have been modified to increase the tiered rates and to make the job descriptions more pertinent to the positions duties and responsibilities.

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Memo

To
Board of Commissioners

Comments:

From
William Neal,
General Manager

Five main reasons why employees leave

CC
Jack McCarty,
Office Manager

1. **"It doesn't feel good around here"**. This can include any number of issues to do with the corporate culture and the physical working environment.
2. **"They wouldn't miss me if I were gone"**. Many people don't feel personally valued. When people don't feel engaged or appreciated, all the money in the world can't hold them.
3. **"I don't get the support I need to get my job done"**. People want to do a good job; they want to excel. At the same time, most feel as though their boss won't let them do a good job. When frustrations exceed the employee's threshold, they leave.
4. **Lack of opportunity for advancement**. Advancement doesn't necessarily mean promotion. More often, it means personal and professional growth. People want to be better tomorrow than they are today.

Personal growth constitutes a very strong driver in today's workforce, particularly with the younger generation. People starting their career often identify training as the primary criterion for choosing their first company. Organizations that ignore training do not attract good people.

5. **Inadequate employee compensation**. People want fair compensation, but - contrary to most managers' beliefs - money rarely comes first when deciding whether to stay or go. A certain percentage of people will always chase more income, but the majority of workers look at non-monetary reasons first.

Many executives still cling to the outdated notion that people "go for the gold", that salary dictates all their employment decisions. But for the most part, people want opportunities to grow and learn, to advance in their careers and to work on challenging and interesting projects. They want to be recognized and appreciated for their efforts. They want to feel a part of something that adds value to their community.

Five strategies for employee attraction and retention

1. Working environment

The primary employee retention strategies have to do with creating and maintaining a workplace that attracts, retains and nourishes good people. This covers a host of issues, ranging from developing a corporate mission, culture and value system to insisting on a safe

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working environment and creating clear, logical and consistent operating policies and procedures.

Environmental employee attraction and retention strategies address three fundamental aspects of the workplace:

1. The ethics and values foundation upon which the organization rests;
2. The policies that interpret those values and translate them into day-to-day actions; and
3. The physical environment in which people work. The overall goal is to make the District a place where our people *want* to come to work.

North Beach Water District:

Of all of the areas I will be reporting on this is the area that has most improved since January, 2011. When I started at the District the environment was toxic at best. The Board took appropriate actions to determine the cause of the environmental issues and have made many good decisions that will continue to improve the environmental atmosphere at the District.

Environmental employee attraction and retention strategies implemented by the Board includes the following:

- Insist on workplace safety.
- Promote integrity.
- Be fair and honest.
- Do not tolerate sub-par performance.
- Communicate positive feelings.
- Commit to the consolidation of operations to one location.

Environmental employee attraction and retention strategies the District should implement includes the following:

- Clarify our mission. (in Water System Plan and Rate Study)
- Create a values statement. (in Water System Plan and Rate Study)
- Increase ratepayer perspective awareness.
- Promote integrity. (recognition awards system)
- Regular productive staff meetings.

2. Employee relationship strategies

Employee relationship strategies have to do with how you treat your people and how they treat each other. Developing effective employee relationship strategies begins with knowledge:

- **Provide managers and supervisors relationship training.**

If the District's managers and supervisors have the knowledge, training and sensitivity to work effectively with people on an individual level, you'll probably get the bonding you need to retain employees and improved ratepayer satisfaction.

- Use [behavioral style assessment tools](#), such as Myers-Briggs or DiSC[®], to help people better understand themselves and each other and communicate more effectively.
- Help employees to set life goals and get focused on where they want to go. Then help them to see how their goals match up with company goals and that they can achieve their goals by staying with the company. If people believe they can achieve their goals and objectives by working in your organization, they will think twice before going somewhere else to work.
- Whenever possible, get the family involved:
 - Write a letter of commendation and send a copy to the family.
 - Write a letter to the family thanking them for supporting your employee.
 - Have an open house. Invite the families for a tour to see what the spouse/parent does.
 - Celebrate longevity.
 - Give recognition strategically and deliberately.

Ultimately, employee relationship strategies help to build a sense of family. In families, people have conflict and disagreements but they learn how to work them out. They stick together through good times and bad and support each other's growth. Families have an "all for one and one for all" mentality. It's a lot harder to leave a family than to leave somewhere where you just go to work.

North Beach Water District:

The District needs to plan and implement employee relationship strategies. The planned strategies must be implemented on a timed and

measured basis to avoid overwhelming staff. I recommend the following actions:

- Schedule DiSC® Assessment for the General Manager, Office Manager, Treatment Plant Operator, and Field Superintendent in 2015. The DiSC® assessments will cost the District about \$350.00.
- Schedule leadership team development training seminar for the General Manager in 2015. Example: Dale Carnegie Training provides online course. "Leadership Training for Managers".
- The Board should adopt policies in 2015 that:
 - Recognizes years of service
 - Recognizes achievements or milestones i.e. certifications, recognitions by organizations or agencies, etc.
- The General Manager and Commissioners should send letters of appreciation, condolences, and encouragement to employees and their families at appropriate events in the employees lives.

3. Employee support strategies

Employee support strategies involve giving people the tools and equipment to get the job done. When people feel they have what they need to perform, job satisfaction increases dramatically. All employee support strategies stem from three basic principles:

- People want to excel.
- People need adequate resources to get the job done.
- People need moral and mental support from you and your managers.

Employee support strategies start with you and your managers' attitudes. Do you see employees merely as cogs in a wheel, or as valuable resources that make the company go? Do you expect high performance or mediocrity from them? Believing that people want to excel (they do!) rather than perform at minimum levels will lead you to treat them in a much more positive manner.

Information is another key area in employee support strategies. The more information you give people about what they are doing, what the company is about and why you do things the way you do, the more valuable it becomes. Help people to understand all the nuances of their jobs. Why is what they do important to the company? What are the expectations of the customer?

Let people know what is going on. Give them production figures and appropriate financial reports. You don't have to disclose salaries and other sensitive information, but let them see performance measurements, particularly as they affect their jobs.

North Beach Water District can do a much better job at providing employee support.

District employee support strategies should include:



Service Truck

- Remove obstacles and barriers to getting the job done.

The field crews need to have adequate equipment and tools to effectively and efficiently perform their jobs.

The greatest barriers to getting the job done is having adequate equipment and tools.

The next largest barrier is lack of adequate training to properly perform the work.

The first thing the District needs to do is purchase service trucks for the crew. The crew needs to be able to organize its spare parts and tools and to protect them from the elements and loss.

The District should adopt a "standard service truck specification" describing the minimum specifications an adequate service truck for its field crew must have. That specification will be used to determine the adequacy of all future service truck purchases.

The District should replace tools and equipment that has become antiquated with equipment and tools that are safer and more efficient to operate.

The District should develop Standard Operating Practices (SOP) for all equipment and procedures utilized by the crew.

- Keep the promises you make.

The District should institute protocols that will initiate performance reviews, raises, and all other obligations to employees on time without reminders from employees.

- Establish effective communication systems.

The District should keep an open door policy for access to the General Manager and Commissioners for all employees.

- Clearly define job responsibilities and accountabilities.



Hydraulic Push Machine



Unidirectional Flushing
Flow Measuring Device

The District should carefully review position descriptions annually and make adjustment as needed. Position description should be reviewed with each employee at their annual performance review.

- Encourage, recognize and reward creativity and innovation.

The District should adopt a policy that rewards an employee that provides the District a new or enhanced operation method or process that saves the District, and ultimately its rates payers, money.

4. Employee growth strategies

Employee growth strategies deal with personal and professional growth. Good employees want to develop new knowledge and skills in order to improve their value and enhance their own self-esteem.

However, education and training in a random fashion does not achieve any stated goal. Instead, organize and structure training so that it makes sense for the District and the individuals who work for the District.

North Beach Water District:

The District has certified employees who need continuing education to maintain their certifications and non-certified employees who do not require continuing education to maintain a certification.

NBWD Training and education strategy should include:

- outside seminars and workshops

Seminars for certified operators is the best way to obtain continuing education. Several trade organizations offer continuing education opportunities throughout the year. The General Manager annually assess the certifications and licenses of the District's employees and determines if those licenses are needed or beneficial to the District. He will then schedule each employee the required number of continuing education classes needed to maintain those certifications or licenses.

- paying for college and continuing education

The District has a policy of reimbursing employees for education in work related courses. This policy should be revisited.

Other employee support strategies NBWD may consider:

- Encourage people to join professional and trade associations.

The District can assist employees who wish to join associations such as AWWA, Evergreen Rural Water, and others by matching funds for membership fees.

- Provide incentives for learning.

The District can use learning and education milestones as a goal for step pay advancement requirements.

5. Employee compensation strategies

Effective employee compensation strategies stem from one fundamental principle: money alone will not retain most employees.

Compensation based on performance plans come in a variety of shapes and sizes, but they all involve two basic activities: defining the job and checking performance against expectations.

When People meet or exceed expectations they should know in advance what to expect. The District provides the equipment, the materials, the objectives and goals, and the reward. The Employee provides the skill, drive, and determination to achieve perform and excel. The District must make certain the reward is presented, when earned, on time and with fanfare.

The District's compensation strategies will enhance the employee attraction retention program if they include:

- Total employee compensation (salary, benefits, training, etc.).

Salaries must be commensurate with other Water System Operators in the vicinity. The structure of the step rates for the position descriptions must encourage retention of the most valued employees.

Potential employees must be able to see a future family wage in the step rates structures.

The benefits package must be comparable to other municipalities in the area. The benefits package is a good area to be a little more generous. Employees recognize value and the District does not pay payroll taxes on the insurance premiums. If the compensation is slightly less than prevailing but the benefit package has good value quality prospective employees will notice.

Employee compensation strategies important but only when considered as part of the overall attraction retention program. If the environmental, relationship, support and growth strategies don't fit together into one interlocking whole, you won't be able to pay people enough to work for the District.

**CITY OF ILWACO
ORDINANCE NO. 815**

AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON, ADOPTING SALARY CLASSIFICATIONS & RE-ADOPTING ORDINANCE 805 ESTABLISHING THE 2013 PAY TABLE.

WHEREAS, the City of Ilwaco is committed to a policy that places every employee on a pay scale, including the Fire Chief and Fire Administrator; and

WHEREAS, the city must be financially responsible in implementing compensation plan changes; and

WHEREAS, the City Council has determined the need to update the current pay structure with one that is more comprehensive and one that provides more guidance in applying pay changes to individual employees; and

WHEREAS, this Ordinance replaces Resolutions 2007-02, 2007-13, 2008-05, and 2008-09 which pertained to salary classifications and step increases; and

WHEREAS, the City Council has determined that it will have the final approval on all pay policy issues.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Effective January 1, 2013, the City Council of the City of Ilwaco, Washington, adopts the following policies with regard to wages.

1. Exempt employees accrue an annualized salary on a per-day basis including holidays, vacation, sick leave and compensatory time adjusted for the number of days in the month such that there is equal pay for each month, in accordance with established procedures for each. Non-exempt/hourly employees are paid on an hourly basis for hours worked and for holidays, vacation, sick leave and compensatory time in accordance with established procedures for each.
2. The Mayor may propose and the City Council may grant an across the board Cost-of-Living Adjustment (COLA) from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date. The City of Ilwaco Pay Table shall be approved and adopted by the City Council annually by ordinance.
3. Employees shall be paid within the limits of the wage range to which their positions are assigned.

4. Salary classifications and grades
 - a. Each job title within the city is classified into one of the city's job qualifications based on level of responsibility, difficulty, working conditions, skill, hazard and amount of supervision required for the specific job title. Each classification is designated a particular salary or salary range shown on the city's pay table as approved by the City Council.
 - b. Usually new employees will start their employment at the minimum wage for their classification or a higher rate than the minimum when the employee's experience, training and proven capability warrant, or when prevailing market conditions require.
 - c. Moving to a higher grade is viewed as a promotion. A promotion to a higher grade requires a minimum of one-year service at the next lower grade level and requires the recommendation of the Mayor and approval of the City Council.
 - i. New hires at the entry-level grade for each position may receive a promotion after six months with the recommendation of the Mayor and approval of the City Council.
 - ii. In addition to the minimum one-year service requirement, the Mayor shall define position grade level requirements and guidelines.
 - iii. Any employee promoted to a position in a higher classification and salary range shall be placed in the pay step such that the new salary is equal to or greater than the salary in the current grade two steps higher than the step held.
 - iv. When an employee is promoted, the pay anniversary is set to the date of the promotion.
5. Step level increases
 - a. Pay increases of one step may be given at 1 year (in steps 1-3), 2 years (in steps 4-6) or 3 years (in steps 7-9) from the employee's salary anniversary date, contingent on satisfactory performance as reported on their annual evaluation report. If an employee's performance is consistently unsatisfactory, the mayor may defer a scheduled pay increase for a stipulated period of time until the employee's job performance is satisfactory. If an employee's performance is consistently above that of all other city employees, the Mayor, by written citation and approval by the City Council, may make a scheduled pay increase of two steps.
 - b. A pay "anniversary," or date of last in-grade step increase or date of last promotion, will be recorded for each employee. This date will be used to determine the earliest date for the next in-grade salary step increase. When an in-grade step increase occurs, the new pay anniversary is set based on the date on which the increase occurs.
6. Step and COLA adjustments shall be reflected in the annual budget.
7. The Mayor shall maintain position descriptions for each current employee. Position descriptions shall provide detailed requirements for each position and shall be consistent with the levels of duties, experience, qualification, supervision and responsibility, and

coincide with the brief description in Exhibit A. If an employee does not fully meet all the requirements of his or her position, the mayor shall establish a plan of steps to be taken in order for the employee to achieve the minimum requirements for the grade level.

8. The heretofore paid Fire Administrator position is established at Grade 7, Step 10, at a rate of 5.5% of the Grade 7 City of Ilwaco Exempt Employee Annual Salary Scale.
9. The heretofore paid Fire Chief position is established at Grade 8, Step 10, at a rate of 25% of the Grade 8 City of Ilwaco Exempt Employee Annual Salary Scale.

Section 2. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

Section 3. Referendum and Effective Date. This Ordinance, being an exercise of a power specifically delegated to the city legislative body, is not subject to referendum, and shall take effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 8TH DAY OF APRIL, 2013.

Mike Cassinelli, Mayor

ATTEST:

PJ Kezele, Deputy City Clerk

VOTE	Jensen	Mulinix	Marshall	Chambreau	Forner	Cassinelli
Ayes	X	X	X	X		
Nays						
Abstentions					X	
Absent						

PUBLISHED: April 17, 2013

EFFECTIVE: April 22, 2013

Exhibit "A"
City of Ilwaco
Position Grades and Brief Descriptions

Administrative Position	Grade	Level
Non-Exempt Positions		
Office Assistant 3	3	Junior office assistant
Office Assistant 4	4	Office assistant/billing clerk
Office Assistant 5	5	Senior office assistant/billing clerk
Assistant Clerk 5	5	Junior assistant city clerk
Assistant Clerk 6	6	Assistant city clerk
Assistant Clerk 7	7	Senior assistant city clerk
Exempt Positions		
City Clerk 7	7	Junior city clerk
City Clerk 8	8	City clerk
City Clerk 9	9	City clerk
City Clerk 10	10	Senior city clerk
Treasurer 7	7	Junior city treasurer
Treasurer 8	8	City treasurer
Treasurer 9	9	City treasurer
Treasurer 10	10	Senior city treasurer

Office Assistant 3: Junior office assistant. Entry-level position. Receives work direction, guidance and supervision from senior office staff members. Develops office skills and experience with guidance from others. Assists with utility billing.

Office Assistant 4: Office assistant/billing clerk. Performs many tasks independently. Proficient with word processing and spreadsheets. Expected to handle routine city business on the telephone and with visitors. Able to do most utility billing tasks.

Office Assistant 5: Senior office assistant/billing clerk. Performs most tasks independently without guidance or supervision. Determines own priorities. Proficient with word processing, spreadsheet and databases. Configures new computers for printing, simple networking and email and application installation. Does utility billing independently. Supervises others, as necessary.

Assistant Clerk 5: Junior assistant city clerk. Entry-level position. Performs or is capable of performing all duties equivalent to Office Assistant 5. Receives work direction, guidance and supervision from the city clerk in matters involving the city clerk's duties.

Assistant Clerk 6: Assistant city clerk. Performs many city clerk tasks independently. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications.

Assistant Clerk 7: Senior assistant city clerk. Performs most city clerk tasks independently without guidance or supervision, as assigned by the city clerk or mayor. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications.

City Clerk 7: Junior city clerk. Entry-level position. Performs some city clerk tasks independently with guidance and supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. *Note: A change in position from Assistant Clerk 7 to City Clerk 7 would normally be accompanied by a two step, in-grade increase and a change from non-exempt status to exempt status.*

City Clerk 8: City clerk. Performs most city clerk tasks independently with minimum guidance or supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications.

City Clerk 9: City clerk. Performs all duties of the city clerk without guidance or supervision. Drafts simple legislation that can be enacted into law without undue revision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Represents the city in outside meetings, as appropriate.

City Clerk 10: Senior city clerk. Performs all duties of the city clerk without guidance or supervision. Drafts complex legislation that can be enacted into law without undue revision. Briefs the mayor and City Council on the effect of proposed legislation. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Represents the city in outside meetings, as appropriate. Acts as senior advisor to the mayor and City Council in city matters.

Treasurer 7: Junior city treasurer. Entry-level position. Performs some treasurer tasks independently with guidance and supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Trained in accounting and develops experience with accounting software and city transactions and budgeting.

Treasurer 8: City treasurer. Performs most treasurer tasks independently with guidance and supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Trained in accounting and develops experience with accounting software and city transactions and budgeting.

Treasurer 9: City treasurer. Performs treasurer tasks independently without guidance or supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5.

Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Has some advanced training in accounting and has experience with accounting software and city transactions and budgeting. Prepares and briefs the city budget to the mayor and City Council, including coordinating with department heads. Performs all the duties of the city clerk, if assigned.

Treasurer 10: Senior city treasurer. Performs treasurer tasks independently without guidance or supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Has advanced training in accounting and has experience with accounting software and city transactions and budgeting. Prepares and briefs the city budget to the mayor and City Council, including coordinating with department heads. Represents the city in outside meetings, as appropriate. Acts as senior advisor to the mayor and City Council in city matters. Performs all the duties of the city clerk, if assigned.

Field Positions	Grade	
Non-Exempt Positions		
Utility Worker 3	3	Entry level
Utility Worker 4	4	Established (gaining experience)
Utility Worker 5	5	Experienced
Utility Worker 6	6	Experienced (works independently)
Utility Worker/Supervisor 7	7	Lead
Utility Supervisor 8	8	Senior lead
Utility Supervisor 9	9	Senior
Plant Operator 5	5	Entry level
Plant Operator 6	6	Established (gaining experience)
Plant Operator 7	7	Experienced
Plant Operator 8	8	Experienced (works independently)
Plant Operator 9	9	Senior/lead operator
Plant Operator 10	10	Senior
Mechanic 7	7	Entry level
Mechanic 8	8	Experienced
Mechanic 9	9	Senior
Exempt Positions		
Utility Manager 7	7	Entry level
Utility Manager 8	8	Experienced
Utility Manager/Director 9	9	Experienced
Utility Manager/Director 10	10	Senior
Fire Administrator 7	7	Experienced
Fire Chief 8	8	Senior

Utility Worker 3: Entry-level utility worker. Receives direction and guidance from others.

Utility Worker 4: Established utility worker gaining experience. Receives direction and guidance from others.

Utility Worker 5: Experienced utility worker. Works with some supervision and guidance.

Utility Worker 6: Experienced utility worker. Works independently.

Utility Worker/Supervisor 7: Lead utility worker/supervisor. Works independently and gives guidance to others. Has responsibility for one utility area (e.g. sewer or water distribution, streets and sidewalks, equipment).

Utility Supervisor 8: Utility supervisor. Receives some guidance and supervision from others. Participates in all aspects of utility operations. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Takes a lead role in configuration management. Prepares the department budgets with guidance.

Utility Supervisor 9: Senior utility supervisor. Works independently and supervises others. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Works closely with the city engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Sets priorities and assigns tasks. Ensures effective configuration management. Prepares the department budgets with some guidance.

Plant Operator 5: Entry-level plant operator. Receives direction and guidance from others. Capable of some plant operations and minor repairs without assistance. Communicates plant status to others. Performs other Public Works duties.

Plant Operator 6: Established with at least one year of full-time plant operation experience. Receives direction and guidance from others. Capable of most routine plant operations and minor repairs without assistance. Communicates plant status to others verbally, in writing and through means of computer file transfers. Primary duties are plant operations. Performs other Public Works duties.

Plant Operator 7: Experienced plant operator with at least two years of full-time plant operation experience. Receives direction and guidance from others. Capable of most routine plant operation and minor repairs without assistance. Communicates plant status to others verbally, in writing and through means of computer file transfers. Primary duties are plant operations. Performs other Public Works duties.

Plant Operator 8: Experienced plant operator with at least four years of full-time plant operation experience. Receives some direction and guidance from others. Provides some supervision and guidance to others. Capable of plant operations requiring the exercise of

judgment, including making process adjustments and moderate repairs without supervision. Communicates plant status to others verbally, in writing and through means of computer file transfers. Primary duties are plant and systems operations.

Plant Operator 9: Lead plant operator/plant supervisor with at least five years of full-time plant operation experience. Works independently and supervises others. Capable of plant operations requiring the exercise of judgment, including making any and all process adjustments and complex repairs without supervision. Submits reports to DOH/DOE. Communicates plant status to others verbally, in writing and through means of computer file transfers. Primary duties are systems operations and supervision.

Plant Operator 10: Senior plant operator/plant supervisor with at least five years of full-time plant operation experience combined with demonstrated supervisory experience. Works independently and supervises others. Capable of plant operations requiring the exercise of judgment, including making any and all process adjustments and complex repairs at the plant and throughout the entire distribution system without supervision. Submits reports to DOH/DOE. Communicates plant status to others verbally, in writing and through means of computer file transfers. Sets priorities and assists in preparing/managing the budget. Primary duties are systems operations and supervision.

Mechanic 7: Entry-level mechanic. Capable of maintaining vehicles and equipment with some supervision and guidance.

Mechanic 8: Experienced mechanic. Capable of maintaining vehicles, equipment and city infrastructure equipment with minimum supervision and guidance. Sets own priorities. Supervises others, as necessary.

Mechanic 9: Senior mechanic. Capable of maintaining vehicles, equipment and city infrastructure equipment without supervision. Sets own work schedules and priorities. Supervises others.

Utility Manager 7: Entry-level utility manager. Receives guidance and supervision from others. Participates in some aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Participates in configuration management. Assists in developing the department budget.

Utility Manager 8: Experienced utility manager. Receives some guidance and supervision from others. Participates in all aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Takes a lead role in configuration management. Prepares the department budgets with guidance.

Utility Manager/Director 9: Experienced utility manager/director. Works independently. Participates in all aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Works closely with the city engineer in planning improvements to city

infrastructure. Acts as city liaison for construction projects. Provides management information on status of the city infrastructure and does tradeoff analysis in problem solving and in proposing changes. Ensures effective configuration management. Prepares the department budgets with some guidance.

Utility Manager/Director 10: Senior utility manager/director. Participates in all aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Works closely with the City Engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Provides management information on status of the city infrastructure and does tradeoff analysis in problem solving and in proposing changes. Conceives and effectively executes improvement projects without supervision. Ensures effective configuration management. Prepares the department budget without guidance.

Fire Administrator 7: Participates in the development and maintenance of all emergency management plans, support materials, reports and related documents. Conducts directed research, as well as independent internet-based research on a variety of emergency management and related topics. Develops or compiles documents, correspondence and materials, including all programmatic reports required for reimbursement of expenses related to federal, state and other government grants, as well as awards from non-governmental funding sources. Monitors and maintains federal, state, allied organization, professional and county newsletters, reports and related documents as directed. The Fire Administrator shall be paid 5.5% of the assigned grade and step salary on the Exempt Employee Annual Salary Scale for this part-time position.

Fire Chief 8: Plans, organizes, directs and evaluates the Ilwaco Volunteer Fire Department, which protects lives and property from fire and hazardous incident damage. Provides timely emergency medical services in the City of Ilwaco and other neighboring municipalities that have contracted for fire protection services. Ensures the department incorporates up-to-date, efficient fire prevention, fire suppression, hazardous incident mitigation and emergency medical technologies into its procedures, equipment and methods. Recruits and trains new volunteer firefighters. The Fire Chief shall be paid 25% of the assigned grade and step salary on the Exempt Employee Annual Salary Scale for this part-time position.

**CITY OF ILWACO
ORDINANCE NO. 805 EXHBIT B**

2013 PAY TABLE (Effective January 1, 2013)

2013 City of Ilwaco
Exempt Employee Annual Salary Scale

Step	1	2	3	4	5	6	7	8	9	10
Grade	Years to Step	1	1	1	2	2	2	3	3	3
3	22294	23037	23781	24524	25267	26011	26754	27498	28241	28985
4	25026	25860	26695	27529	28363	29198	30032	30866	31701	32535
5	28000	28934	29868	30801	31735	32669	33603	34537	35471	36405
6	31212	32253	33294	34335	35376	36417	37458	38499	39540	40581
7	34684	35840	36995	38151	39307	40463	41618	42774	43930	45085
8	38411	39691	40971	42251	43531	44812	46092	47372	48652	49932
9	42426	43840	45254	46669	48083	49497	50911	52326	53740	55154
10	46720	48278	49835	51392	52949	54506	56063	57621	59178	60735

2013 City of Ilwaco
Non-Exempt/Hourly Employee Hourly Rate of Pay Scale

Step	1	2	3	4	5	6	7	8	9	10
Grade	Years to Step	1	1	1	2	2	2	3	3	3
3	10.72	11.08	11.43	11.79	12.15	12.51	12.86	13.22	13.58	13.93
4	12.03	12.43	12.83	13.24	13.64	14.04	14.44	14.84	15.24	15.64
5	13.46	13.91	14.36	14.81	15.26	15.71	16.16	16.60	17.05	17.50
6	15.01	15.51	16.01	16.51	17.01	17.51	18.01	18.51	19.01	19.51
7	16.68	17.23	17.79	18.34	18.90	19.45	20.01	20.56	21.12	21.68
8	18.47	19.08	19.70	20.31	20.93	21.54	22.16	22.77	23.39	24.01
9	20.40	21.08	21.76	22.44	23.12	23.80	24.48	25.16	25.84	26.52
10	22.46	23.21	23.96	24.71	25.46	26.20	26.95	27.70	28.45	29.20

**CITY OF ILWACO
ORDINANCE NO. 825**

AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON, ADOPTING SALARY CLASSIFICATIONS & RE-ADOPTING ORDINANCE 824 ESTABLISHING THE 2014 PAY TABLE.

WHEREAS, the City of Ilwaco is committed to a policy that places every employee on a pay scale; and

WHEREAS, the city must be financially responsible in implementing compensation plan changes; and

WHEREAS, the City Council has determined the need to update the current pay structure with one that is more comprehensive and one that provides more guidance in applying pay changes to individual employees; and

WHEREAS, the City Council has determined that it will have the final approval on all pay policy issues; and

WHEREAS, no change in any employee personnel status (rate of pay) is intended by this action.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. The City Council of the City of Ilwaco, Washington, adopts the City of Ilwaco Position Grades and Brief Descriptions, attached hereto as Exhibit "A."

Section 2. Each employee's pay shall remain unchanged through this action even though the position grade title may be modified.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

Section 4. Referendum and Effective Date. This Ordinance, being an exercise of a power specifically delegated to the city legislative body, is not subject to referendum, and shall take effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 14TH DAY OF APRIL, 2014

Mike Cassinelli, Mayor

ATTEST:

Elaine McMillan, Treasurer

VOTE	Jensen	Mulinix	Marshall	Chambreau	Forner	Cassinelli
Ayes	x	x	x	x	x	
Nays						
Abstentions						
Absent						

PUBLISHED: April 15, 2014

EFFECTIVE: April 20, 2014

**Exhibit “A”
City of Ilwaco
Position Grades and Brief Descriptions**

Administrative Position	Grade	Level
Non-Exempt Positions		
Office Assistant 3	3	Office assistant
Office Assistant 4	4	Office assistant/billing clerk
Office Assistant 5	5	Senior office assistant/billing clerk
Deputy City Clerk 5	5	Deputy city clerk
Deputy City Clerk 6	6	Deputy city clerk
Deputy City Clerk 7	7	Deputy city clerk
Deputy City Clerk 8	8	Senior deputy city clerk
Exempt Positions		
City Clerk 8	8	City clerk
City Clerk 9	9	City clerk
City Clerk 10	10	City clerk
City Clerk 11	11	Senior city clerk
Treasurer 8	8	City treasurer
Treasurer 9	9	City treasurer
Treasurer 10	10	City treasurer
Treasurer 11	11	Senior city treasurer
Treasurer 12	12	Senior city treasurer

Office Assistant 3: Office assistant. Entry-level position. Receives work direction, guidance and supervision from senior office staff members. Develops office skills and experience with guidance from others. Assists with utility billing.

Office Assistant 4: Office assistant/billing clerk. Performs many tasks independently. Proficient with word processing and spreadsheets. Expected to handle routine city business on the telephone and with visitors. Able to do most utility billing tasks.

Office Assistant 5: Senior office assistant/billing clerk. Performs most tasks independently without guidance or supervision. Determines own priorities. Proficient with word processing, spreadsheet and databases. Configures new computers for printing, simple networking and email and application installation. Does utility billing independently. Supervises others, as necessary.

Deputy City Clerk 5: Deputy city clerk. Entry-level position. Performs or is capable of performing all duties equivalent to Office Assistant 5. Receives work direction, guidance and supervision from the city clerk, city treasurer or mayor in matters involving the city clerk's duties.

Deputy City Clerk 6: Deputy city clerk. Performs some city clerk tasks independently, with minimum guidance or supervision, as assigned by the city clerk, city treasurer or mayor. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications.

Deputy City Clerk 7: Deputy city clerk. Performs many city clerk tasks independently, with minimum guidance or supervision, as assigned by the city clerk, city treasurer or mayor. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications.

Deputy City Clerk 8: Senior deputy city clerk. Performs most city clerk tasks independently without guidance or supervision, as assigned by the city clerk, city treasurer or mayor. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications.

City Clerk 8: City clerk. Entry-level position. An administrative position with primary duties that includes exercising discretion and independent judgment with respect to matters of significance. Performs some city clerk tasks independently with guidance and supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. *Note: A change in position from Assistant Clerk 7 to City Clerk 7 would normally be accompanied by a two step, in-grade increase and a change from non-exempt status to exempt status.*

City Clerk 9: City clerk. An administrative position with primary duties that includes exercising discretion and independent judgment with respect to matters of significance. Performs most city clerk tasks independently with minimum guidance or supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications.

City Clerk 10: City clerk. An administrative position with primary duties that includes exercising discretion and independent judgment with respect to matters of significance. Performs all duties of the city clerk without guidance or supervision. Drafts simple legislation that can be enacted into law without undue revision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Represents the city in outside meetings, as appropriate.

City Clerk 11: Senior city clerk. An administrative position with primary duties that includes exercising discretion and independent judgment with respect to matters of significance. Performs all duties of the city clerk without guidance or supervision. Drafts complex legislation that can be enacted into law without undue revision. Briefs the mayor and City Council on the effect of proposed legislation. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules.

Writes grant applications. Represents the city in outside meetings, as appropriate. Acts as senior advisor to the mayor and City Council in city matters.

Treasurer 8: City treasurer. Entry-level position. Performs some treasurer tasks independently with guidance and supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Trained in accounting and develops experience with accounting software and city transactions and budgeting.

Treasurer 9: City treasurer. Performs most treasurer tasks independently with guidance and supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Trained in accounting and develops experience with accounting software and city transactions and budgeting.

Treasurer 10: City treasurer. Performs treasurer tasks independently without guidance or supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Has some advanced training in accounting and has experience with accounting software and city transactions and budgeting. Prepares and briefs the city budget to the mayor and City Council, including coordinating with department heads. Performs all the duties of the city clerk, if assigned.

Treasurer 11: Senior city treasurer. Performs treasurer tasks independently without guidance or supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Has advanced training in accounting and has experience with accounting software and city transactions and budgeting. Prepares and briefs the city budget to the mayor and City Council, including coordinating with department heads. Represents the city in outside meetings, as appropriate. Acts as senior advisor to the mayor and City Council in city matters. Performs all the duties of the city clerk, if assigned.

Treasurer 12: Senior city treasurer. Performs treasurer tasks independently without guidance or supervision. Performs or is capable of performing all duties equivalent to Office Assistant 5. Supervises office staff as necessary, including setting priorities and work schedules. Writes grant applications. Has advanced training in accounting and has experience with accounting software and city transactions and budgeting. Prepares and briefs the city budget to the mayor and City Council, including coordinating with department heads. Represents the city in outside meetings, as appropriate. Acts as senior advisor to the mayor and City Council in city matters. Performs all the duties of the city clerk, if assigned. Experienced and possesses necessary skills for position and/or is highly capable of seeking needed resources.

Field Positions	Grade	
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Ordinance 825

Non-Exempt Positions		
Utility Worker 3	3	Entry level
Utility Worker 4	4	Established (gaining experience)
Utility Worker 5	5	Experienced
Utility Worker 6	6	Experienced (works independently)
Utility Worker/Supervisor 7	7	Lead
Utility Supervisor 8	8	Senior lead
Utility Supervisor 9	9	Senior
Utility Supervisor 10	10	Senior
Utility Supervisor 11	11	Senior
Plant Operator 5	5	Entry level
Plant Operator 6	6	Established (gaining experience)
Plant Operator 7	7	Experienced
Plant Operator 8	8	Experienced (works independently)
Plant Operator 9	9	Senior/lead operator
Plant Operator 10	10	Senior
Plant Operator 11	11	Senior
Mechanic 7	7	Entry level
Mechanic 8	8	Experienced
Mechanic 9	9	Senior
Exempt Positions		
Utility Manager 7	7	Entry level
Utility Manager 8	8	Experienced
Utility Manager/Director 9	9	Experienced
Utility Manager/Director 10	10	Senior
Fire Administrator 7	7	Experienced
Fire Chief 8	8	Senior

Utility Worker3: Entry-level utility worker. Receives direction and guidance from others.

Utility Worker4: Established utility worker gaining experience. Receives direction and guidance from others.

Utility Worker5: Experienced utility worker. Works with some supervision and guidance.

Utility Worker 6: Experienced utility worker. Works independently.

Utility Worker/Supervisor 7: Lead utility worker/supervisor. Works independently and gives guidance to others. Has responsibility for one utility area (e.g. sewer or water distribution, streets and sidewalks, equipment).

Utility Supervisor 8: Utility supervisor. Receives some guidance and supervision from others. Participates in all aspects of utility operations. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Takes a lead role in configuration management. Prepares the department budgets with guidance.

Utility Supervisor 9: Senior utility supervisor. Works independently and supervises others. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Works closely with the city engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Sets priorities and assigns tasks. Ensures effective configuration management. Prepares the department budgets with some guidance.

Utility Supervisor 10: Senior utility supervisor. Works independently and supervises others. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Works closely with the city engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Sets priorities and assigns tasks. Ensures effective configuration management. Prepares the department budgets with some guidance.

Utility Supervisor 11: Senior utility supervisor. Works independently and supervises others. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Works closely with the city engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Sets priorities and assigns tasks. Ensures effective configuration management. Prepares the department budgets with some guidance. Experienced and possesses necessary skills for position and/or is highly capable of seeking needed resources.

Plant Operator 5: Entry-level plant operator. Receives direction and guidance from others. Capable of some plant operations and minor repairs without assistance. Communicates plant status to others. Performs other Public Works duties.

Plant Operator 6: Established with at least one year of full-time plant operation experience. Receives direction and guidance from others. Capable of most routine plant operations and minor repairs without assistance. Communicates plant status to others verbally, in writing and through means of computer file transfers. Primary duties are plant operations. Performs other Public Works duties.

Plant Operator 7: Experienced plant operator with at least two years of full-time plant operation experience. Receives direction and guidance from others. Capable of most routine plant operation and minor repairs without assistance. Communicates plant status to others verbally, in writing and through means of computer file transfers. Primary duties are plant operations. Performs other Public Works duties.

Plant Operator 8: Experienced plant operator with at least four years of full-time plant operation experience. Receives some direction and guidance from others. Provides some supervision and guidance to others. Capable of plant operations requiring the exercise of judgment, including making process adjustments and moderate repairs without supervision. Communicates plant status to others verbally, in writing and through means of computer file transfers. Primary duties are plant and systems operations.

Plant Operator 9: Lead plant operator/plant supervisor with at least five years of full-time plant operation experience. Works independently and supervises others. Capable of plant operations requiring the exercise of judgment, including making any and all process adjustments and complex repairs without supervision. Submits reports to DOH/DOE. Communicates plant status to others verbally, in writing and through means of computer file transfers. Primary duties are systems operations and supervision.

Plant Operator 10: Senior plant operator/plant supervisor with at least five years of full-time plant operation experience combined with demonstrated supervisory experience. Works independently and supervises others. Capable of plant operations requiring the exercise of judgment, including making any and all process adjustments and complex repairs at the plant and throughout the entire distribution system without supervision. Submits reports to DOH/DOE. Communicates plant status to others verbally, in writing and through means of computer file transfers. Sets priorities and assists in preparing/managing the budget. Primary duties are systems operations and supervision.

Plant Operator 10: Senior plant operator/plant supervisor with at least eight years of full-time plant operation experience combined with demonstrated supervisory experience. Works independently and supervises others. Capable of plant operations requiring the exercise of judgment, including making any and all process adjustments and complex repairs at the plant and throughout the entire distribution system without supervision. Submits reports to DOH/DOE. Communicates plant status to others verbally, in writing and through means of computer file transfers. Sets priorities and assists in preparing/managing the budget. Primary duties are systems operations and supervision.

Mechanic 7: Entry-level mechanic. Capable of maintaining vehicles and equipment with some supervision and guidance.

Mechanic 8: Experienced mechanic. Capable of maintaining vehicles, equipment and city infrastructure equipment with minimum supervision and guidance. Sets own priorities. Supervises others, as necessary.

Mechanic 9: Senior mechanic. Capable of maintaining vehicles, equipment and city infrastructure equipment without supervision. Sets own work schedules and priorities. Supervises others.

Utility Manager 7: Entry-level utility manager. Receives guidance and supervision from others. Participates in some aspects of utility operations and management. Sets work priorities and

tasking. Ensures quality and efficiency of operations. Participates in configuration management. Assists in developing the department budget.

Utility Manager 8: Experienced utility manager. Receives some guidance and supervision from others. Participates in all aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Takes a lead role in configuration management. Prepares the department budgets with guidance.

Utility Manager/Director 9: Experienced utility manager/director. Works independently. Participates in all aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Works closely with the city engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Provides management information on status of the city infrastructure and does tradeoff analysis in problem solving and in proposing changes. Ensures effective configuration management. Prepares the department budgets with some guidance.

Utility Manager/Director 10: Senior utility manager/director. Participates in all aspects of utility operations and management. Sets work priorities and tasking. Ensures quality and efficiency of operations. Makes continual improvements for efficiency and quality of operations. Works closely with the City Engineer in planning improvements to city infrastructure. Acts as city liaison for construction projects. Provides management information on status of the city infrastructure and does tradeoff analysis in problem solving and in proposing changes. Conceive and effectively executes improvement projects without supervision. Ensures effective configuration management. Prepares the department budget without guidance.

Fire Administrator 7: Participates in the development and maintenance of all emergency management plans, support materials, reports and related documents. Conducts directed research, as well as independent internet-based research on a variety of emergency management and related topics. Develops or compiles documents, correspondence and materials, including all programmatic reports required for reimbursement of expenses related to federal, state and other government grants, as well as awards from non-governmental funding sources. Monitors and maintains federal, state, allied organization, professional and county newsletters, reports and related documents as directed. The Fire Administrator shall be paid 5.5% of the assigned grade and step salary on the Exempt Employee Annual Salary Scale for this part-time position.

Fire Chief 8: Plans, organizes, directs and evaluates the Ilwaco Volunteer Fire Department, which protects lives and property from fire and hazardous incident damage. Provides timely emergency medical services in the City of Ilwaco and other neighboring municipalities that have contracted for fire protection services. Ensures the department incorporates up-to-date, efficient fire prevention, fire suppression, hazardous incident mitigation and emergency medical technologies into its procedures, equipment and methods. Recruits and trains new volunteer firefighters. The Fire Chief shall be paid 25% of the assigned grade and step salary on the Exempt Employee Annual Salary Scale for this part-time position.

**CITY OF ILWACO
ORDINANCE NO. 825 EXHIBIT B**

2014 PAY TABLE (Effective April 15, 2014)

2014

City of Ilwaco
Exempt Employee Annual Salary Scale

Step	1	2	3	4	5	6	7	8	9	10
Grade	Years to Step									
		1	1	1	2	2	2	3	3	3
3	22517	23268	24018	24769	25520	26271	27022	27773	28524	29274
4	25276	26119	26962	27804	28647	29490	30332	31175	32018	32860
5	28280	29223	30166	31109	32053	32996	33939	34882	35825	36769
6	31524	32575	33626	34678	35729	36781	37832	38883	39935	40986
7	35031	36198	37365	38533	39700	40867	42034	43202	44369	45536
8	38795	40088	41381	42674	43967	45260	46553	47846	49139	50431
9	42850	44278	45707	47135	48564	49992	51421	52849	54278	55706
10	47188	48760	50333	51906	53479	55051	56624	58197	59770	61342
11	51907	53635	55362	57078	58807	60512	62237	63965	65692	67420
12	57674	59594	61513	63420	65341	67236	69152	71072	72991	74911

2014

City of Ilwaco
Non-Exempt/Hourly Employee Hourly Rate of Pay Scale

Step	1	2	3	4	5	6	7	8	9	10
Grade	Years to Step									
		1	1	1	2	2	2	3	3	3
3	10.83	11.19	11.55	11.91	12.27	12.63	12.99	13.35	13.71	14.07
4	12.15	12.56	12.96	13.37	13.77	14.18	14.58	14.99	15.39	15.80
5	13.60	14.05	14.50	14.96	15.41	15.86	16.32	16.77	17.22	17.68
6	15.16	15.66	16.17	16.67	17.18	17.68	18.19	18.69	19.20	19.70
7	16.84	17.40	17.96	18.53	19.09	19.65	20.21	20.77	21.33	21.89
8	18.65	19.27	19.89	20.52	21.14	21.76	22.38	23.00	23.62	24.25
9	20.60	21.29	21.97	22.66	23.35	24.03	24.72	25.41	26.09	26.78
10	22.69	23.44	24.20	24.95	25.71	26.47	27.22	27.98	28.74	29.49
11	24.96	25.79	26.62	27.44	28.27	29.09	29.92	30.75	31.58	32.41
12	27.73	28.66	29.58	30.49	31.41	32.32	33.24	34.17	35.09	36.01

**NORTH BEACH WATER DISTRICT
JOB DESCRIPTION**

Field Superintendent

FLSA Status - Non-Exempt

DEFINITION

Reporting to the General Manager, performs skilled maintenance and repair work on water system distribution and treatment facilities, including pumps, motors and treatment equipment; operates equipment such as backhoe and boom truck; acts as a lead worker in maintenance crew; and performs other work as required.

EXAMPLE OF DUTIES

(Any one position may not include all duties listed, nor do the examples listed cover all duties that may be performed.)

Leads, instructs and schedules less experienced workers; uses pipe locator to locate water mains; excavates mains, installs pipe and attaches to main; maintains water distribution pumps and motors by greasing, lubricating and performing other maintenance work; operates equipment such as skip loader, dump truck, backhoe and boom truck; responds to customer complaints concerning no water, high or low pressure, cloudy water, higher than normal bill, etc.; performs biological and chemical water samples; repairs meter, service and main leaks; may act as construction inspector on small contracted jobs. Operates the District's treatment plant that includes ozonation and filtration for iron and manganese removal.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles, methods and tools employed in water distribution facilities, pumps, and motors; including hydrants, meters, all types of valves, pipe laying, fitting, plumbing and concrete work; tools and equipment used in water mains and new service installation and water main repair; tools, equipment and materials used in meter repair, testing and calibration; safe work practices. Must be able to safely lift and operate equipment and parts weighing up to 100 pounds, stand and walk for extended periods of time, work in

environments with exposure to dirt, dust, and weather, and have hearing and vision within normal ranges.

Ability to:

Operate PCs. Mechanical and electrical aptitude; may include but not limited to standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time; handle customer complaints and corrects problems in the field; reads and interprets water distribution maps and operate a variety of light and heavy equipment; provide leadership to a small crew or other employees; establish and maintain cooperative relationships with those contacted during the course of work. Must be able to safely lift and operate equipment and parts weighing up to 100 pounds. Repair, install and maintain water mains, services, valves and meters; operate a variety of light and heavy equipment. Must be able to work standby shifts and respond to routine and emergency after-hour calls. Required, once trained, to be on standby for a continuous period of seven days at scheduled intervals and respond to emergency calls within thirty minutes.

Education and Experience:

Five years of experience as a water service worker or three years of experience in pipeline construction or maintenance work, including the operation and use of light and heavy equipment or any combination of education and/or experience that could likely provide the required knowledge and abilities.

License:

Possession of a valid Washington driver's license with satisfactory driving record as determined by the District.

Possession of a valid level II Water Distribution Manager certificate issued by Washington State Department of Health Services; and

Possession of a valid level II Water Treatment Plant Operator certificate issued by Washington State Department of Health Services.

Possession of a valid Cross Connection Specialist certificate issued by Washington State Department of Health.

Certification or specialty training; Flagger, First Aid-CPR, Competent Person-excavation.

Tier increases for this position require Board ratification.

Wage Tier Schedule - Effective January, 1 2014

Tier	Hourly Wage Rate
1	\$20.05
2	\$20.85
3	\$21.81
4	\$22.55
5	\$23.23
6	\$23.70
7	\$24.17
8	\$24.57
9	\$25.16
10	\$25.75

Employee Name: _____

Employee Tier: _____

Date: _____

Employee Signature: _____

General Manager Signature: _____

NORTH BEACH WATER DISTRICT JOB DESCRIPTION

WATER TREATMENT PLANT OPERATOR

DEFINITION

Under general direction, is responsible for the operations and maintenance of the treatment plant, well field, booster stations, flow control valves, and chemical feed systems. Responsibilities also include water quality monitoring, backflow program implementation, customer service, facility maintenance, distribution system maintenance and performs other work as required.

JOB RESPONSIBILITIES:

(Any one position may not include all duties listed, nor do the examples listed cover all duties that may be performed.)

Operates the District's treatment plant that includes ozonation and filtration; performs activities related to water system maintenance, disinfection, chemical feed, water quality, water supply, distribution and production; assists in analyzing and evaluating equipment, troubleshoots malfunctions, and monitors water supply operations for the entire water system within the District; performs skilled and semi-skilled work in the operation of the District's water supply facilities, daily operation and monitoring of District sources of supply; performs pump runs on a daily basis; check each District source of supply to obtain production, power, and hours run data; adjust chemicals, add lubrication as necessary and check water pressure throughout entire system; assists in the collection of water quality samples as applicable for both distribution and source; operates and maintains plant equipment including computer control system, alarm signals, chemical feed systems, and filter systems; make adjustments in plant operation as needed due to seasonal changes, quality changes, maintenance schedules, or special programs/circumstances; installs, inspects, operates, and provides ongoing maintenance and repair of water supply systems, equipment, chemical feed systems, and facilities; complies with all safety standards as they pertain to equipment and facility operations; accomplish assigned duties using safe work practices; demonstrates a working knowledge and understanding of all safety practices for handling liquid and gaseous chemicals; answer customer service calls; performs other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles, methods and tools employed in water production and distribution facilities, pumps, and motors; demonstrated knowledge, skill and experience with water supply, water quality, water systems maintenance, processes, including disinfection, pump/plant maintenance, and lubrication. Must be able to safely lift and operate equipment and parts weighing up to 100 pounds, stand and walk for extended periods of time, work in environments with exposure to dirt, dust, and weather, and have hearing and vision within normal ranges.

Ability to:

Operate PCs. Mechanical and electrical aptitude; may include but not limited to standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time; repair, install and maintain water production facilities; handle customer complaints and corrects problems in the field; reads and interprets water distribution maps and operate a variety of light equipment; provide leadership to a small crew or other employees; establish and maintain cooperative relationships with those contacted during the course of work. Must be able to work standby shifts, respond to routine and emergency after-hour calls, and reside within thirty minutes of the District.

Education and Experience:

Three years of experience in water operations with one year of experience in water production work, including the operation and use of light equipment or any combination of education and/or experience that could likely provide the required knowledge and abilities; high school diploma or equivalent.

License:

Possession of a valid Washington driver's license with satisfactory driving record as determined by the District.

Possession of a valid Grade 2 Water Treatment Plant Operator certificate issued by the Washington State Department of Health Services.

Possession of a Grade 1 Water Distribution Manager certificate issued by the Washington State Department of Health Services.

Possession of a Cross Connection Control Specialist certificate issued by the Washington State Department of Health Services.

Certifications and Training

Flagger certification, first aid - CPR.

FLSA STATUS

Non-exempt

Wage Tier Schedule - Effective January, 1 2014

Tier	Hourly Wage Rate
1	\$18.93
2	\$19.70
3	\$20.48
4	\$21.11
5	\$21.73
6	\$22.38
7	\$22.83
8	\$23.24
9	\$23.68
10	\$24.24

Employee Name: _____

Employee Tier: _____

Date: _____

Employee Signature: _____

General Manager Signature: _____

**NORTH BEACH WATER DISTRICT
JOB DESCRIPTION**

WATER SERVICE WORKER II

DEFINITION

Under general supervision, performs customer service and semi-skilled maintenance and repair work on water system facilities, including meter reading, customer service, pipeline, pumps, motors and treatment equipment; operates equipment such as backhoe and boom truck; and performs other work as required.

EXAMPLE OF DUTIES

(Any one position may not include all duties listed, nor do the examples listed cover all duties that may be performed.)

Under general supervision: uses pipe locator to locate water mains; excavates mains, installs pipe and attaches to main; maintains water distribution pumps and motors by greasing, lubricating and performing other maintenance work; operates equipment such as skip loader, dump truck, backhoe and boom truck; responds to customer complaints concerning no water, high or low pressure, cloudy water, higher than normal bill, etc.; performs biological and chemical water samples; assists in operation of water treatment plants; repairs and reads meter, service and main leaks. Instructs less experienced workers.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles, methods and tools employed in water distribution facilities, pumps, and motors; including hydrants, meters, all types of valves, pipe laying, fitting, plumbing and concrete work; tools and equipment used in water mains and new service installation and water main repair; tools, equipment and materials used in meter repair, testing and calibration; safe work practices.

Ability to:

Accurately read water meters. Repair, install and maintain water mains, services, valves and meters; handle customer complaints and corrects problems in the field; reads and interprets water distribution maps and drawings and locates

water services with appropriate equipment; operate a variety of light equipment; establish and maintain cooperative relationships with those contacted during the course of work.

Education and Experience:

High school graduate or equivalent. Three years of experience as a Water Service Worker I or three years of experience in pipeline construction or maintenance work, including the operation and use of light equipment or any combination of education and/or experience that could likely provide the required knowledge and abilities.

License:

Possession of an appropriate Washington driver's license.

Possession of a Grade I Water Treatment Plant Operator certificate issued by the Washington State Department of Health within thirty-six months of appointment.

Possession of a Grade I Water Distribution Manager certificate issued by the Washington State Department of Health upon appointment.

Certifications and Training - Flagger certification, first aid CPR.

FLSA STATUS

Non-exempt

Wage Tier Schedule - Effective January, 1 2014

Tier	Hourly Wage Rate
1	\$15.86
2	\$16.30
3	\$16.72
4	\$17.10
5	\$17.57
6	\$18.01
7	\$18.43
8	\$18.86
9	\$19.29
10	\$19.87

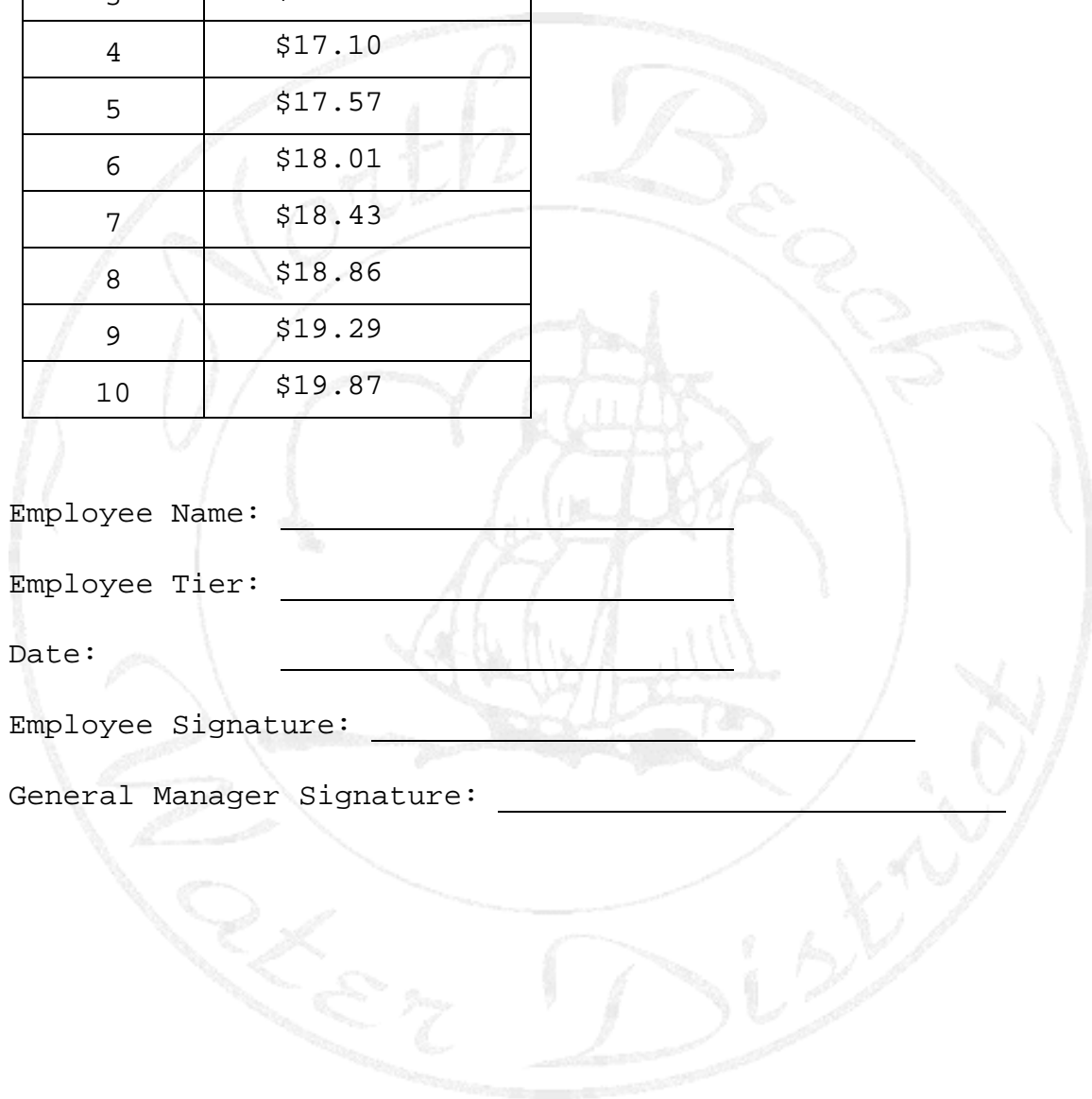
Employee Name: _____

Employee Tier: _____

Date: _____

Employee Signature: _____

General Manager Signature: _____



**NORTH BEACH WATER DISTRICT
JOB DESCRIPTION**

WATER SERVICE WORKER I

DEFINITION

Under direct supervision, this position performs unskilled and semi-skilled work in water maintenance and production. Work may include, but is not limited to, reading of meters; maintenance and repair of valves, mains, and meters; the installation of water lines and meters; the landscaping, maintenance and operation of water storage and production facilities; and handling customer service complaints.

EXAMPLE OF DUTIES

(Any one position may not include all duties listed, nor do the examples listed cover all duties that may be performed.)

Reads water meters accurately; excavates mains, installs pipe and attaches to main; maintains water distribution pumps and motors by greasing, lubricating and performing other maintenance work; operates equipment such as skip loader, dump truck, backhoe and boom truck;

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles, methods and tools employed in water distribution facilities, pumps, and motors; including hydrants, meters, all types of valves, pipe laying, fitting, plumbing and concrete work; tools and equipment used in water mains and new service installation and water main repair; tools, equipment and materials used in meter repair, testing and calibration; safe work practices. Must be able to safely lift and operate equipment and parts weighing up to 100 pounds, stand and walk for extended periods of time, work in environments with exposure to dirt, dust, and weather, and have hearing and vision within normal ranges.

Ability to:

Operate PCs. Mechanical and electrical aptitude; may include but not limited to standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping

and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time; handle customer complaints and corrects problems in the field; reads and interprets water distribution maps and operate a variety of light and heavy equipment; establish and maintain cooperative relationships with those contacted during the course of work. Repair, install and maintain water mains, services, valves and meters; operate a variety of light and heavy equipment. Must be able to work standby shifts and respond to routine and emergency after-hour calls. Required, once trained, to be on standby for a continuous period of seven days at scheduled intervals and respond to emergency calls within thirty minutes.

Education and Experience:

High School graduate or equivalent. One year of experience in pipeline construction or maintenance work, including the operation and use of light and heavy equipment or any combination of education is desirable, and/or experience that could likely provide the required knowledge and abilities.

License:

Possession of an valid Washington driver's license with satisfactory driving record as determined by the District.

Must acquire a flagging certificate and first aid and CPR training within 12 month of hire date.

Advancement:

Water Service Worker I shall automatically advance to Water Service Worker II upon:

Completion of three years as Water Service Worker I with three satisfactory annual performance review and;

Possession of a valid level I Water Distribution Manager certificate issued by the Washington State Department of Health.

Possession of a valid level 1 Water Treatment Plant Operator certificate issued by the Washington State Department of Health.

FLSA STATUS

Non-exempt

Wage Tier Schedule - Effective January, 1 2014

Tier	Hourly Wage Rate
1	\$13.37
2	\$13.73
3	\$14.09
4	\$14.45
5	\$14.81
6	\$15.17
7	\$15.53
8	\$15.89
9	\$16.25
10	\$16.87

Employee Name: _____

Employee Tier: _____

Date: _____

Employee Signature: _____

General Manager Signature: _____