

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

ORDINANCE

An Ordinance creating one (1) new full-time position entitled Utility Engineer and establishing the salary therefor in the Lowell Regional Water and Wastewater Utilities.

The City Council, by virtue of Massachusetts General Laws, Chapter 43, Section 105, has the authority to create and/or delete positions.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOWELL, as follows:

The Code of Ordinances City of Lowell, Massachusetts, hereinafter called the "Code" adopted by the City Council on December 23, 2008, as amended, is hereby amended as follows:

1. In accordance with Chapter 43, Section 105 Mass. General Laws, the following position and salary is created in the Lowell Regional Water and Wastewater Utilities, effective upon passage:

One (1) Full Time Utility Engineer
(DH04)
\$70,247.32 (min) to \$82,453.28 (max) yearly
(35 hours per week)

2. All provisions of the Code of the City of Lowell, as amended, which are not inconsistent with this Ordinance shall continue in effect, but all provisions of said Code inconsistent herewith are repealed.

3. This Ordinance shall take effect upon its passage in accordance with the provisions of Chapter 43 and 40A of the General Laws of the Commonwealth of Massachusetts.

APPROVED AS TO FORM:



Christine P. O'Connor
City Solicitor

**City of Lowell
Job Description
Water/Wastewater Utility
Utility Engineer**

Job Title: Utility Engineer
Department: Water/Wastewater Utility
Reports To: Executive Director
Salary:

SUMMARY

H04 Ordinance
\$ 70,247.32 - \$82,453.28

Supervises and directs engineering activities that support the Water and Wastewater utilities. Manages capital improvement projects for the two water utilities. Oversees development and implementation of the Water/Wastewater SCADA system. Supports, assists, and advises operations and maintenance divisions to ensure the efficient operation and maintenance of the Water and Wastewater utilities. Develops and maintains plans, records, and files managed by the Water/Wastewater engineering division. Participates with Engineering Manager in supervision of Water/Wastewater engineering division staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as deemed necessary.

Job Purpose:

- Responsible for management of key projects and programs within the Water/Wastewater Engineering Division.
- Oversight of SCADA system and support of process control systems for water and wastewater treatment facilities and satellite stations.
- Provides technical support, project management assistance, and supervision of Water/Wastewater engineering staff.
- Participates with Engineering Manager in overall management of responsibilities assigned to Water/Wastewater engineering group.

Job Qualifications:

- A Master's degree in Civil or Environmental Engineering, or a comparable discipline, is required
- Certification as an Engineer-in-Training (EIT) is required
- Five years' experience with engineering design and project management, preferably within the municipal water/wastewater field

6. Management of Other Projects and Programs

- Supports other Water/Wastewater Engineering staff by providing technical assistance and supervision.
- Participates in planning and implementation of program objectives.
- Coordinates with contractors and consultants involved in various projects.
- Maintains files, reports, and other records.

7. Support of Utility Objectives

- Participates in utility programs and projects as needed.
- Provides technical assistance to the operations and maintenance divisions.
- Responds to emergency calls outside of normal working hours.
- Participates in department initiatives and improvements.
- Keeps Executive Director informed of Water/Wastewater Engineering functions.
- Interacts in a professional manner with city departments, other organizations, public officials, and the general public.

8. Maintenance of Professional Knowledge

- Attends educational workshops, conferences, and seminars.
- Reviews technical publications and refines knowledge.
- Establishes and utilizes professional networks.
- Maintains professional licenses and certifications.

9. Interaction with Federal, State, and Local Agencies

- Contributes to the preparation and submittal of documents to the US EPA, the Massachusetts DEP, and others.
- Maintains working knowledge of relevant rules and regulations.
- Coordinates and communicates with other agencies as needed.
- Complies with federal, state, and local legal requirements.

10. Interacts With the Public and Other City Departments

- Courteous and responsive to requests for information from the public.
- Collaborates with other city departments as needed to provide services described above.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of electrical shock, risk of radiation, and vibration. The employee is occasionally exposed to high, precarious places; extreme cold; extreme heat; and explosives. The noise level in the work environment is usually loud.

Essential Job Responsibilities:

1. Supervision of Water/Wastewater Engineering Division Staff

- Reviews division work assignments and provides job evaluations.
- Participates with Engineering Manager in administrative and supervisory responsibilities.
- Attends staff meetings and interacts with other staff members.
- Participates in interviewing and selection of new employees.
- Enforces policies and participates in the disciplinary process.
- Fosters a safe and professional work environment.

2. Management of Capital Improvements Projects (CIP)

- Participates in CIP design review process and makes recommendations for design revisions.
- Supports other members of CIP team, including operations and maintenance personnel.
- Collaborates with contractors and consultants during design, bidding, and construction phases of CIP projects.
- Maintains files, reports, and other records.

3. Management of SCADA System

- Participates in all SCADA system upgrades and trouble-shooting.
- Provides on-call SCADA support services and coordinates support of SCADA consultant
- Provides programming of PLCs, HMI, and other instrumentation and control systems.
- Supervises the work of contractors who make changes to the SCADA system.
- Ensures proper documentation of all changes to the SCADA system.

4. Support of Wastewater Operations and Maintenance

- Provides guidance on the proper operation of wastewater treatment processes.
- Contributes to process control decisions by reviewing operational data and consulting with operational staff
- Supports in-house projects by providing technical expertise to maintenance and operations staff and Wastewater Utility managers
- Participates in process control trouble-shooting activities.

5. Support of Water Utility Operations and Capital Projects

- Provides guidance on the proper operation of wastewater treatment processes.
- Contributes to process control decisions by applying SCADA system variables and controls.
- Contributes to Water Utility capital improvement projects sponsored by providing technical expertise, project management, financial and administrative assistance.



Eileen M. Donoghue
City Manager

May 25, 2021

Mayor John J. Leahy
And
Members of the Lowell City Council

Dear Mayor Leahy and Members of the Lowell City Council,

Enclosed with this letter please find an Ordinance to create three new positions, the funding for which is included within the FY2022 budget plan. Each of these positions is critical to achieving the goals and objectives set forth by the City Council.

The first position is a Grant Writer in the Lowell Fire Department ('LFD'). The creation of this position came as a product of negotiation with the Fire Union during discussions regarding the plan to reduce company closings across the city. Historically, the grant writer position has been shared by Police and Fire, with a portion funded out of the LFD budget. Recent events have added increased significance on the need to seek outside funding to support not only the overtime expenses of the department to keep companies open, but also to support the technical capacity of the Fire Department to pursue other grants for gear, equipment, and fire apparatus. By creating a position whose sole purpose is to identify and pursue grant opportunities within the department, there will be a greater opportunity for outside funding, a portion of which can fund this position in future fiscal years.

The second position is a Cyber Security Administrator in the MIS department. With our recent investment in new technology, funded through the CARES Act, and the ever-present threat of cyber-attack against city; a position whose primary duty is the protection of the online presence and assets of the city's network infrastructure is important now more than ever. Grant funding will be utilized to fund this position in FY2022 and the creation of the new position is revenue neutral.

Finally, the third proposed position is in the Wastewater Enterprise. The new position is a Utility Engineer. This position will help manage and oversee Phase 3 of the utility's capital improvement plan (CIP) which was funded by the City Council in 2019. A significant amount of capital will be invested within the next several years in the city's sewer infrastructure and this position will work with outside engineering firms to manage the city's interest as those projects enter the construction phase. The funding for this position will be provided by the Wastewater Enterprise fund and will not be paid by the tax levy.



Eileen M. Donoghue
City Manager

Despite the fiscal constraints of the budget in FY2022, each of these positions was determined to be mission critical. I have worked with my finance team to create a financing plan which minimizes the impact to the tax levy to the greatest extent possible. I am therefore recommending approval of these three positions by the City Council

Please let me know if there are any questions.

Sincerely,

Eileen M. Donoghue
City Manager

Cc: Conor Baldwin, Chief Financial Officer
Mary Callery, HR Director