

Item # 13B

**City of Carson City
Agenda Report**

Date Submitted: November 2, 2007

Agenda Date Requested: November 15, 2007

Time Requested: 5 Minutes

To: Board of Supervisors

From: Ken Arnold, Public Works Operations Manager

Subject Title: Action to determine the position of Environmental Control Officer is critical to City operations and to authorize the position to be filled immediately.

Staff Summary: On October 18, 2007, the Board of Supervisors approved a hiring freeze on all open City positions and asked that no vacant positions, with the exception of Sheriffs Deputies and Firefighters be filled without specific Board approval. The Public Works Department is asking that the Board find that the position of Environmental Control Officer is critical to City operations and authorize the position to be filled. This position principally performs the following duties:

1. Implements Federally mandated Wastewater Pretreatment Program.
2. Inspection and monitoring of commercial and industrial businesses for sewer discharges.
3. Sampling of waste water flows for compliance with Federal and local discharge requirements.
4. Permitting of commercial and industrial businesses.
5. Building plan reviews and Business License review and approval.
6. Hazardous materials response support to Fire Department.
7. Water quality sampling and monitoring for compliance with Federal and State Drinking Water Standards.
8. Sample Landfill water monitoring wells and methane probes for compliance with federal and State solid waste regulations.
9. Inspecting and monitoring landfill operations for compliance with Federal and State regulations and operate the Household Hazardous Waste Program.

Type of Action Requested: (check one)

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes (XX) No

Recommended Board Action: I move to determine the position of Environmental Control Officer is critical to City operations and to authorize the position to be filled immediately.

Explanation for Recommended Board Action:

This position has been deemed critical to operations for the following reasons:

1. The position requested was recently vacated. This is not a new position.
2. Environmental Control Officers implement the Federally mandated Wastewater Pretreatment Program.
3. Activities performed protect the Wastewater Reclamation Plant from upset or shut down due to the illegal discharge of toxic or hazardous chemicals from commercial and/or industrial sources, consequently protecting human health and the environment.

Applicable Statue, Code, Policy, Rule or Regulation: Title 40 of the Code of Federal Regulations, Chapter 403, CCMC 12.06, Title 40 Code of Federal Regulations Part 258 and CCMC 12.12.

Fiscal Impact: Monthly Position Costs Budgeted: \$5,083.00
Monthly Position Costs Estimated: \$5,083.00

Explanation of Impact: Monthly Position Costs include salary and associated benefits.

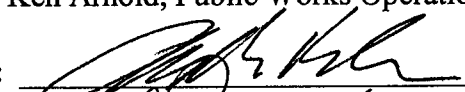
Funding Source: Sewer 510-3202 (60%); Landfill 550-6804 (20%); and Water 520-3502 (20%) Funds

Alternatives: Do not approve and otherwise direct staff.

Supporting Material: Position Requisition

Prepared By: Ken Arnold, Public Works Operations Manager

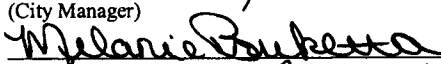
Reviewed By:


(Department Head)

Date: 11/1/07


(City Manager)

Date: 11-6-07


(District Attorney)

Date: 11-6-07


(Budget Manager)

Date: 11-6-07

Board Action Taken:

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

CARSON CITY JOB REQUISITION

Date: 9/28/07Position Title: ENVIRONMENTAL CONTROL OFFICER Department: PUBLIC WORKSReporting to (Name & Title): DARREN SELBY, PUBLIC WORKS OPERATIONS CHIEF MANAGERNew Position ☐ Existing Position ☒ Replacement for: JAMES "ROB" LECHELBudgeted: Yes ☒ No ☐ Funding Source: 60% SEWER - 510-3202-434-0101
20% LANDFILL - 550-6804-441-0101 Budget # 20% WATER - 520-3502-435-0101Full Time ☒ Part Time ☐ Seasonal: from to (Payroll Distribution)

Please list the 3-5 essential functions performed by this position:

- PRETREATMENT INSPECTION & PERMITTING
- WATER & WASTEWATER SAMPLING
- COMMERCIAL BUILDING PLAN REVIEW
- BUSINESS LICENSE REVIEW & APPROVAL
- HAZ MAT RESPONSE

Please list the minimum qualifications for this position (license, degree, skills, certificate, years of prior experience):

- SEE ATTACHED MINIMUM LEVEL
-
-

Please list relevant recruitment resources: (i.e., journals, websites)

- WNCC
- NEVADA APPEAL + RENO GAZETTE JOURNAL
- NVWEA.ORG
- CWEA.ORG
- ~~WETLINE~~

Department Director:

Signature

FOR A.B.

Date

9/28/07

Human Resource Director:

Signature

Date

Finance Director:

Signature

Date

City Manager:

Signature

Date