

**City of Carson City  
Agenda Report**

**Date Submitted:** August 22, 2012

**Agenda Date Requested:** September 6, 2012  
**Time Requested:** Consent

**To:** Mayor and Supervisors

**From:** Public Works Department

**Subject Title: For Possible Action:** To approve the promotion of a Wastewater Plant Operator 1 to a Wastewater Plant Operator 2 within the Public Works Department.

**Staff Summary:** This Operator has obtained all the required certifications and meets all the required standards for the position. The employee has been tasked to develop and document operations standard operating procedures; gain the necessary skills to serve as a backup to the Laboratory supervisor; and is required to lead others in the daily operation of the wastewater treatment, all of which are part of the Wastewater Plant Operator 2 responsibilities.

**Type of Action Requested:** (check one)

☐ Resolution                      ☐ Ordinance  
☒ Formal Action/Motion   ☐ Other (Specify)

**Does This Action Require A Business Impact Statement:** ☐ Yes ☒ No

**Recommended Board Action:** Move to approve the promotion of a Wastewater Plant Operator 1 to a Wastewater Plant Operator 2 within the Public Works Department.

**Explanation for Recommended Board Action:**

The Wastewater Plant Operator 2 is the second level of this series requiring a Nevada Wastewater Treatment Plant Operator, Grade II certificate, and a valid Nevada Class "A" driver's license. This classification typically works under direct supervision; however, they are also required to exercise functional and technical supervision over maintenance staff and are required to perform the full range of duties required in a typical Wastewater Treatment Plant Operation. Additionally, they are required to be fully aware of the policies and procedures of the department and the City. There are currently only 5 people in this division and it is imperative that all employees perform at peak efficiency to cover the ever changing operations of the Wastewater Treatment Plant. Having an additional Wastewater Plant Operator 2 will improve the ability to cover unexpected events in the laboratory and provide a more efficient operational work environment.

**Applicable Statute, Code, Policy, Rule or Regulation:**

**Fiscal Impact:** \$4,056.00/year, plus benefits.

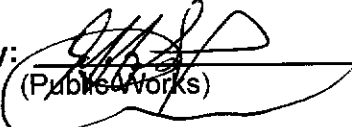
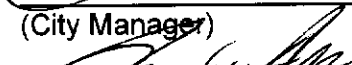
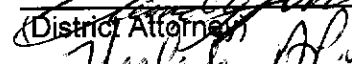
**Explanation of Impact:** If approved, annual Wastewater Budget will be reduced by an additional \$4,056.00 per year, plus benefits.

**Funding Source:** 510-3201-434-01-01

**Alternatives:** Do not approve promotion.

**Supporting Material:** Promotion Recommendation Memorandum

**Prepared By:** Thomas L Guinn, Utility Manager

**Reviewed By:**  Date: 8/28/12  
(Public Works)  
 Date: 8/28/12  
(City Manager)  
 Date: 8/28/12  
(District Attorney)  
 Date: 8/28/12  
(Finance Director)

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

**PUBLIC WORKS  
DEPARTMENT**

**ADMINISTRATION**

3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**FLEET SERVICES**

3303 Butti Way, Building 2  
Carson City, NV 89701-3498  
Ph: 775-887-2356  
Fx: 775-887-2258

**OPERATIONS**

(Water, Sewer, Wastewater,  
Streets, Landfill, Environmental)  
3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**ENGINEERING/  
TRANSPORTATION/  
CAPITAL PROJECTS**

3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**BUILDING and SAFETY  
PERMIT CENTER**

108 E. Proctor Street  
Carson City, NV 89701-4240  
Ph: 775-887-2310  
Fx: 775-887-2202

**PLANNING**

108 E. Proctor Street  
Carson City, NV 89701-4240  
Ph: 775-887-2180  
Fx: 775-887-2278

**CARSON CITY NEVADA**  
Consolidated Municipality and State Capital



**MEMORANDUM**

**To:** Thomas L Guinn, P.E., Utility Manager  
**From:** David Bruketta, Operations Manager-Environmental  
**Subject:** Wastewater Plant Operator Promotion  
**Date:** August 14, 2012

Please consider promoting Anna Bell from a Wastewater Plant Operator 1 to a Wastewater Plant Operator 2.

Anna started with Carson City in August 2010 as a Wastewater Plant Operator 1. She has mastered the essential duties of her current job position and exceeds the typical qualification for a Wastewater Plant Operator 2.

Anna has 2 years of wastewater operational experience, 10 years of laboratory experience and a B.S. degree in Biology. She currently holds a Grade II, Wastewater Treatment Plant Operator certificate. During her last 2 annual performance evaluations, she has received an overall very good performance rating.

Due to Anna's analytical background, she has strong computer and laboratory skills that exceeds those of the Wastewater Plant Operators. Anna has been assigned to develop and document operational standard operating procedures and to gain the necessary skills to serve as a backup to the Laboratory Supervisor.

Organizationally, the current operational compliment is as follows:

Fred Howard, Operations Supervisor  
Mark Simpson, Wastewater Plant Operator 2  
Jon Kephart, Wastewater Plant Operator 2  
Mat Brower, Wastewater Plant Operator 2

I support the promotion of Anna. Please let me know if you need anything else from me to get this process moving forward.

Thank you

