



CITY OF CONCORD

New Hampshire's Main Street™

REPORT TO THE MAYOR AND CITY COUNCIL

FROM: Jennifer Johnston, Director of Human Resources and Labor Relations
Earle M. Chesley, P. E., General Services Director

DATE: July 17, 2017

SUBJECT: Amend Schedule D to Add the Position of Environmental Compliance Manager at the Water Treatment Plant Division, General Services Department.

Recommendation

Accept this report and approve the proposed new job description, Environmental Compliance Manager for the General Services Department Water Division

Background

The City operates a 10.0 mgd surface water facility and maintains a 1.0 mgd groundwater supply. When originally opened in 1974, the Hutchins Street Water Plant operated with higher staffing levels as the plant ran 24 hours a day; seven days a week. Over the years, the General Services Department has made a series of operational changes, installed and implemented enhanced process controls, and improved efficiency to reduce staffing levels to eight individuals that operate the plant 24/7/365. In 2003, this work was accomplished by twelve positions.

With the upcoming retirement of the Laboratory Technician II and increasing regulatory oversight requirements from the New Hampshire Department of Environmental Services (NHDES), the General Services Department proposes realigning the existing job duties of the Laboratory Technician II to better serve the future demands on the plant. Retooling this position to specifically address growing water supply quality issues which public water purveyors presently face fills an important need of the water supply function of the water division now and into the future.

Discussion

As part of General Services' succession planning efforts, the Water Treatment Division prepared a succession plan to address the anticipated retirement of the Laboratory Technician II. With increased regulation on the source water quality condition, source water protection, and recently cyanobacteria monitoring, the General Services Department planned to make this personnel change upon the retirement of the current Laboratory Technician II.

The most recent history of staff realignment occurred when the Operations Supervisor retired in June of 2014 and the General Services Department merged plant operations and maintenance supervisory positions into one position leaving a total of eight employees. At that point General Services realigned operational requirements and tasked the Superintendent with the additional source water monitoring and reporting in the interim until the anticipated retirement of the Laboratory Technician II projected in 2018. The increase in labor grade to labor grade 18 for the Environmental Compliance Manager will maintain labor costs lower than 2014 and:

- Staffing will remain at eight employees;
- The Environmental Compliance Manager will have responsibility for all EPA and NHDES water sampling schedules. Scheduling sampling locations, times, and laboratory analysis for bacteria, lead and copper, disinfection byproducts, Cyanobacteria monitoring, and reporting results,
- Maintain NELAC certification for in-house bacteria Colilert laboratory and be the primary contact for regulating agencies (NHDES and EPA);
- Partner with EPA Region 1 for Cyanobacteria monitoring of Penacook Lake. With the awareness of Cyanobacteria blooms and the potential release of toxins from the algae, it is increasingly important to monitor the activity in the lake; and
- The Environmental Compliance Manager will work with school districts, private schools, homeschoolers, and the New Hampshire Water Works Association (NHWWA) to promote educational opportunities to students and industry professionals alike.

This realignment is an integral and important piece of the succession plan that will allow the division to continue to provide quality service to our community and remain a leader in the field.

cc: Marco Philippon, Water Treatment Superintendent