

AGREEMENT  
BETWEEN  
THE TOWN OF SOUTH WINDSOR  
AND  
LOCAL 1303-466 OF  
COUNCIL 4 AFSCME, AFL-CIO  
POLLUTION CONTROL EMPLOYEES

JULY 1, 2022 THROUGH JUNE 30, 2025

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## **ARTICLE I**

### **RECOGNITION**

- 1.0 The Town of South Windsor, Connecticut, hereinafter referred to as the Town, recognizes the Local 1303-466 of Council 4 AFSCME, AFL-CIO, hereinafter referred to as the Union, as the sole and exclusive bargaining agent on matters of wages, hours of employment, and other conditions of employment for all employees who are permanent and non-supervisory and who work one hundred and twenty (120) days or more per year, and who are permanent full-time employees in the Pollution Control Division of the Town of South Windsor Public Works Department, but excluding the Superintendent and Plant Supervisor of Pollution Control, and those excluded by State law.
- 1.1 Recognition of any other bargaining agent or termination of recognition of this bargaining agent will be in accordance with appropriate Connecticut General Statutes regarding recognition.
- 1.2 It is the policy of the Town and the Union that there shall be no discrimination against any employee on account of race, color, creed, sex, national origin, or physical disability not related to job requirements.
- 1.3 Part-time, temporary, and seasonal employees are not, and shall not be, members of the Bargaining Unit.
- (a) Part-time employees are those employees who work less than twenty (20) hours a week.
- (b) Temporary or seasonal employees are those who are employed temporarily to supplement the work force.

## **ARTICLE II**

### **UNION AND TOWN SECURITY**

- 2.0 Upon receipt of individual written authorization for the deduction of union dues from members of the Union, the Town of South Windsor agrees to deduct said union dues or agency fees from those employees' wages payable on a weekly basis. All such requests shall be on forms provided by the Union, and shall be submitted to the Finance Department at least fifteen (15) calendar days before they are to become effective.

Voluntary PEOPLE contributions: The employer agrees that any employee who elects to make a PEOPLE contribution may do so by payroll deduction, as provided for in a voluntary written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the employer and the Union. The employer agrees to remit any deductions made pursuant to this provision to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance by the last day of the month in which deductions are made. PEOPLE deductions must be made in whole dollar amounts.

- 2.1 The total amount deducted each month, in accordance with the provision of this Agreement, will be remitted by the Town, to the address provided, usually the first week of the following

month, together with an alphabetical list of employees from whose wages such deductions have been made to the address provided, in writing by the Union to the Town, payable to AFSCME. Such AFSCME remittance will be made by the last day of the month in which the deductions are made.

The obligation of the Town for funds actually deducted under this section terminates upon delivery of the deductions so made to the person authorized to receive such amounts from the Town. Neither any employee, nor the Union, shall have any claim against the Town for errors in processing of deductions unless a claim of error is made, in writing, to the Director of Finance within sixty (60) calendar days after the date such deductions were, or should have been made.

Such deductions may be raised or lowered by the Union, at any time, upon two (2) weeks written notification to the Town by the Union official.

## 2.2

- (a) The Union agrees to indemnify and hold harmless the Town for any loss or damages arising from the operation of this Article.
- (b) All meetings of Union membership at which Town Representatives are not in attendance shall be held during non-working hours.
- (c) The Union shall have the right and opportunity to hold an orientation session with all newly hired employees. This orientation session shall be for the purpose of explaining the new employee's contractual rights and introducing them to the Union. The orientation will be held within five (5) days of the employee's hire date and shall be during working hours at a time agreed to by the employee's immediate supervisor. The employees shall be released from work for one hour without loss of pay to attend a Union orientation session

2.3 The Union agrees that it shall not call, support or permit any strike, work stoppage, work slowdown, or any other action against the Town. The Town agrees that it will not lock out employees at any time.

2.4 The Union shall supply the Town with the names of such stewards and officer who will handle grievance(s), negotiations, and other Union business.

Any representative of the AFSCME shall be considered as part of this list for the purpose of handling any such matters as the Union may feel necessary.

2.5 Negotiations and administration of this Agreement shall be carried out in good faith by the Town Manager, or her/his designee, and the Union.

2.6 Any political activity or attempt to politically influence said negotiations, or the methods or results of said administration, by the use of outside parties shall be considered a breach of this Agreement, and may be just cause for grievance proceedings by either party.

- (a) All monetary items negotiated shall be effective upon the date this Agreement is signed or on such date as is specified in the appropriate contract section.

### **ARTICLE III**

### **MANAGEMENT RIGHTS**

- 3.0 Except where such rights, powers and authority are specifically relinquished, abridged, or limited by the provisions of this Agreement, the Town has and will continue to retain, whether exercised or not, all of the rights, powers and authority heretofore had by it and except where such rights, powers and authority are specifically relinquished, abridged, or limited by the provisions of this Agreement, it shall have the right, responsibility and prerogative of management of the affairs of the Town and direction of the working force including but not limited to the following:
- (a) To determine the care, maintenance, and operation of equipment and property used for and on behalf of the purposes of the Town.
  - (b) To establish or continue policies, practices, and procedures for the conduct of Town business and, from time to time, to change, or abolish such policies, practices and procedures.
  - (c) To establish or discontinue processes or operations or to establish or discontinue their performance by employees.
  - (d) To select and determine the number and types of employees required to perform the Town's operations.
  - (e) To employ, transfer, promote, or demote employees, or to layoff, terminate, or otherwise relieve employees from duty for lack of work or other legitimate reasons, when it shall be in the best interest of the Town or the Department (in accordance with other provisions of the Agreement).
  - (f) To enforce rules and regulations for the discipline and personal conduct in the performance of work as described in the Town of South Windsor's Personnel Rules and Regulations that are not specifically addressed in this Agreement.
  - (g) To insure that incidental duties connected with any departmental operations shall be performed by employees.
  - (h) To establish contracts or subcontracts for municipal operations, provided that this right shall not be used for the purpose or intention of undermining the Union or of discrimination against its members. All work customarily performed by the employees of the Bargaining Unit shall be continued to be performed unless, in the sole judgment of the Town, it can be done more economically, or expeditiously otherwise.
  - (i) To create job specifications, and revise existing job specifications, when deemed necessary.
- 3.1 Nothing in this Agreement shall be construed as abridging any right, benefit, or privilege that employees have enjoyed heretofore, unless it is specifically stated that said practice has been superseded by a provision of this Agreement.

- 3.2 The Town shall provide AFSCME with three (3) signed contracts at the time of signing. In addition, each employee shall be provided copies of the contract. Each new employee, upon hiring, shall also be provided a copy of said contract.

#### **ARTICLE IV** **DISCIPLINARY ACTIONS AND PROCEDURES**

- 4.0 All disciplinary actions shall be applied in a fair and equitable manner and shall be consistent with the infraction for which disciplinary action is being applied.
- 4.1 Disciplinary actions shall normally follow this order:
- (a) Verbal warning, with notation or order in writing.
  - (b) Written warning.
  - (c) Suspension without pay.
  - (d) Discharge.
- 4.2 Any of the above steps may be omitted depending on the severity of the discipline required.
- 4.3 No non-probationary employee shall be discharged without just cause.
- 4.4 Any non-probationary employee in the unit who shall be discharged, reduced in rank or compensation, or suspended without pay shall be presented with written reasons for such discharge, reduction, or suspension within five (5) days thereafter.
- 4.5 Any disciplinary action of an employee, not including suspension without pay or discharge, will be removed from their file eighteen (18) months after such action was taken.

#### **ARTICLE V** **HOLIDAYS**

- 5.0 The following days shall be paid holidays for members of the bargaining unit. Said holidays shall be traditional calendar date on which the holiday occurs as indicated below:

New Year's Day - January 1  
Martin Luther King Day  
Lincoln's Birthday  
Washington's Birthday  
Good Friday - Friday immediately preceding Easter  
Memorial Day - Last Monday in May  
Independence Day - July 4  
Labor Day - First Monday in September  
Juneteenth - June 19<sup>th</sup> \*

Columbus Day  
Veterans' Day  
Thanksgiving  
Day after Thanksgiving  
Christmas - December 25

- 5.1 When a holiday occurs during regular vacation, the employee shall not be charged with a vacation day.
- 5.2 In order for an employee to be eligible for holiday pay, he/she must have worked the full scheduled work day immediately before and after the holiday, unless his/her absence on either of such days was for valid paid sick leave or excused, in writing, by the Town, or unless the employee was on scheduled vacation leave.
- 5.3 Nothing in this Agreement shall in any way abridge the Town's right to schedule employees to work on recognized holidays. The Town, in accordance with Section 6.8 of this Agreement, may require employees to work on a holiday.

## **ARTICLE VI** **HOURS OF WORK**

- 6.0 The Town shall not establish additional shifts other than the regular shifts as stated herein. The regular workweek shall be:
- (a) Shift Hours:
- 1st shift: Basic workweek and day 7:00 am to 3:30 pm, with one-half (1/2) hour for lunch.
- 2nd shift: 3:30 pm to 12:00 midnight, with one-half (1/2) hour for lunch.
- 3rd shift: 12:00 midnight to 7:00 am with no time off for lunch.
- All shifts shall be Monday through Friday.
- (b) An additional 5% premium shall be given to employees on the 2<sup>nd</sup> shift. Employee on the 3<sup>rd</sup> shift shall be paid for a 40-hour week, and will not receive a 5% premium rate. Overtime hourly rate for 3<sup>rd</sup> shift employees shall be based on a 40-hour work week.
- (c) Assignments to second or third shifts shall be offered to employees by seniority within job classifications, if there are no volunteers. Assignment to shift specified in Section 6.0 shall be in reverse seniority.
- 6.1 (a) Overtime will be paid at time and one half the employee's hourly rate.
- (b) Overtime shall be paid when the number of actual hours worked exceeds forty (40) hours in any single workweek.  
For the purposes of calculating overtime compensation, "actual hours worked" includes all hours in which the employee is required to be at work or an assigned location EXCEPT

unscheduled sick time that occurs within 24 hours prior to the overtime worked. Sick time is considered unscheduled when it is requested less than 48 hours in advance. Vacation time, personal time, and scheduled sick time are to be included as part of "actual hours worked".

(c) Compensatory time may be taken in lieu of overtime payment if mutually agreed between the employee and their supervisor. Such time will be based on the overtime rate with a maximum accrual potential of 16 banked hours at any given time. Any banked compensatory hours remaining at the end of the fiscal year will be paid out in the third week of June at the rate at which it was earned.

This applies to non-probationary employees only. No employee on probation can earn, bank, or be paid out for any compensatory time.

There will be no carryover of compensatory time to the next fiscal year under any circumstances. Plans to use compensatory time must be requested as soon as possible and will be approved in the same manner as vacation and personal time. Every effort will be made, notwithstanding the above, to accommodate an employee's request for use of such time.

## 6.2 Holidays worked:

(a) In accordance with 6.1(b)

(b) Overtime work shall be compensated at a rate of two times the employee's regular rate of pay, in addition to holiday pay on any day that is officially designated as a holiday. There shall be no duplication or pyramiding of overtime pay, or premium pay, for the same hours worked.

## 6.3 Double time shall be paid for.

(a) In accordance with 6.1(b)

(b) All work performed on Sunday.

6.4 (a) When an employee is called in to work outside his/her regularly scheduled working hours, he/she shall be paid a minimum of four (4) hours at a time and one half his/her regular hourly rate, if the call is from Monday through Saturday; and double his/her hourly rate if the call is on Sunday, or an officially designated holiday; included as part of Sunday are all hours up to regular starting time Monday morning. All hours between his/her regular quitting time, and his/her next day's starting time are subject to call-in provision during the regular work week. There shall be only one call-in for overtime hours being paid for.

Example: Four (4) hours - no additional call-in will be paid, if called in during that same call-in period.

(b) Scheduled overtime for Saturday and Sunday should not be part of the four-hour callback. Employees will be paid for actual time worked. Alarms received while performing overtime work on Saturday and Sunday shall not be considered as call-in.

- (c) The on-call employee shall use the Town's Supervisory Control and Data Acquisition (SCADA) system for the remote response to after regular work hour alarms in accordance with the Pollution Control "Standard Operating Procedure Use of SCADA in Responding to Alarms" (SOP). The employee shall respond to critical alarms as defined in the SOP and report to work; for this the employee will be compensated for overtime pay. In the case where the alarm is a non-critical alarm, the employee need not report to work but shall acknowledge the alarm by using SCADA and remotely control equipment shutdown and startup of parallel equipment as appropriate. For this action, the employee shall not be entitled to any overtime pay.
- 6.5 If an employee is scheduled for overtime and does not avail himself/herself of the opportunity to work, he/she will be charged with scheduled overtime as if he/she had worked.
- 6.6 All callout work will be distributed among employees with reasonable equality, where possible, within classifications on an on-call rotation schedule.
- (a) All overtime will be recorded in hours offered.
  - (b) Hours recorded will be at the rate of pay being paid. Example: An employee working four (4) hours on Saturday will have six (6) hours recorded. An employee working on Sunday or Holiday will have eight (8) hours recorded.
  - (c) A chart will be posted in a convenient place, and be updated on the Thursday of each week. Should Thursday be a holiday, then the list will be updated on Wednesday of that week. Hours recorded will be the quantity as explained in Item B.
  - (d) At the end of each fiscal year (June 30), the employee with lowest total accumulation of hours, within classification will start July 1 with zero hours. All others within classification will start with the number of hours that result from subtracting the hours of the employee with the lowest total hours from his/her own.
  - (e) Scheduled overtime will be offered to the employee currently on call. If a second person is required, it will be offered to employees in reverse order of total accumulated hours. Employees with the least total hours within the classification and/or division needed will be asked first.
  - (f) If two or more employees within the classification needed have the same amount of hours, the most senior employee will be offered the assignment first.
  - (g) If an employee refuses an overtime assignment, he/she shall be charged the same hours as the employee that accepts the assignment.
- 6.7 Full-time employees will be given preference for overtime assignments.
- 6.8 Employees who work scheduled or non-scheduled overtime shall be paid the following for meals. Ten (\$10.00) dollars for breakfast, and fifteen (\$15.00) dollars dinner. Employees' overtime must start at least one hour prior to the start of the workday to be eligible for the breakfast meal allowance. Overtime at the end of the shift must be for a minimum of one hour past the end of the workday to be eligible for the dinner meal allowance.

- 6.9 Overtime work of an emergency nature is agreed to be a responsibility of all employees. When the status of a work project has been determined to be of an emergency nature, the employee's responsibility to report to work shall be the same as if the hours were during the regular work day. An emergency is defined as: Unforeseen occurrence or condition or a sudden or unexpected occasion for action or pressing necessity as determined by the Town.
- 6.10 All employees shall be required to "punch in" and "punch out" when reporting for work, leaving the premises on outside business, and upon termination of the working day. The same requirement shall be followed when working overtime, when time clocks are installed.
- 6.11 Any employee who is required to be on standby, and available to be called to work upon short notice, shall be paid for said standby as follows:
- \$250 per week, beginning July 1, 2015.
- Said rate will be in addition to regular pay or call-out under Article VI, Section 6.4 of this Agreement.
- 6.12 All employees subject to on-call upon hire must be able to respond to and be onsite at the Pollution Control Facility for all call-outs within 40 minutes of said notice under normal conditions. Continued employment will be contingent upon this requirement.
- 6.13 Any employee, upon reaching age 55, may request on a yearly basis, to opt out of the on-call rotation (*with additional language*) so long as there are at least nine (9) other employees in the rotation or a lesser number at Superintendent's discretion.
- 6.14 All employees hired after 7/1/2019 are required to enroll in Direct Deposit and have paperless paychecks.
- 6.15 Should all unions agree and should it be the desire of the Town, the Town will move to bi-weekly pay. The implementation will take place during a month that has three pay periods.

## **ARTICLE VII**

### **VACATIONS**

- 7.0 The vacation year for each employee shall commence on his/her anniversary date of employment.
- 7.1 Vacations will be based upon the following schedule:

<u>Years of Service</u>	<u>Days Per Year</u>
After Completion of-	
1	10
4	15
9	18
14	20
21	(21 days plus 1 day for each year up to a maximum of 25 days)

After six (6) months of employment, an employee may request to take, in advance, five (5) of the ten (10) vacation days he/she will have earned after the completion of one (1) year of employment.

- 7.2 The vacation signup schedule shall be posted in the Lunch Room not later than January 10 of each year. Any employee who fails to make his/her choice by April 15 of each year shall forfeit his/her vacation choice by seniority for that year. Vacation requests received after April 15 shall be considered in the order of receipt.
- 7.3 The Town shall determine the number of employees, by position, shift assignment, and vacation time requested who will be authorized vacation leave based on seniority provisions referred to in Section 7.2. The decision of the Department Head shall be final. However, up to three (3) employees may be permitted to take vacation leave during the same period if the Superintendent of Pollution Control has determined that a sufficient number of employees are available to staff operational requirements.
  - (a) Tentative vacation schedules will be prepared annually to avoid the disruption of work schedules. When employee's choice of vacation dates results in conflicts, the most senior employee will be given preference. Schedules are subject to the approval of the Department Head; said approval to be given within seventy-two (72) hours of officially submitted request.
- 7.4 No vacations shall be taken during the first six (6) months of employment.
- 7.5 After one (1) year of employment, the employee may use any earned vacation time, as per Section 7.1. Vacation time, earned in the previous vacation year, must be taken prior to the completion of the second anniversary year. The maximum accumulation allowed at any time is twenty-five (25) days, unless written permission is granted by the Town Manager.
- 7.6 Upon termination, employees will be entitled to all unused vacation time.
- 7.7 Vacation pay may be available on the regular payday immediately preceding the actual vacation taken provided that the Town is given two (2) weeks notice.

## **ARTICLE VIII**

### **LEAVE PROVISIONS**

- 8.0 Sick leave shall not be considered an entitlement than an employee may use at his/her discretion. Sick leave is to be used when an employee is sick or disabled, to attend medical/dental appointments, to attend physical examinations or other sickness prevention measures, or for any qualifying FMLA leave. FMLA leave is an unpaid leave of absence unless an employee has accrued sick, personal or vacation time.

Employees are required to use their available sick, personal and vacation time when FMLA leave is taken. Qualifying leaves under the FMLA shall run concurrently with an employee's sick leave. Sick leave shall accrue to each employee as follows, and subject to the restrictions listed below:

- (a) Sick leave shall accrue at the rate of 2.77 hours for each week of employment, with a maximum accumulation of one hundred and seventy-five (175) days.
- (b) Sick leave shall not accrue during any unpaid leave of absence or unpaid suspension.
- (c) A doctor's certificate shall be required by Department heads after four (4) consecutive days of absence due to illness, or if abuse of sick leave is indicated.
- (d) The Town reserves the right to check on any employee where there is reason to believe that there may be a misrepresentation of material facts relating to sick leave.

8.1 Special leave of absence with pay will be granted under the following conditions to authorized Union Representatives for attendance at conferences, institutes, or seminars sponsored or endorsed by the Union.

- (a) Written request for such leave shall be submitted by the employee and his/her alternate to his/her Department Head at least five (5) calendar days prior to the first day of such requested leave, and shall be accompanied by evidence satisfactory to the Department Head that the request has been approved by the Union.
- (b) Not more than an aggregate total of five (5) days of leave from scheduled duty shall be granted annually, with pay under this section, but leave without pay, aggregating an additional six (6) days, may be granted annually by the Town Manager.
- (c) The Department Head may deny a request for either a paid or unpaid leave submitted under this section if, in his/her opinion, the absence from duty of the employee during the period of requested leave would be detrimental to the best interest of the Town, because of operating requirements. Such leave shall not be unreasonably denied. When such leave is for a period longer than one (1) day, the Department Head or his/her designee may deny leave to any other bargaining unit employees who would otherwise be on scheduled duty during part of the proposed period of leave.
- (d) The Department Head, within three (3) calendar days after receiving a request for leave under this section, shall notify the employee, in writing, of the granting or denial of such request. In granting any such request, he/she may require that the employee shall, upon his/her return to duty, show evidence of his/her attendance at the conference, institute, or seminar for which the leave was granted.
- (e) It is recognized that an employee who is granted leave with pay under this section is granted such leave in his/her capacity as a representative of the Union, as distinguished from his/her service as an employee of the Town; and, therefore, it is agreed that during the period of such leave the Town shall have no greater legal or other obligation to such employee absent from duty on authorized leave without pay.

8.2 Injury leave.

- (a) Injury leave, as distinguished from sick leave, shall mean paid leave given to an employee due to absence from duty caused by an accident or injury that occurred while the employee was engaged in the performance of his/her duties. Employees of the Town

are covered by Workers' Compensation Insurance (and are paid stated amounts due to injuries sustained on the job.) The Town shall supplement the payments of the insurance company so that the employee shall receive full pay during his/her absence up to a maximum period of three (3) months. After three (3) months, an employee may elect to subsidize his/her compensation with sick leave with the deduction in his/her sick leave reduced to equal the amount between base rate and the compensation.

8.3 The Town shall grant three (3) days paid personal leave per fiscal year to each employee on their anniversary date. These days are non-cumulative and must be taken prior to the end of the anniversary year in which it is earned. Any personal leave days remaining at the end of the anniversary year shall be forfeited.

(a) The employee shall provide a written request to the Department Head with at least forty-eight (48) hours' advance notice in order to take personal time except that, in the case of an emergency, the notice requirement can be waived by the Department Head, or his/her designee. Such request shall not be unreasonably denied.

8.4 In the event of a death in the immediate family, leave of three (3) working days per occurrence with pay shall be granted. The immediate family shall include spouse, mother, father, grandparents, grandchildren, sister, brother, son, daughter, mother-in-law, father-in-law, brother-in-law, sister-in-law, or any relative living in the employee's household. In the event of a death in the immediate family a total of ten 10 days of leave shall be granted, with the first three (3) days taken as funeral days and the remaining seven (7) days, only if available taken as sick days.

In the event of a death of other family members, leave of one (1) working day with pay shall be granted for the purpose of attending a funeral. Other family members shall include aunt, uncle, niece, nephew, and first cousin.

8.5 If any employee becomes ill for more than three (3) days while on vacation leave, provided the request is supported by a physician's certificate acceptable to the Department Head, such sick time shall be charged against "sick leave" and not "vacation leave," but only if the illness is for more than three (3) days.

8.6 Employees shall be granted leave with pay for the following reasons, and subject to the following restrictions:

(a) Jury duty.

(b) Any other required appearance before a court, or public body, except where the employee is the litigant in a private action.

(c) Participation in short-term military training in the Federal Reserve or National Guard.

(d) Participation in conferences or official meetings which enhance the employee's value to the Town and are approved by the appointing authority.

In case the employee receives any pay or remuneration such as a fee for jury duty or military pay, or a scholarship or fellowship, his/her Town salary shall be reduced by that amount for the duration of the leave.

- 8.7 Time off with full pay shall be granted for three (3) on-duty AFSCME employees for the purpose of contract negotiations with the Town.
- 8.8 During any qualifying Family Medical Leave, or any Worker's Compensation of any duration, no overtime will be charged. When the employee returns, the accumulated hours of the employee with the lowest total within the returning employee's classification will be posted as current unless the affected employee already has more accumulated hours. He/she will retain his/her own hours if that occurs.

## **ARTICLE IX INSURANCE**

- 9.0 The Town shall provide, for active employees and their dependents, the following insurance plans or their equivalent with the following premium cost shares in place for the HDHP and Dental:

July 1, 2022 – Employer 93% and Employee 7%  
July 1, 2023 - Employer 92.5 and Employee 7.5%  
July 1, 2024 - Employer 92.25% and Employee 7.75%

All Union employees will participate in the Anthem Blue Cross/Blue Shield High Deductible Health Savings Account (HSA). The HSA shall have the following deductibles: \$2,000 for individual/\$4,000 for family

The HSA will be funded by the Town as follows:

January 1, 2022 – \$0 Single / \$0 2-person or family

For those employees who are eligible for insurance through the Town but are ineligible to participate in the HSA or commence employment with the Town after February 1 and before December 1, the following plans shall be provided until the employee is eligible to participate in the HSA the following January 1 with the Town contributing eighty percent (80%) of the cost and each employee contributing twenty percent (20%) of the cost for his/her coverage.:

Anthem Blue Cross/Blue Shield – Century Preferred - PPO;

The Town shall also continue to offer eligible employees Anthem Dental Benefits with the premium cost share following the schedule listed above.

### **The following plan changes took effect 1/1/2020 for the HDHP & PPO:**

The Town implemented Prescription Management provisions modeled on the Managed Prescription 2 Program. Current employees hired prior to July 1, 2019 that are currently taking medication affected by this program will be grandfathered in.

The Town implemented Prior Authorization for selected High Cost Diagnostic Imaging services (elective, non-emergency, non-inpatient).

The Town implemented Prior Authorization for PT/OT/ST benefits.

- 9.1 The Town shall also provide active employees with the following insurance plans:
- (a) Life insurance determined by twice the annual salary to nearest One Thousand Dollars (\$1,000.00) of salary. Includes a dismemberment provision. The Town contributes one hundred percent (100%) of the cost.
  - (b) Accidental Death and Dismemberment Insurance. Town pays one hundred percent (100%) of the cost.
- 9.2 If an employee retires at age 60, he/she may receive the same health/dental insurance coverage at the employee's expense, at Town Group rates, subject to insurance company regulations.
- 9.3 The Town reserves the right to change health carriers if services may be provided more economically or effectively, provided these services are equal to or better than the, existing plan, and this will be done with input from the Union.
- 9.4 Any employee may elect, on a completely voluntary basis, to waive Town-provided health insurance coverage.

If a benefit eligible employee is not covered under any Town issued medical or dental insurance, the Town will pay a total of three thousand dollars (\$3,000) per year to each such employee, in quarterly installments each year that the waiver is enforced.

## **ARTICLE X**

### **PENSION**

- 10.0 Eligibility for Membership in the Retirement System: An employee must have at least one year's service as a full-time employee, and must have reached the age of 21 to be eligible for membership in the retirement system. One hundred percent (100%) vesting of retirement benefits shall occur after five (5) years of continuous service.
- 10.1 The Town of South Windsor shall provide the following pension benefit subject to the rules and conditions of the pension plan and/or the insurance company.

#### **Service Definitions**

- (a) "Service" means employment as an employee of the Employer or any Associated Employer.
- (b) "Continuous Service" for the purposes of meeting the eligibility requirements and vesting means the number of whole years of Continuous Service of the employee with the Employer or any Associated Employer subject to item (c) below.

- (c) Any year of Continuous Service throughout which the employee elected not to make required Member Contributions shall be excluded for purpose of eligibility and vesting.

#### Definitions

- (a) "Earnings" means the Member's basic earnings received from the Employer and all Associated Employers during the Plan Year, excluding overtime pay, bonuses, any other compensation, and all earnings received for any period during which he/she did not make required Member Contributions.
- (b) "Final Average Earnings" means the Member's average monthly earnings during the last 60 months immediately preceding the Member's Normal Retirement Date or, if earlier, the Member's Early Retirement Date, date of termination, date of disability, if applicable, or date of death. In the event that a Member does not receive earnings for at least 60 months, his/her final Average Earnings will be determined from the Earnings during his/her total months of service.
- (c) "Normal Form" means a form of benefit providing monthly benefit payments to the Member for life as of the date the Member becomes a Retired Member with a single sum death benefit to be paid to a beneficiary in accordance with Section 6, if the total of all benefit payments made or due to the Retired Member does not equal or exceed his/her Member Accumulation.
- (d) Credited Service equals item (d-1) plus, item (d-2):
  - (d-1) The number of whole years and completed months of Service of the member with the Employer or any Associated Employer while in the Eligible Class beginning on the date he/she first began making required Member Contributions and before his/her Normal Retirement Date, subject to the provisions of paragraph 1.04(c).
  - (d-2) Any period of service during which the Active Member elected not to make required Member Contributions shall be excluded for purposes of determining Credited service.

#### Member Contributions

- (a) Each month an Active member in the Eligible Class shall make a Member contribution. The amount of the Contribution shall be as follows:

Four and one-half percent (4-1/2%) of his/her earnings during the month while in the Eligible Class during the current Plan Year.

#### Amount of Retirement Benefit at Normal Retirement

"Normal Retirement Date" means that a member has reached age sixty (60).

- (a) An active Member in the Eligible Class who makes Member Contributions who retires from Service on his/her Normal Retirement Date will receive a monthly retirement benefit

in the normal form equal to item (1) times item (2), subject to item (3) and items (b) and (c) below and, if applicable, further adjusted for cost of living:

- (1) 2% of his Final Average Earnings times
  - (2) Credited Service
  - (3) provided, however, the amount of Retirement Benefit will not be less than the amount provided for the Member under the old plan.
- (b) If a Member transfers from one Employee Group to another Employee Group or from one Account to another Account under this Plan any retirement benefit credited to him/her under the former Employee Group or Account, to this date of transfer, will become frozen under the former Employee Group or Account. This retirement benefit will be payable to him/her on his Retirement Date under the provisions of the new Employee Group or Account, and will be used to offset any benefit which may have been credited to him/her under the provision of his/her new Employee Group or Account.
- Retirement Benefits will be credited to such transferred Member under the conditions of his/her new Employee Group or Account, based upon all years of Service, including Service credited to him/her under any other Employee Group or Account. Upon reaching his/her Retirement Date, he/she will receive a yearly amount of retirement benefit under the provisions of the New Employee Group or Account, offset by the yearly amount of retirement benefit, if any, payable to him/her under the provision of his former Employee Group or Account.
- (c) In no event will the benefit provided for a Member be less than the yearly amount of benefit provided for him/her on the date of transfer from one Employee Group or Account to another Employee Group or Account or, if greater, the amount of retirement benefit in force for the Member under the Group Annuity Contract immediately before January 1, 1984, determined from the contract.

#### Maximum Benefit

Where, but for this provision, the sum of the defined benefit plan fraction and the defined contribution plan fraction would exceed 1.0, the Annual Additions to the Member's account under the defined contribution plan for the Plan Year shall be limited to the extent necessary under Federal regulations to preclude the sum of the defined benefit plan fraction, and the defined *contribution plan* fraction from exceeding 1.0.

The maximum yearly pension benefit, under the defined benefit plan, to which employee will be entitled is 70% of the Final Average Earnings.

#### 10.2 Employees Hired After July 1, 2008

Those employees hired on or after July 1, 2008, may elect to participate only in the Town's ICMA Defined Contribution 401(a) Pension Plan.

Participants may elect to join the plan on the first day of any month after the start of their employment. Participants shall control the investment options of all funds in the plan.

Each week an enrolled active member in the eligible class shall make a member contribution. The amount of the contribution shall be as follows:

After one year of employment the Town shall contribute 6% and the participant must contribute at least 6% of his/her base earnings each year. The employee has the option of putting in between 6% and IRS maximum allowable contribution. The maximum employee contribution amount will be governed by current IRS regulations. Once an employee elects a contribution percent, as stated in IRS regulations, the employee may not change his/her percent while employed by the Town of South Windsor.

**Vesting:**

Participants shall be vested in the plan on a pro-rated basis as follows:

After completing:

one year of continuous service = 20%

two years of continuous service = 40%

three years of continuous service = 60%

four years of continuous service = 80%

five years of continuous service = 100%

Participants are always 100% vested for their personal contributions.

Normal Retirement Date

Employee has reached age 60

**ARTICLE XI**  
**SAFETY & HEALTH**

- 11.0 A joint Safety Committee shall be formed by the Town and the Union, and said Committee shall meet monthly to review and recommend safety and health *conditions in* all departments.
- 11.1 The Town shall provide and assign a raincoat, rain hat, a pair of rubber boots, a pair of gloves and an insulated jacket to each employee. The Town shall also provide, as needed, five clean uniforms to each employee. Uniforms shall include pants, long and short sleeve shirts. Worn or damaged uniforms and assigned safety equipment shall be replaced as necessary when returned to the Town.
- 11.2 The Town shall pay for the cost of replacement of an employee's prescription safety glasses (up to a maximum of \$300.00) and hearing aids (up to a maximum of \$1500.00) if broken while on duty, unless the breakage is caused by the negligence or willful act of the employee.
- 11.3 The Town shall provide a fifteen (15) minute clean-up by employees prior to lunch, and at the end of the shift. Time for coffee break shall be provided near the mid-point of the morning. The coffee break will not exceed fifteen (15) minutes.
- 11.4 The Town shall provide, free of charge to the employee, medical injections for the prevention of common and contagious diseases-such as poison ivy, flu, poison oak, tetanus, etc.

- 11.5 The Town shall make a reimbursement of up to \$250 per fiscal year for the purchase of safety shoes. Employee must provide the Town with a receipt of such purchase. It shall be the employee's responsibility to wear safety shoes at all times.
- 11.6 Tools owned by employees that are lost, stolen, or damaged shall be replaced by the Town under the following conditions: tools must be for job-related functions in the maintenance of vehicles and equipment, and inventory of said tools must be on file with the Superintendent of Pollution Control.
- 11.7 The Town shall provide for a drug and alcohol-testing program meeting all Federal and State requirements.

## **ARTICLE XII**

### **SENIORITY**

- 12.0 The Town shall maintain a current list of employees in the bargaining unit who have regular status. A copy of such list may be furnished to the Union once per fiscal year upon written request.
- (a) All new Pollution Control Employees shall serve a one (1) year probationary period.
- 12.1 All employees who have successfully completed their probationary period shall be permanent full-time employees in the classified service, and shall acquire length of service records as of the date of their employment. If more than one (1) appointment is made on the same date, the seniority of such appointees shall be in order of appointment from the eligibility list.
- 12.2 At least fifteen (15) days prior to the expiration of the new employee's probationary period, the Department Head shall notify the Town Manager, in writing, that the services of the employee were satisfactory, and he/she shall continue the employee who shall receive a regular appointment in his/her position; or that the services of the employee were unsatisfactory based on the supervisor's working test, and that he/she will not continue the employee in his/her position. Upon such removal, the Department Head shall report to the Town Manager, and to the employee removed, his/her actions and reason therefore. No appeal is allowable from dismissal during the probationary period.
- 12.3 (a) Each official announcement of an examination shall specify the title and salary range of the class for which the examination is announced; the nature of the work performed; the necessary and desirable qualifications there; the time, place, and manner of making application; special requirement or qualifications; and such other information as the Town Manager may consider pertinent and useful.
- (b) The official notice of an examination shall consist of the posting of a notice thereof on public bulletin board maintained in the Town Hall. The Town Manager shall also make use of such other means of publicizing the announcement of each examination as are best suited for informing qualified persons that the examination is to be given, including posting of examination notices in all Town offices and installations.

- (c) Promotional examinations shall not be limited to employees of a single organizational unit, except as this may affect any experience requirement. However, every attempt will be made to insure that position vacancies will be filled by employees who successfully meet the examination standards. Promotional examinations shall include an evaluation of employee performance and seniority in service, in addition to any of the tests enumerated for open competitive examinations. Such examinations shall be administered only to employees who meet all other requirements for admission to an open competitive examination for the class position. All promotional position vacancies shall be filled within sixty (60) days after such position(s) become vacant.
- (d) The Town will agree to promote the applicant who, after taking such examinations as required, is placed on the eligible list, is certified as one of the top three (3) eligible, and has the highest current position classification-provided that the other two certified eligible are assigned to lower position classification.  
It should be clear that if the top three (3) certified eligible are in the same position classification, the Town Manager may select any one of the three (3) to fill the promotional position vacancy. On the other hand, if two (2) certified eligible are in the same position classification, and the third is in a lower classification, the Town Manager may select any one of the two certified candidates in the higher classification to fill the promotional position vacancy.

12.4 When an employee is assigned by the Superintendent or Plant Supervisor, the responsibilities of a vacant or new position for a period of ninety (90) consecutive workdays, then he/she shall be considered qualified, and allocated to said position, if the position continues to exist; otherwise, he/she shall return to his/her former position.

12.5 Layoffs.

Layoffs within classifications shall take effect as follows

- (a) Temporary employees.
- (b) Regular part-time employees.
- (c) Probationary employees.
- (d) Employees with the least seniority first, etc.

12.6 Laid-off full-time employees (within classification) with the most seniority shall be rehired first, and no new employees shall be hired in these classifications until all laid-off employees in those classifications have been given an opportunity to return to work.

12.7 Temporary employees are those seasonal employees who are not on the list furnished to the Union.

12.8 The Town shall grant super seniority to all officers and Stewards of the Union in the event of a layoff.

12.9 Employees shall be permitted to perform various specific work duties at the normal salary rate for a higher classification under supervision of a qualified operator for one hundred (100) hours so as to provide opportunity for promotion.

- (a) The employee shall be entitled to receive the pay of the higher classification if he/she performs those higher class duties at the direction of the Plant Supervisor and will be paid for those hours actually worked in ½ hour increments, in performance of the higher class duties.
- (a) Operator I employees of the Water Pollution Control Facility shall, upon obtaining CDL "B" license and appropriate DEP licensing, be promoted to Operator II, subject to meeting the qualifications of Operator II classification and has satisfactory periodic performance evaluation and Town Council appropriation of funds.

### **ARTICLE XIII** **GRIEVANCE**

13.0 For the purpose of this Agreement, the term "grievance" means any dispute between the Employer and the Union or between the employer and the employees concerning the effect, interpretation, application, or claim, or breach, or violation of this Agreement.

13.1 Any employee or Union grievance shall be settled in accordance with the following procedures from the date of the occurrence or the discovery of the incident:

- (a) Step 1 - The aggrieved employee and/or his/her steward or representative shall take up the grievance matter with the immediate supervisor in an effort to get the grievance resolved immediately. Step 1 grievance shall be in writing, submitted within fifteen (15) working days of the occurrence of the grievance.
- (b) Step 2 - If the grievance is not settled in the first step, the grievance will be submitted in writing to the Department Head within fifteen (15) working days of the receipt of the Step 1 written response. The Department Head will adjust the grievance at once, or give an answer to the Union, in writing, within ten (10) working days of the receipt of the grievance.
- (c) Step 3 - If the Union is not satisfied with the answer received in Step 2, they may elect to present the written grievance to the Town Manager within ten (10) working days of the receipt of the Step 2 written response, who shall hold a hearing within fifteen (15) working days to discuss the grievance in an attempt to resolve it. If the grievance is not resolved by the Town Manager immediately, the Union shall be given an answer by the Town Manager, in writing, within fifteen (15) working days of such hearing.
- (d) Step 4 - If the Union is not satisfied with the answer given by the Town Manager, they may elect to submit the grievance to a mutually accepted arbitration body; provided, however, that in the event no mutually acceptable arbitration body is agreed upon within thirty (30) days from the date the Union requests arbitration, then the matter will be referred to the State Board of Mediation and Arbitration. Any costs of arbitration shall be

divided equally between the Town and the Union; and the decision of the arbitrators shall be final and binding upon both parties.

- 13.2 Witnesses, officials of the Union, and/or the aggrieved party shall not receive compensation from the Town for the time spent at grievance hearings during nonworking hours.
- 13.3 Grievance hearings in Steps 2 and 3 shall be held, whenever possible, during working hours. The employer shall allow the employees and the Union Steward or Officers the necessary time off, without loss of pay, to resolve any such grievance. No hours beyond the normal workday will be paid for under this section.
- 13.4 Nothing herein shall be construed as prohibiting an aggrieved party from handling his/her own grievance if he/she so desires; but no agreement shall be made that is contrary to any of the terms of this agreement.
- 13.5 Grievance time limits may be waived by mutual consent.

#### **ARTICLE XIV** **WAGES**

- 14.0 Wage scales shall be attached to this Agreement as Appendix A.
- 14.1 Classification: Copies of the current job descriptions for Pollution Control are attached herein for the information of the employees only (Appendix B).
- 14.2 Employees will be provided additional annual compensation for achieving and maintaining wastewater certification as follows:

State I Certificate	\$100.00
State II Certificate	\$250.00
State III Certificate	\$500.00
State IV Certificate	\$1000.00
Lab Certification License	\$250.00
CT CDL Class B License with an "N" endorsement	\$250.00

The employee will receive compensation for only the highest achieved certification in the pay period following August 1, in a check separate from the employee's regular check.

Employees hired after 7/1/2019 will receive a one-time payment for achieving and maintaining wastewater certification at the rates set above.

**ARTICLE XV**  
**OTHER CONDITIONS**

- 15.0 The Town will allow the installation of one bulletin board in an accessible place in the Pollution Control Facility.

**ARTICLE XVI**  
**SAVINGS CLAUSE**

- 16.0 If any Article, Section, sentence, clause, or phrase of the Agreement shall be held for any reason to be inoperative, void, or invalid, the validity of the remaining portions of this Agreement shall not be affected thereby, it being the intention of the parties in adopting this Agreement that no portion thereof, or provision herein shall become inoperative or fail by reason of the invalidity of any other portion or provision; and the parties do hereby declare that it would have severally approved of and adopted the provisions contained herein, separately and apart from the other. The parties agree to immediately negotiate a substitute for the invalidated Article, Section, sentence, clause, or phrase.

**ARTICLE XVII**  
**PERFECT ATTENDANCE**

- 17.0 In addition to holidays and vacations herein provided, if an employee shall have a perfect attendance record during any ninety (90) consecutive calendar days, he/she shall receive an extra day off, with pay, up to a maximum of four (4) days per year. Absence for vacation leave and funeral leave will not mar an otherwise perfect attendance: absence for sick leave, or suspension, or tardiness will mar perfect attendance.

Effective on the signing of this contract, all employees shall bank all Perfect Attendance Days earned. These days can be used by the employees in accordance with the contract.

All Perfect Attendance Days earned after the signing of this contract shall be used by the end of the calendar year in which they are earned. If use of these earned days is not possible by the end of the calendar year in which they are earned, the employee shall be paid for these days at the applicable rate of pay. Such payment will be made in the last pay period of December in a check separate from the employee's regular check.

- 17.1 Employees hired after July 1, 1999 shall not be entitled to the perfect attendance provisions of this article.

**ARTICLE XVIII**  
**CONVERSION OF SICK LEAVE**

- 18.0 Upon voluntary termination in good standing of an employee who has worked for the Town a minimum of ten years, death, or retirement by an employee, payment shall be made to the employee or his/her beneficiary for unused sick leave days in the amount of fifty percent (50%) payment of accrued sick leave up to a maximum of one hundred thirty-five (135) days. Employees hired after July 1, 1997 shall not be entitled to the sick leave conversion provisions of this article.

Dismissal for just cause shall result in forfeiture of accrued sick leave.

**ARTICLE XIX**  
**COMPLAINTS**

- 19.0 All complaints received about bargaining unit employees shall be investigated as quickly as possible by the Department Head or his/her designee. Employees shall be notified of complaints received within five (5) working days.
- 19.1 When a preliminary investigation determines that there are reasonable grounds to believe that a complaint is valid, a sworn statement shall be prepared before an employee is so charged.
- 19.2 Employees who are charged as a result of a complaint shall be advised of the facts and circumstances of the complaint, be given a copy, and be given an opportunity to respond. Employees are entitled to Union representation.
- 19.3 Employees shall be entitled to all of their rights under Article IV, Disciplinary Actions and Procedures.

**ARTICLE XX**  
**EDUCATIONAL REIMBURSEMENT**

- 20.0 An employee may apply for, and receive, reimbursement for educational programming, subject to the following conditions:
- (a) The program of study and cost estimate shall be submitted, in writing, to the Department Head and must be approved, in advance, by the Department Head and the Town Manager to be eligible for reimbursement.
  - (b) The decision of the Department Head and the Town Manager shall be final.
  - (c) The Town will pay up front for the first test for each classification. The employer shall make every reasonable effort to send operators for training and education during working hours so that mandated certifications can be obtained and maintained by Pollution Control employees.

- (d) At the discretion of the Town Manager, additional time may be granted to an employee to obtain a required operator's certificate. Special consideration will be given in those cases where the employee has demonstrated a conscientious effort in obtaining such a certificate.

## ARTICLE XXI DURATION

- 21.0 This agreement shall become effective July 1, 2022 and shall remain in effect until June 30, 2025, and from year to year thereafter, unless either party notifies the other, no later than one hundred and twenty (120) days prior to the expiration date above, that it wishes to modify or change this agreement in any manner.
- 21.1 Upon receipt of such notice, meetings will begin as soon as possible to negotiate such changes, but no later than thirty (30) days after such notice has been received by either party.
- 21.2 This Agreement shall remain in full force and effect during such negotiations, and all increases in wages and benefits shall be retroactive to the expiration date specified in Section 21.0 above.

IN WITNESS WHEREOF, the parties hereto have cause these presents to be executed at South Windsor, Connecticut

This 2nd day of August, 2022

  
\_\_\_\_\_  
Michael Maniscalco, MPA  
Town Manager  
TOWN OF SOUTH WINDSOR

  
\_\_\_\_\_  
Jacob Plona  
President  
Local 1303-466  
COUNCIL 4 AFSCME, AFL-CIO  
SOUTH WINDSOR WPCA EMPLOYEES

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
AFSCME Representative

## APPENDIX A

### TOWN OF SOUTH WINDSOR

#### POLLUTION CONTROL-HOURLY WAGES

POSITION TITLE	7/1/2022	7/1/2023	7/1/2024
	2.50%	3.00%	3.00%
WPC OPERATOR I			
STEP 1	\$31.10	\$32.03	\$32.99
STEP 2	\$31.41	\$32.35	\$33.32
STEP 3	\$31.72	\$32.68	\$33.66
WPC OPERATOR II			
STEP 1	\$34.98	\$36.03	\$37.11
STEP 2	\$35.34	\$36.40	\$37.49
STEP 3	\$35.69	\$36.76	\$37.86
WPC OPERATOR III			
STEP 1	\$38.31	\$39.46	\$40.65
STEP 2	\$38.70	\$39.87	\$41.06
STEP 3	\$39.08	\$40.26	\$41.46
WPC LEAD OPERATOR			
W/O CERT	\$42.20	\$43.47	\$44.77
W/CERT	\$42.62	\$43.90	\$45.22
LABORATORY ANALYST			
STEP 1	\$38.31	\$39.46	\$40.65
STEP 2	\$38.70	\$39.87	\$41.06
STEP 3	\$39.08	\$40.26	\$41.46

Step Increases = 1%

Operators are paid based on their DEEP WW License.

Each Step is equivalent to one year in that position.

***Wage increases shall be made retroactive back to July 1, 2022 for current employees.***

## **Appendix B**

### **TOWN OF SOUTH WINDSOR POLLUTION CONTROL**

**Job Title:** Pollution Control Laboratory Analyst

**Department:** Public Works

**Based at:** Water Pollution Control Facility

**Position Reports to:** Works under the general direction of the Superintendent and the direct supervision of the Plant Supervisor.

**Job Purpose Summary:** To plan and carry out the sampling and laboratory analysis required to provide data to regulatory agencies and to provide a basis for process control decisions for the selection of the most effective and efficient treatment of wastewater in full compliance with the Municipal NPDES PERMIT issued to the South Windsor Water Pollution Control Facility by the Connecticut Department of Energy and Environmental Protection.

#### **Key Responsibilities and Accountabilities:**

1. Performs all laboratory analyses according to Environmental Protection Agency 40 CFR Part 160 – Good Laboratory Practices.
2. Practices proper collection techniques to ensure that samples are representative and that nothing is added or lost or changed between the time of collection and laboratory analysis.
3. Review data obtained from testing to ensure accuracy, precision, and consistency.
4. Trains other employees in laboratory testing and procedures.
5. Stays abreast of current laboratory functions, and recommends new tests or techniques and demonstrates the validity of the results based upon established QA principles.
6. Participates in federal and state audit programs to maintain laboratory certification.
7. Ensures that the laboratory is in good operational order, and observes all safety regulations and good housekeeping practices.
8. Prepares the annual budget for the laboratory operation.
9. Reviews all supply and equipment needs.
10. Maintains a computer historical database of laboratory analyses to provide information to the public, consultants and regulatory agencies.

11. Communicates directly on a daily basis with the Plant Supervisor and Process Control Staff in providing Lab Data as well as actively participating in Process Control operations.

**Minimum Qualifications**

*Education:* Bachelor's degree in Biology, Microbiology, Chemistry, or closely related field.

*Skills:* Proficiency in the use of a computer.

**Physical Demands:**

*Physical:* Intermittent sitting, standing, walking, bending, crouching or stooping, and climbs stairs.

*Vision:* See in the normal visual range with or without correction; able to differentiate between colors.

*Hearing:* Hear in the normal audio range with or without correction.

*Safety Sensitive:* This position has been identified as safety sensitive and the employee in this position will be part of a random drug testing pool. The methodology for choosing the random test subjects is handled by an outside, impartial, third party vendor.

*Environment:* Work is performed in an indoor plant and an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, toxic and explosive gases, and all types of weather and temperature conditions; work in or around water and sewage that is likely to carry pathogenic organisms that can transmit disease to humans; work and or walk on various types of surfaces including slippery or uneven surfaces; may be required to respond to emergencies after hours including evenings and weekends.

**Special Provision:** Must have a Class I Connecticut State Driver's License. Must be able to obtain a Connecticut Department of Energy and Environmental Protection Class I Operator's Certification and a New England Water Environmental Association Class II Laboratory Certification within three (3) years of the date of appointment.

**TOWN OF SOUTH WINDSOR  
POLLUTION CONTROL**

**Job Title:** Pollution Control Lead Operator (Collection System)

**Department:** Public Works/Pollution Control Division

**Based at:** Water Pollution Control Facility

**Position Reports to:** Works under the general direction of the Superintendent and the direct supervision of the Plant Supervisor.

**Job Purpose Summary:** In addition to those responsibilities and accountabilities required of the Pollution Control Operator III, this class is distinguished in that the Pollution Control Lead Operator (Collection System) is expected to assist Plant Supervisor in planning, preparing and reviewing work orders; and monthly operating reports; assist with performance appraisals and to monitor plant and collection system (pump stations, gravity sewer, low pressure sewer, and force mains) operational performance, safety, and security; as well as assist in the continuous development of the Town's CMOM policy and adhere to said policy.

**Key Responsibilities and Accountabilities:** (The following are illustrative of the duties and responsibilities associated with this position but are not intended to be all inclusive.)

1. Performs analysis and troubleshooting of the operational problems of the collection system using available data and selecting the appropriate corrective action.
2. Responsible for safe, effective and timely correction of sewer line blockages and problems.
3. Directs sanitary sewer, manhole, and pump station clearing and pumping operations.
4. This position also has the responsibility for making very difficult sewer line maintenance technical and operational decisions. Work involves responsibility for the operation of laptop and desktop computers and safe installation and maintenance of utility pipeline systems flow monitoring equipment and closed circuit television (CCTV) inspection equipment. This work requires that the employee have considerable knowledge, skill and ability in sewer line maintenance procedures.
5. Directs and evaluates a work group in cleaning and maintaining sewer lines, manholes, and related facilities.
6. Investigates problems in the field and determines corrective actions to be taken.
7. On call for emergencies.
8. Conducts dye tests.
9. Supervises contractors performing work related to the collection system.

10. Responsible for cavity/depression/sink hole investigations.
11. Fills out forms and reports on completed work assignments.
12. Responsible for the care and maintenance of collection system equipment.
13. Assists and trains employees with the use of collection system equipment. Assists in employee selection. Assures safe work practices.
14. Coordinates activities on a short term and long term basis to assure personnel, materials and equipment necessary for projects and objectives.
15. Maintains collection system and GIS database and records.
16. Prepares reports and documents operational events as needed
17. Prepares purchase order requests for supplies needed to complete tasks.
18. Performs quality checks and responds to calls for assistance
19. Keeps current on the latest advances in wastewater technology and process operations by regular attendance at training seminars and workshops.
20. Assists Plant Supervisor in the preparation of the annual Water Pollution Control Capital improvements budget.
21. Assists Treatment Plant Operators as needed in both maintenance and process control projects. Stays current with Treatment Plant operational conditions.

### **Minimum Qualifications**

*Education:* High School or trade school graduate, or equivalent training with courses in chemistry, mathematics, and physics. At least five (5) years' experience in a Class III or higher employment in a wastewater treatment facility, at least four years in a supervisory capacity, or in lieu thereof, an equivalent combination of experience and training. Must have a Connecticut Department of Energy and Environmental Protection Class III Operator's Certificate and preferably be able to obtain a Class IV Operator's Certificate within three (3) years of appointment.

*Skills:* Able to use MS Office, GranitNet, and ESRI software applications.

Proficiency in the use of a SCADA system.

### **Physical Demands and Working Environment:**

*Physical:* Proving functions require sufficient physical ability and mobility to work in a field environment; to work, stand and sit for prolonged periods of time; to frequently stoop,

bend, kneel, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb heights on ladders, to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

*Vision:* See in the normal visual range with or without correction. Able to detect and differentiate colors.

*Hearing:* Hear in the normal range with or without correction.

*Safety Sensitive:* This position has been identified as safety-sensitive, and the employee in this position will be part of a random drug testing pool. The methodology for choosing the random test subjects is handled by an outside, impartial, third party vendor.

*Environment:* Work is performed in an indoor plant, pump station buildings, confined spaces and an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water and sewage that is likely to carry pathogenic organisms that can transmit disease to humans; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; will be required to respond to emergency and public calls after hours including evenings and weekends.

**Special Provision:** Must have a Commercial Driver's License (CDL) Class B with an N endorsement; must possess a Connecticut Department of Energy and Environmental Protection Class III Operator's Certificate and preferably be able to obtain a Class IV Operator's Certificate within three (3) years of appointment. Must possess NASSCO PACP, MACP, LACP Certification. Must possess a Grade III NEWEA Collection System Certificate.

## **TOWN OF SOUTH WINDSOR WATER POLLUTION CONTROL**

**Job Title:** Pollution Control Lead Operator, Maintenance

**Department:** Public Works/Pollution Control Division

**Based at:** Water Pollution Control Facility

**Position Reports to:** Works under the general direction of the Superintendent and the direct supervision of the Plant Supervisor.

**Job Purpose Summary:** In addition to those responsibilities and accountabilities required of the Pollution Control Operator 3 (Maintenance), provides leadership in the timely and standardized planning, scheduling, and work assessment of the maintenance of all pollution control Treatment Plant and pump station equipment and facilities, and to maximize the useful life expectancies and provide for the effective and efficient treatment of wastewater in full compliance with the Municipal NPDES Permit issued by the Connecticut Department of Energy and Environmental Protection, and with all other state and federal agencies having jurisdiction. Assists the Plant Supervisor in planning, preparing and reviewing work orders. Performs performance appraisals and monitors Plant and collection system operational safety and security.

**Key Responsibilities and Accountabilities:**

1. Develops and updates a computerized maintenance management system (MMS) to schedule, track and archive maintenance activities, parts list, equipment diagrams and specialized maintenance tasks in extensive detail covering all facets of a maintenance program – including preventive maintenance, corrective and predictive maintenance.
2. Plans, organizes, and prioritizes work based upon equipment manufacturer's recommendations, the "Town of South Windsor, Connecticut Water Pollution Control Facility Upgrade Operations and Maintenance Manual", and agreed to standard industry procedures.
3. Directs employees of lower classification in maintenance activities.
4. Performs and takes lead role on preventative maintenance and repair tasks at the Treatment Plant and pump stations as well as on the collections system as needed. Also leads tank and equipment inspections.
5. Coordinates with contractors to ensure that the scope of their work is clear and that the work is done in a way that does not interfere with operation of the Treatment Plant or pump stations.
6. Coordinates with Plant Supervisor to ensure efficient and timely scheduling of work.
7. Coordinates maintenance activities with Lead Operator (Process Control).

8. Plans work to promote efficient use of employees by grouping work accordingly.
9. Responsible for proper and timely equipment maintenance to ensure equipment availability and reliability to ensure the Plant and pump stations meet all state and federal NPDES requirements.
10. Trains employees in maintenance procedures according to manufacturer's recommendations, accepted industry standards, or the O&M manual.
11. Keeps current on the latest advances in wastewater technology and process control by regular attendance at training seminars and workshops.
12. Analyzes required numbers of employees for each maintenance task based upon matching their qualifications and skill levels to the complexity of the equipment to be maintained.
13. Responsible for providing information in sufficient detail to allow for effective work load analysis and work assignment based upon priority of maintenance tasks affecting facility or pump station performance that may create a violation, cause complaints, affect safety and health, or cause major damage to equipment or the surrounding area.
14. Responsible for administration of computerized inventory parts system to maximize availability of parts and material for all assignments.
15. Responsible for administration of a computerized work order system.
16. Assists Plant Supervisor in the preparation of annual Water Pollution control Operations and Capital Improvement budgets.
17. Responsible for providing a complete maintenance history for each piece of equipment.
18. Responsible for following all Town and manufacturer's safety requirements.
19. Ability to establish effective working relationships with employees.

#### **Minimum Qualifications:**

*Education:* High School or trade school graduate, or equivalent training college level courses highly desirable. Not less than four (4) years experience in mechanical maintenance work, including three (3) years experience in the maintenance and repair of wastewater treatment machinery. Must have a Connecticut Department of Energy and Environmental Protection Class III Operator's Certificate (Class IV Certification preferred but not required).

*Skills:* Extensive knowledge in the maintenance, installation, and repair activities associated with mechanical and electrical/electronic systems.

Proficiency in the use of a SCADA system.

### **Physical Demands and Working Environment:**

*Physical:* Proving functions require sufficient physical ability and mobility to work in a field environment; to work, stand and sit for prolonged periods of time; to frequently stoop, bend, kneel, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb heights on ladders, to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

*Vision:* See in the normal visual range with or without correction. Able to detect and differentiate colors.

*Hearing:* Hear in the normal range with or without correction.

*Safety Sensitive:* This position has been identified as safety-sensitive, and the employee in this position will be part of a random drug testing pool. The methodology for choosing the random test subjects is handled by an outside, impartial, third party vendor.

*Environment:* Work is performed in an indoor plant, pump stations, confined spaces and an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water and sewage that is likely to carry pathogenic organisms that can transmit disease to humans; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; will be required to respond to emergency and public calls after hours including evenings and weekends.

**Special Provision:** Must have a Commercial Driver's License (CDL), Class B with an N endorsement; must possess a Connecticut Department of Energy and Environmental Protection (DEEP) Class III Operator's Certificate. Must possess NEWEA Grade II Collections System Certification.

**TOWN OF SOUTH WINDSOR  
WATER POLLUTION CONTROL**

**Job Title:** Pollution Control Lead Operator (Process Control)

**Department:** Public Works/Pollution Control Division

**Based at:** Water Pollution Control Facility

**Position Reports to:** Works under the general direction of the Superintendent and the direct supervision of the Plant Supervisor.

**Job Purpose Summary:** In addition to those responsibilities and accountabilities required of the Pollution Control Operator III, this class is distinguished in that the Pollution Control Lead Operator (Process Control) is expected to assist Plant Supervisor in planning, preparing and reviewing work orders and monthly operating reports; assist with performance appraisals and to monitor plant and collection system operational safety and security.

**Key Responsibilities and Accountabilities:** (The following are illustrative of the duties and responsibilities associated with this position but are not intended to be all inclusive.)

1. Performs analysis and troubleshooting of the operational problems using available data and selecting the appropriate corrective action to meet plant NPDES permit effluent discharge requirements.
2. Coordinates with Plant Supervisor in scheduling Process Control functions.
3. Coordinates with Lead Operator (Maintenance) to ensure that Treatment Plant is able to function properly during maintenance activities.
4. Trains staff in the operation of plant process equipment.
5. Maintains operational database and records.
6. Directs Operators of lower classification in Process Control.
7. Prepares reports and documents operational events as needed
8. Performs quality checks and responds to calls for assistance
9. Keeps current on the latest advances in wastewater technology and process operations by regular attendance at training seminars and workshops.
10. Assists Plant Supervisor in the preparation of the annual Water Pollution Control Capital improvements budget.
11. Monitors SCADA daily to look for unusual trends and to ensure equipment is functioning properly.

12. Performs process control tasks such as running the GBT, sludge handling, and filling in as needed for the Lab Analyst.
13. Though understanding of lab standards and procedures
14. Assists with Treatment Plant maintenance tasks as needed.

### **Minimum Qualifications**

*Education:* High School or trade school graduate, or equivalent training with courses in chemistry, mathematics, and physics. At least five (5) years experience in a Class III or higher employment in a wastewater treatment facility, or in lieu thereof, an equivalent combination of experience and training. Must have a Connecticut Department of Energy and Environmental Protection Class III Operator's Certificate. Class IV Certificate preferred but not required.

*Skills:* Able to use a computer and pertinent software applications.

Proficiency in the use of a SCADA system.

### **Physical Demands and Working Environment:**

*Physical:* Proving functions require sufficient physical ability and mobility to work in a field environment; to work, stand and sit for prolonged periods of time; to frequently stoop, bend, kneel, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb heights on ladders, to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

*Vision:* See in the normal visual range with or without correction. Able to detect and differentiate colors.

*Hearing:* Hear in the normal range with or without correction.

*Safety Sensitive:* This position has been identified as safety-sensitive, and the employee in this position will be part of a random drug testing pool. The methodology for choosing the random test subjects is handled by an outside, impartial, third party vendor.

*Environment:* Work is performed in an indoor plant, pump stations, confined spaces and an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water and sewage that is likely to carry pathogenic organisms that can transmit disease to humans, exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; will be required to respond to emergency and public calls after hours including evenings and weekends.

**Special Provision:** Must have a Commercial Driver's License (CDL) Class B with an N endorsement; must possess a Connecticut Department of Energy and Environmental Protection Class III Operator Certificate (Class IV preferred but not required)

**TOWN OF SOUTH WINDSOR  
WATER POLLUTION CONTROL**

**Job Title:** Pollution Control Operator I

**Department:** Public Works/Pollution Control Division

**Based at:** Water Pollution Control Facility

**Position Reports to:** Works under the general direction of the Superintendent and the direct supervision of the Plant Supervisor.

**Job Purpose Summary:** This is the entry level position in Water Pollution Control. The Pollution Control Operator I performs routine tasks and duties involving the maintenance and operations of facility, grounds, and collection system equipment. Employees works under the direct guidance and supervision of the Plant Supervisor or Operator of a higher grade level on matters related to established procedures and guidelines based upon equipment manufacturer's recommendations, the "Town of South Windsor, Connecticut Water Pollution Control Facility Upgrade Operation and Maintenance Manual", or to agreed upon industry standards while learning job tasks.

**Key Responsibilities and Accountabilities:** (The following are illustrative of the duties and responsibilities associated with this position but are not intended to be all inclusive.)

1. Performs routine preventive maintenance.
2. Assists Operators of a higher grade level in the operation, adjustment of controls and maintenance/repair of Water Pollution Control Facility, pump stations, and collection system equipment.
3. Performs regular pump station checks with higher classification operators
4. Assist Operators of a higher grade level in greasing and cleaning equipment, reading and interpreting meters and gauges.
5. Assist Operators of a higher grade level in Collections Systems work such as CCTV and cleaning of sewer lines.
6. Respond to emergency calls as scheduled to observe Operators of a higher grade level in learning how to locate problems and operate equipment.
7. Assist the Laboratory Analyst in collection of wastewater samples.
8. Assist Operators of a higher grade level in the inspection, repair and installation of equipment.
9. Performs general facility maintenance work such as sweeping, cleaning, sanding and painting equipment and facilities, as well as snow removal.

10. Observe Town and manufacturer's safety requirements.

11. Operate Pollution Control vehicles.

### **Minimum Qualifications**

*Education:* High School or trade school graduate or equivalent training. Vocational or high school shop courses, or equivalent on-the-job training desirable. No experience is required. Municipal utility maintenance experience is desirable.

*Skills:* Able to use a computer and pertinent software applications.

### **Physical Demands and Working Environment:**

*Physical:* Proving functions require sufficient physical ability and mobility to work in a field environment; to work, stand and sit for prolonged periods of time; to frequently stoop, bend, kneel, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb heights on ladders, to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

*Vision:* See in the normal visual range with or without correction. Able to detect and differentiate colors.

*Hearing:* Hear in the normal range with or without correction.

*Safety Sensitive:* This position has been identified as safety-sensitive, and the employee in this position will be part of a random drug testing pool. The methodology for choosing the random test subjects is handled by an outside, impartial, third party vendor.

*Environment:* Work is performed in an indoor plant, pump stations, confined spaces and an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water and sewage that is likely to carry pathogenic organisms which can transmit disease to humans, exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; will be required to respond to emergency and public calls after hours including evenings and weekends.

**Special Provision:** Must have a Class I Connecticut State Drivers License. Must be able to obtain a Connecticut Department of Energy and Environmental Protection Class I Operator's Certificate within two (2) years of the date of hire.

## **TOWN OF SOUTH WINDSOR WATER POLLUTION CONTROL**

**Job Title:** Pollution Control Operator II

**Department:** Public Works/Pollution Control Division

**Based at:** Water Pollution Control Facility

**Position Reports to:** Works under the general direction of the Superintendent and the direct supervision of the Plant Supervisor.

**Job Purpose Summary:** This level class within the Pollution Control Operator series is distinguished from the Pollution Control Operator I by the assignment of the full range of duties receiving only occasional instruction or assistance as new situations arise in the maintenance and operation of Facility, grounds, and collection system equipment in accordance with procedures and guidelines based upon equipment manufacturer's recommendations, the "Town of South Windsor, Connecticut Water Pollution Control Facility Upgrade Operation and Maintenance Manual", or to agreed upon industry standards.

**Key Responsibilities and Accountabilities:**

1. Performs routine preventive maintenance for all Water Pollution Control Facility, pump station and collection system equipment and structures.
2. Expected to operate all Town vehicles and associate equipment used in the operation and maintenance of the collection and treatment systems.
3. Required to provide training.
4. Collects process samples in accordance with approved protocol.
5. Follows all town and manufacturer's safety requirements.
6. Collects operational data for records.
7. Monitors and responds to SCADA system.
8. Responds to trouble calls.
9. Operates and maintains Water Pollution Control Facility, pump station and collection system equipment, vehicles and structures.
10. Assists higher grade level Operators in equipment repair, tank and structure inspection, process control, and collection system maintenance.
11. Troubleshoots processes and equipment.

12. Provides operational control assistance for processes.

13. Responds to emergency call out to locate and mark out underground municipal utilities.

### **Minimum Qualifications**

*Education:* High School or trade school graduate or equivalent training. Shop courses desirable. Not less than one (1) year of employment in a wastewater treatment facility. Must have a Connecticut Department of Energy and Environmental Protection (DEEP) Class I Operator's Certificate and a DEEP Operator-In-Training (OIT) Class II Operators Certification.

*Skills:* Basic computer skills for entering data into a computer; proficiency in the use of Microsoft Word, and Excel.

Proficiency in the use of a SCADA system.

### **Physical Demands and Working Environment:**

*Physical:* Proving functions require sufficient physical ability and mobility to work in a field environment; to work, stand and sit for prolonged periods of time; to frequently stoop, bend, kneel, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb heights on ladders, to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

*Vision:* See in the normal visual range with or without correction. Able to detect and differentiate colors.

*Hearing:* Hear in the normal range with or without correction.

*Safety Sensitive:* This position has been identified as safety-sensitive, and the employee in this position will be part of a random drug testing pool. The methodology for choosing the random test subjects is handled by an outside, impartial, third party vendor.

*Environment:* Work is performed in an indoor plant, pump stations, confined spaces and an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water and sewage that is likely to carry pathogenic organisms which can transmit disease to humans, exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; will be required to respond to emergency and public calls after hours including evenings and weekends.

**Special Provision:** Must have a Commercial Driver's License (CDL) Class B with an N endorsement. Must be able to obtain a Connecticut Department of Energy and Environmental Protection Class II Operator's Certificate within three (3) years of the date of

appointment. Must also obtain a New England Water Environment Association Collection System II Certification within two (2) years of date of appointment.

**TOWN OF SOUTH WINDSOR  
WATER POLLUTION CONTROL**

**Job Title:** Pollution Control Operator III (Maintenance)

**Department:** Public Works/Pollution Control Division

**Based at:** Water Pollution Control Facility

**Position Reports to:** Works under the general direction of the Superintendent and the direct supervision of the Plant Supervisor.

**Job Purpose Summary:** In addition to those responsibilities and accountabilities required of the Pollution Control Operator II, this class is distinguished by a greater level of involvement in the planning, scheduling and assessment of the maintenance of all pollution control treatment plant and collection system equipment and facilities.

**Key Responsibilities and Accountabilities:**

1. Performs skilled work in the maintenance of pollution control equipment in accordance with the manufacturer's recommendations, the Town of South Windsor, Connecticut Water Pollution Control Facility Upgrade Operation and Maintenance Manual" and agreed to industry standards.
2. Performs all routine maintenance.
3. Performs daily checks of SCADA system to look for unusual trends or equipment operation.
4. Stays current with Treatment Plant Process performance. Coordinates regularly with Operator III/IV (Process Control) to understand and mitigate impacts on Process Control due to maintenance activities.
5. Directs work of Pollution Control Operators I & II.
6. Documents in the computerized maintenance management system all work performed.
7. Assists Lead Operator (Maintenance) in the data entry for the updating of the computerized maintenance management system.
8. Diagnoses mechanical defects and take appropriate action.
9. Requests necessary parts, tools and equipment in a timely manner.
10. Follows all Town and manufacturer's safety procedures.
11. Assists or performs in the installation and testing of new or rebuilt equipment including equipment repair/rework.

12. Assists and/or leads inspections and repairs on Treatment Plant and pump station equipment and structures.

**Minimum Qualifications:**

*Education:* High School or trade school graduate or equivalent training. Shop courses desirable. Not less than three (3) years employment in a Class III or higher wastewater treatment facility; or in lieu thereof, an equivalent combination of experience and training. Must have a Connecticut Department of Energy and Environmental Protection Class II Operator License and Class III Operator OIT Designation.

*Skills:* Working knowledge in the maintenance installation, and repair activities associated with mechanical and electrical/electronic systems. *Able to use a computer and pertinent software applications.*

Proficiency in the use of a SCADA system.

Must have extensive knowledge of process control and stay current on Treatment Plant operational conditions.

**Physical Demands and Working Environment:**

*Physical:* Proving functions require sufficient physical ability and mobility to work in a field environment; to work, stand and sit for prolonged periods of time; to frequently stoop, bend, kneel, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb heights on ladders, to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

*Vision:* See in the normal visual range with or without correction. Able to detect and differentiate colors.

*Hearing:* Hear in the normal range with or without correction.

*Safety Sensitive:* This position has been identified as safety-sensitive, and the employee in this position will be part of a random drug testing pool. The methodology for choosing the random test subjects is handled by an outside, impartial, third party vendor.

*Environment:* Work is performed in an indoor plant, pump stations, confined spaces and an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water and sewage that is likely to carry pathogenic organisms which can transmit disease to humans, exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; will be required to respond to emergency and public calls after hours including evenings and weekends.

**Special Provision:** Must have a Commercial Driver's License (CDL) Class B with an N endorsement; must complete the following milestones:

- Obtain Connecticut Department of Energy and Environmental Protection Class III Operators Certificate within three years of appointment.
- Must possess NEWEA Grade II Collection System certification.

**TOWN OF SOUTH WINDSOR  
WATER POLLUTION CONTROL**

**Job Title:** Pollution Control Operator III (Process Control)

**Department:** Public Works/Pollution Control Division

**Based at:** Water Pollution Control Facility

**Position Reports to:** Works under the general direction of the Superintendent and the direct supervision of the Plant Supervisor.

**Job Purpose Summary:** In addition to those responsibilities and accountabilities required of the Pollution Control Operator II, this class is distinguished in that the Pollution Control Operator III (Process Control) is expected to exercise a greater amount of independent judgment and responsibility in making operational control decisions.

**Key Responsibilities and Accountabilities:**

1. Responsible for understanding in detail the normal operation, alternate and emergency operation, shutdowns and starting considerations for every treatment process as provided in the "Town of South Windsor, Connecticut Water Pollution Control Facility Upgrade Operation and Maintenance Manual".
2. Responsible for a thorough understanding of the requirements of the NPDES Permit issued for the Water Pollution Control Facility by the Connecticut Department of Energy and Environmental Protection.
3. Directs work of Pollution Control Operators I and II.
4. Performs various lab tests, and may be required to temporarily fill-in for the Laboratory Analyst.
5. Makes recommendations involving treatment process operations in meeting all final effluent discharge requirements of the NPDES Permit issued by the Connecticut Department of Energy and Environmental Protection.
6. Assists or performs process operation as directed.
7. Responsible for keeping a daily record of operations including but not limited to Plant flows, weather conditions, process operation, abnormal process conditions, corrective measures taken and effects of emergency actions taken, and equipment failures.
8. Assists Plant Supervisor in preparation of all reports required for submittal to the Connecticut Department of Energy and Environmental Protection, EPA or other agencies having jurisdiction.

9. Determine best location of each wastewater sampling point and the proper method of sample collection.
10. Responsible for performing maintenance of mechanical, electrical and hydraulic systems at the Treatment Plant and pump stations.
11. Monitors SCADA daily to look for unusual trends and to ensure the proper function of equipment.
12. Performs Collection System and pump station maintenance work.

### **Minimum Qualifications:**

*Education:* High School or trade school graduate or equivalent training with courses in chemistry, mathematics, and physics. At least three (3) years experience in a Class III or higher employment in a wastewater treatment facility, or in lieu thereof, an equivalent combination of experience and training. Must have a Connecticut Department of Energy and Environmental Protection Class II Operator Certificate and Class III OIT Designation.

*Skills:* Basic knowledge in the maintenance, installation, and repair activities associated with mechanical systems.

Able to use a computer and pertinent software applications.

Proficiency in the use of a SCADA system.

### **Physical Demands and Working Environment:**

*Physical:* Proving functions require sufficient physical ability and mobility to work in a field environment; to work, stand and sit for prolonged periods of time; to frequently stoop, bend, kneel, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb heights on ladders, to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

*Vision:* See in the normal visual range with or without correction. Able to detect and differentiate colors.

*Hearing:* Hear in the normal range with or without correction.

*Safety Sensitive:* This position has been identified as safety-sensitive, and the employee in this position will be part of a random drug testing pool. The methodology for choosing the random test subjects is handled by an outside, impartial, third party vendor.

*Environment:* Work is performed in an indoor plant, pump stations, confined spaces and an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards,

and all types of weather and temperature conditions; work in or around water and sewage that is likely to carry pathogenic organisms which can transmit disease to humans, exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; will be required to respond to emergency and public calls after hours including evenings and weekends.

**Special Provision:** Must have a Commercial Driver's License (CDL) Class B with an N endorsement. Must have a Connecticut Department of Energy and Environmental Protection Class III OIT designation. In addition must:

- Obtain Connecticut Department of Energy and Environmental Protection Class III Operators Certificate within three years of appointment.
- Must possess NEWEA Grade II Collection System Certification.