

Memorandum of Understanding

This Memorandum of Understanding between the City of Bend Employees Association (Association) and the City of Bend (City) is for the purpose of memorializing the agreement between the parties as it relates to implementing the Infrastructure Classification Series in the Utility Department.

Recitals

- A. The Infrastructure Series was a result of both parties wanting to clarify the existing classification structure in the department.
- B. The parties have agreed to implement the components of the Infrastructure Classification Series within the Utility Department. The result of the implementation will cause restructuring and clarification of position qualification, compensation, and progression.

Terms of Agreement

1. All future and current employees employed in positions within the Infrastructure Series (Appendix A) will be held to the Terms of Agreement of this MOU.
2. There are four (4) competency levels within the Infrastructure Series: Entry, Journey, Advance Journey, and Lead. Each component of the competency levels are denoted in Appendix A.
3. Excluding out of class assignments and reclassifications, only Employees in Entry Level Positions may progress, without a competitive recruitment process to subsequent Journey Level positions once meeting the competency requirements as determined by the City. All other positional movement within the Infrastructure Series must be through selection per a processes initiated by the City.
4. Employees hired in Entry positions within the Infrastructure series will have an 18 month probationary period. Section 2 of Article 9 remains unchanged.
5. Employees progressing (promoting) from Entry Level to Journey Level positions exclusively within the Utility Infrastructure Classification Series will not be subject to the 6 month promotional probationary period per Section 7 of Article 13.
6. All personnel activity outlined in Appendix A shall take place effective the signed date of the agreement. The salary review date shall remain unchanged for all employees listed in Appendix A.
7. The creation of the Utility- Utility Worker Apprentice and its placement at Paygrade 400.
8. Any Dispute between COBEA and the City concerning the interpretation, application or alleged violation of any term of this Memorandum of Understanding shall be subject to the Grievance Procedure set forth in Article 11 of the parties' CBA.

9. Any disputes or potential disputes related to classification and/or compensation for any of the employees listed in this MOU will not be grieved, to the extent the basis for the dispute arose prior to the date this MOU becomes effective.
10. These provisions are being adopted to address specific issues that arose and are not intended to change any other Memorandums of Understandings or their provisions, past practice, or policies nor to set a precedent if, inadvertently, these provisions affect other MOU provisions, practices, or policies.
11. Nothing in this MOU modifies the City's rights as outlined in Article 4 or limits in any way any of the City's rights, including the rights to create, modify, or eliminate jobs and assign work.

APPENDIX A

UTILITY INFRASTRUCTURE SERIES

Classification Specification

City of Bend, Oregon

This classification specification defines the general character and scope of responsibilities of all positions within the Utility Infrastructure job classification series. This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

General Information

- **Classification Title:** Utility Infrastructure Series
- **Classification Code:** UIS
- **Pay Grade:** 400-700
- **FLSA Status:** Non-Exempt
- **Representation:** COBEA

Summary

The Utility Infrastructure Series is a broad classification that encompasses incumbents engaged in a wide range of skilled and semi-skilled duties in a variety of systems maintenance or administrative tasks related to the installation, operation, maintenance, repair and inspection of the City's water, water reclamation and stormwater systems and infrastructure (linear

assets). Responsibilities may vary in accordance with assigned area of responsibility, but will generally include; operating and maintaining applicable systems and equipment, installing and repairing water and/or sewer lines and other related facilities, maintaining/repairing manholes, catch basins, pump stations, reservoirs and other facilities, investigating line leaks and/or blockages, responding to customer requests for information, collecting data and preparing reports, and maintaining a variety of records and logs related to the maintenance, repair and monitoring activities.

The following competency levels pertain to this classification series:

Entry –Typically used as a training class; work is generally routine, daily detailed instruction is given and work is performed under direct supervision. Typically has less than two years of experience and may be an operator in training.

Journey Level –Knows and applies fundamental concepts, practices and procedures of a particular field of specialization; performs work that is varied with minimal supervision. Performs tasks that may be somewhat difficult in nature and require moderate levels of evaluation and decision making. May provide guidance to the entry level classification. Generally holds or is working towards an intermediate level certification and has two to four years of experience.

Advanced Journey Level –Possesses and applies a broad knowledge of principles, practices and procedures of a particular field to the completion of difficult assignments; assignments are broad in nature, generally requiring a high level of ingenuity and originality; has appreciable latitude for un-reviewed actions and/or decisions. Typically holds a high level certification and has five or more years of experience.

Lead Level –Possesses and applies a broad knowledge of principles, practices and procedures of a particular field to the completion of difficult assignments. Responsible for the 'work' and not the 'worker'. Performs a full range of duties including scheduling and assigning tasks to lower level classifications. Proscribes methods, procedures and materials for work and is responsible for the final work results. Generally holds a high-level certification and typically has eight or more years of experience with five years in a lead role or (5 years) experience that demonstrates competence to lead teams.

Distinguishing Characteristics

- Utility Infrastructure Series perform a variety of skilled or semi-skilled manual labor tasks assisting in the installation, maintenance and repair of water, wastewater and stormwater supply, distribution, and collection systems.
- May include leading lower level support staff.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- Performs systems maintenance or administrative tasks related to the installation, operation, maintenance, repair and inspection of the City's water, water reclamation and stormwater systems and infrastructure.
- Performs preventative maintenance and minor repair activities to applicable vehicles and equipment utilized in day-to-day activities.
- Troubleshoots and implements repairs to faulty system components, utilizing established standards.
- Maintains necessary records; reporting requirements; and/or systems relevant assigned area of responsibility.
- Responds to inquiries and requests for information from the public; investigates and resolves problems.
- Complies with safety requirements of the position and actively promotes safe work practices.
- Responds to system maintenance and or service calls outside scheduled work hours while on call or in the event of an emergency.
- In an emergency event or an officially declared State of Emergency, responds as directed to ensure the restoration of essential public services, facilities and infrastructure.
- Ensures compliance with applicable Federal, State, and Local laws, rules, regulations, and polices
- May supervise or provide guidance to lower level support staff.
- Actively supports an inclusive and respectful work environment.
- Performs other duties of a similar nature or level.

Qualifications

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

High School Diploma or equivalent (GED) and sufficient experience as necessitated by the competency level of the position.

- Entry Level: 0-2 years of experience and may be an operator in training
- Journey Level: 2- 4 years of progressively responsible relevant experience with basic level certifications per area of assignment
- Advanced Journey Level: 5 years of progressively responsible relevant experience with advanced level certifications per area of assignment
- Lead Level: 8 years of progressively responsible relevant professional experience, with 5 years' experience that demonstrates competence to lead teams, advanced level certifications per area of assignment

Additional specialized knowledge and/or certifications specific to area of assignment may be required.

Degree and Licensing and/or Certification Requirements:

- Based upon area of assignment, an Associate Degree or two year technical certification may be required if candidate does not have minimum journey level experience.
- Valid Oregon driver's license at time of appointment. An Oregon Class A or B commercial driver's license may be required within six months of hire.

Knowledge Required:

- Water/wastewater/storm water maintenance and repair functions;
- Vactor truck operations;
- Underground utility location techniques and methods;
- Mathematical principles;
- Construction principles;
- Applicable tools and equipment utilized in the trade;
- Trench safety shoring, shielding and construction safety principles;
- Customer service principles;
- Leak detection methods;
- Occupational hazards and safe work methods.
- Plumbing principles, including all classes of pipe;
- Leadership skills;
- Hydrant maintenance and repair;
- Water valve turning and flushing;

Skill in:

- Using a computers, peripherals, and related software applications;
- Prioritizing and assigning work;
- Detecting leaks;
- Performing mathematical calculations;
- Locating underground utilities;
- Reading and interpreting maps, drawings, and schematics;
- Troubleshooting, maintaining, and repairing water/wastewater systems and components;
- Utilizing applicable tools and equipment of the trade;
- Providing customer service;
- Operating light to heavy equipment;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Work Environment:

Work is principally in field settings. Work in the field may involve: travel to offsite locations; exposure to weather, extreme temperatures, and jobsite construction activities involving, noise,

dust, moisture and poor ventilation. Involves movement across uneven surfaces, heights and below-grade locations and exposure to fumes or chemicals with proper safety precautions. Office settings involve interruptions and have controlled environmental conditions and involve use of computers and other office equipment.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

SUMMARY

UTILITY INFRASTRUCTURE SERIES

General Information

- Classification Title: Utility Infrastructure Series
- Classification Code: UIS
- Pay Grade: 400-700
- FLSA Status: Non-Exempt
- Representation: COBEA

Current City of Bend job descriptions that would fall under these levels within the classification series:

Entry Level	Journey Level	Advanced Journey Level	Lead Level
Water Utility Worker I	Utility-Utility Worker I	Utility-Utility Worker II	Utility-Utility Worker Lead
Stormwater-Utility Worker I	Customer Service Tech	UW II – Collection System	Collection Systems-Lead
Utility-Utility Worker Apprentice	Collection Systems-Utility Worker I	Water-Utility Worker III	Water Reclam Sys Maint, SR
	Water Reclam System Maint II		

Current EE's and proposed changes:

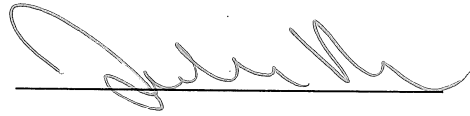
Current EE	Current Position	Proposed Position Change	Current Grade/Step	Future Grade/Step
Blackwelder, Brice	UW Lead			
Borrego, Dave	Utility UWI	CSUW-I	400/6	500/5
Brick, Paul	UW Lead			
Buhmann, DJ	Utility UWII			
Byrd, Steve	WRF Sys Maint, SR			
Follose, Brandon	Utility UWI		400/4	500/3
Gillette, Mike	Coll Syst UWII			
Hall, Matt	Utility UWI		400/2	500/1
Hamilton, Grant	UW Lead			
Hobbs, Eric	Tech Serv Spec II	CSUW-II	600	No Change
Hopkins, Bob	WRF Sys Maint II	CSUW-II	500/6	600/5
Judd, Arthur	Utility C/S Tech		400/6	500/5

Klotz, Ian	Coll Syst UWII			
Kuss, Ric	Utility UWI	CSUW-I	400/4	500/3
Larson, Ron	Utility UWI		400/3	500/2
Libolt, Orrin	WRF Sys Maint, SR			
Mosher, Chris	UW Lead			
Oak, David	Stormwater UWI		300/6	Red circle
Obrist, Jake	Utility UWII			
Patterson, Tyler	Utility C/S Tech		400/6	500/5
Petitmermet, Sean	Utility UWI		400/2	500/1
Richardson, Ty	Coll Syst UWII			
Riley, Steve	Utility UWI	CSUW-I	400/6	500/5
Rounds, Stuart	Utility UWII			
Skaggs, Dan	Utility UWI		400/6	500/5
Somers, Robyn	Water UWI			
Somers, Travis	UW Lead			
Supnet, Bob	Water UWIII			
Vencill, Gary	Water UWIII			
Winter, Scott	Utility UWII			
Woods, Rawlin	Water UWI			

This Memorandum of Understanding is effective this 12 day of May, 2016.

A handwritten signature in black ink, appearing to read 'Rob DuValle', written over a horizontal line.

Rob DuValle, HR Director
City of Bend

A handwritten signature in black ink, appearing to read 'Julie Price', written over a horizontal line.

Julie Price, President
City of Bend Employee Association