

## Personnel Overview

The FY 18 Budget proposes a change to the Authority's currently authorized staffing levels. This includes an addition of a Water Operator. In support of staff's budgetary cost containment efforts, the total approved Salary and Benefit Budget for FY 18 is \$4,613,358 including the Construction Department personnel, whose salaries and benefit costs are funded from specific project budgets. The Salary and Benefits is an increase of \$271,553 (6.25%) over prior year. However, the increase without the new requested position is \$201,667 (4.64%). The Budget contains a 2% cost of living adjustment (COLA) and a 2% funding of the longevity step increases. No funding for the employee bonus, awards or cost savings programs are included as a base line in the FY18 Budget. There is, however, a \$10,000 expenditure line reserved for the Authority's Spot Award Program as may be earned throughout the year by the exemplary performances of individual employees, as recognized by their supervisors and/or peers. Since increase in growth, revenues or demand for the Authority's services is anticipated, as summarized below, one additional position is currently required. Given the general growth of the economy and revenues and the unfunded mandatory regulatory expenses resultant from the Chesapeake Bay Initiative, salaries in this year's budget are designed to maintain service levels.

### Summary of Staffing Levels

Department	Positions FY 15	Positions FY 16	Positions FY 17	Positions FY 18
Administration	9	9	9	9
Engineering	4	4	4	4
Wastewater	11	11	12	12
Water	8	8	8	9
Maintenance	8	8	8	8
Construction	5	5	5	5
Total	45	45	46	47

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November 9, 2016

Subject: Request for New Position  
Waterworks Utility Worker

Reference: FY 18 Budget Request

This is to request the approval of one (1) full time position in the FY 18 budget.

In the past few years the responsibilities of the water department have increased due to economic growth, regulatory changes, new treatment processes, technology changes, aging infrastructure and climate change that produces severe weather that has a direct impact on the continuous operation of the facilities.

The water department operates 16 community and 2 non-community water systems. As each of the water systems grow in customers the Virginia Department of Health also increases the testing program to include distribution system bacteriological and lead/copper samples. The addition of distribution piping as a result of development also increases the water system flushing requirements in order to maintain water quality.

There has been an addition of two membrane filtration, one ion exchange and projected four iron/manganese, 3 nitrate/nitrite treatment systems and perhaps additional treatment systems in the Marshall area. The additional treatment systems have a significant impact on the time an operator is required to spend operating, testing, monitoring, adjusting and performing preventative maintenance in each water system as required by Virginia Department of Health (VDH).

New water facilities will also come online such as the Baldwin Ridge second storage tank with the associated booster pump station, 2 new wells in New Baltimore, 2 new wells in Bealeton, and additional wells in Opal and Marshall.

The proposed position will be a hybrid position that will be able to assist in water operator and meter reader duties. The waterworks utility worker is recommended to be a grade 11 and provides a career path for a water meter reader, grade 9, the opportunity to advance into the waterworks utility worker, grade 11, with a Class IV water operators' license and on upward to a water operator Class III license, senior operator class II and water supervisor. Attached is the proposed position description.

## **WATERWORKS UTILITY WORKER (CLASS IV)**

**GENERAL STATEMENT:** Under regular supervision of the Waterworks Supervisor performs routine technical work in the operation and maintenance of waterworks equipment and facilities; performs related work as required.

**EXAMPLES OF WORK:** Monitors and adjusts water system components as necessary; inspects well houses bi-weekly; makes required entries into operational logs; performs required water sampling and testing; performs flushing operation of water systems as required; performs minor repairs to equipment and plumbing as necessary; performs grounds keeping on WSA sites as necessary; maintains records and reports pertinent to assigned work and submits operational reports to supervisor including unusual activities or incidents requiring attention or corrective action; ensures safety procedures are followed at all times.

Independently reads water meter readings, identifies and investigates any unusual conditions such as high water consumption or damaged equipment, computes monthly usages; turns water service on or off; installs or removes water meters.

Investigates and troubleshoots instrumentation, PLC and SCADA issues within the water systems. Maintains the cross connection control program.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** General knowledge of the functions and servicing requirements of mechanical equipment and machinery; general knowledge of the technical processes relating to waterworks including some knowledge of chemistry; ability to inspect machinery and mechanical equipment and to detect flows and defects in operation; ability to read meters and charts accurately and to maintain records; ability to maintain effective working relations with co-workers, supervisors, and the public.

**PHYSICAL REQUIREMENTS:** Ability to lift up to 70 pounds. Ability to work outdoors in varying weather conditions; ability to overcome physical barreirs (such as fences and brush).

**NECESSARY EDUCATION AND EXPERIENCE:** Graduation from high school or any equivalent combination of education and experience which provides the required skill, knowledge, and abilities.

**ADDITIONAL REQUIREMENTS:** Possession of a valid Virginia Driver's License which is free of violations for a period of three years; possession of a current Virginia Class IV Waterworks Operator's Certificate. Certification in cross connection control.