


MATANUSKA-SUSITNA BOROUGH INFORMATION MEMORANDUM

IM No. 22-247

SUBJECT: APPROVING THE ADDITION OF A REGULAR, FULL-TIME UTILITIES/FACILITIES MAINTENANCE LABORER POSITION, AND ELIMINATING THE EXISTING ON-CALL POSITION FOR THE PUBLIC WORKS DEPARTMENT, OPERATIONS & MAINTENANCE DIVISION - TALKEETNA SEWER & WATER.




AGENDA OF: December 8, 2022

Assembly Action:

Approved under the Consent
Agenda 12-8-22 

MANAGER RECOMMENDATION: Present to the Assembly for consideration.

APPROVED BY MICHAEL BROWN, BOROUGH MANAGER: 

Route To:	Department/Individual	Initials	Remarks
	Originator - AF	Donald L. Thomas	Digitally signed by Donald L. Thomas Date: 2022.11.17 17:25:38 -0900
	Public Works Director	Tom Adams	Digitally signed by Tom Adams Date: 2022.11.17 19:16:16 -0900
	Human Resources Director	Sonya R. Conant	Digitally signed by Sonya R. Conant Date: 2022.11.18 12:10:16 -0900 If approved position will need to be posted/competed.
	Finance Director		
	Borough Attorney		
	Borough Clerk		

ATTACHMENT(S): Fiscal Note: YES ☒ NO ☐

Job Description: Utilities/Facilities Maintenance Laborer (2 pp)
Resolution Serial No. 22-117 (1 pp)

SUMMARY STATEMENT: The Operations & Maintenance Division requests authorization to convert the occupied, budgeted Utilities/Facilities Maintenance Laborer On-Call position to a full-time Utilities/Facilities Maintenance Laborer position for Talkeetna Sewer & Water (TSW), beginning on December 19, 2022. The conversion of this on-call position to a full-time position will provide additional support to the two Talkeetna Sewer & Water Operators and is needed as a result of increasing operational & maintenance demands within the Talkeetna Sewer & Water Service Area.

The demands of the Talkeetna Sewer & Water Service Area have increased significantly over the last several years. The service

area is rapidly growing to accommodate new community members and increasing seasonal tourism.

In 2020, the Wastewater Treatment Plant was brought online, in addition to the wastewater lagoons, to meet Alaska Department of Environmental Conservation water quality requirements. The treatment plant involves regular monitoring and adjustments to ensure water quality factors are meeting discharge permit requirements. The new facility requires maintenance on additional chemical and transfer pumps, water quality equipment, and overall site maintenance.

New service connections are being added every year while old accounts are regularly audited to ensure services are properly inventoried, specifically re-classifying residential accounts to commercial. The GIS Department is currently creating a map of Service Area infrastructure to assist in providing an accurate catalog of all system assets including water & sewer mainlines, valves, manholes, service connections, etc. However, TSW Operators will be responsible for the physical collection of the data points GIS needs to complete the mapping project. This requires locating each point with special locating equipment such as a metal detector or utilizing as-built drawings and other historical notes then, if below grade, excavating the asset.

Recently, the Service Area has been added to Alaska811 Digline, a service for utility locate requests, which requires timely identification by TSW Operators of water & sewer mainlines and service connections in order to prevent damage from planned underground excavation work. TSW Operators utilize locating equipment and as-built drawings plus occasional physical verification of below grade assets to complete locate requests. Locate requests typically take several hours or more to complete depending on the complexity of the in-ground infrastructure.

The Talkeetna Sewer & Water Fiscal Year 2023 (FY23) operating budget included \$15,000 to fund the on call position. The Talkeetna Sewer & Water FY23 Operating Budget has \$30,845 available to cover the cost of converting this on-call position to a full-time position for the remainder of FY23. The full-time position will remain as a permanent position and the anticipated base wage and burdens of \$83,700 will be included in the FY2024 Talkeetna Sewer and Water Operating Budget, and the funding for the on-call position will be removed, resulting in an anticipated increase in the wages and burdens of \$68,700.

RECOMMENDATION OF ADMINISTRATION:

Adopt the legislation as presented.

MATANUSKA-SUSITNA BOROUGH
FISCAL NOTE

Agenda Date: December 8, 2022

SUBJECT: Approving the addition of a regular, full-time Utilities/Facilities Maintenance Laborer position and eliminating the existing on-call position for the Public Works Department, Operations & Maintenance Division - Talkeetna Sewer & Water.

ORIGINATOR: Operations & Maintenance Division

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <u>YES</u> NO
AMOUNT REQUESTED <u>\$45,845</u>	FUNDING SOURCE <u>Talkeetna Service Area</u>
FROM ACCOUNT # <u>29300.00 4xx.xxx</u>	PROJECT <u>Budget</u>
TO ACCOUNT :	PROJECT #
VERIFIED BY: <u>Kim Winkler</u>	CERTIFIED BY:
DATE: <u>11-18-22</u>	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
Personnel Services			<u>45.8</u>			
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING			<u>45.8</u>			

CAPITAL						
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REVENUE						
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FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other			<u>45.8</u>			
TOTAL			<u>45.8</u>			

POSITIONS:

Full-Time			<u>1</u>			
Part-Time						
Temporary			<u>517</u>			

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY:

PHONE:

DEPARTMENT:

DATE:

APPROVED BY:

DATE:

Cheryl Hurd

11/21/22



Utilities/Facilities Maintenance Laborer

Class Code:
UFML

Bargaining Unit: None

MATANUSKA-SUSITNA BOROUGH

Established Date: Sep 2, 2021

Revision Date: Jun 7, 2022

SALARY RANGE

\$19.40 Hourly

JOB SUMMARY:

This position is responsible for assisting in the operation and maintenance of the water and wastewater systems in Talkeetna.

Work is performed and duties are carried out in accordance with established policies, procedures, and Borough core values: Accountability, Customer Focus, Dedication, Integrity, Responsiveness and Teamwork.

PAY GRADE:

E1

MINIMUM REQUIREMENTS:

High School diploma or equivalent and one (1) year of experience in a similar position, performing duties relevant to the major duties of the position.

Possession of or ability to readily obtain a valid driver's license issued by the State of Alaska for the type of vehicle or equipment operated.

Must successfully pass a pre-employment drug screen and post-offer employment physical.

Completion of required Incident Command System (ICS) courses in accordance with established Borough policy.

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DUTIES/RESPONSIBILITIES:

- Assist in brush cutting activities for all Talkeetna Sewer and Water including lagoons, treatment plants, lift stations, fire hydrants, etc.
- Assist in snow removal for all Talkeetna Sewer and Water facilities.
- Assist in regular facility maintenance including inspection, cleaning, painting, etc.
- Assist in the inspection, maintenance, and cleaning of sewer lift stations.
- Assist in locating sewer and water system lines, man holes, valves, etc.
- Assist in water main flushing.
- Assist in water valve repairs including excavations.
- Assist in backwashing water filters.
- Assist in installing or repairing metering equipment.
- Assist in meter reading activities.
- Assist in seasonally bringing the wastewater plant online/offline.
- Learn and assist in water and wastewater treatment plant inspections, chemistries, preventative maintenance, and logs.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of work safety principles and practices.
- Knowledge of computers and job-related software programs.
- Ability to stand for long periods of time in inclement weather.
- Skill in the use of survey equipment.
- Skill in the use of construction equipment.
- Skill in the use of hand and power tools.
- Skill in interpersonal relations.
- Skill in oral and written communication.

PHYSICAL DEMANDS:

The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and occasionally heavy objects and uses tools or equipment requiring a high degree of dexterity.

The work is typically performed outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc. May operate a motor vehicle.

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