

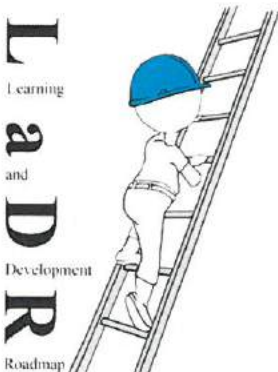


Learning and Development Roadmap

Inception: March 13, 2014

Version Date: September 15, 2015

Underground Utility Technician Position Plan



"Setting the Standard for Excellence"

LaDR Approval



Tim Potter, Manager, Utility Construction Operations

9/17/15

Date

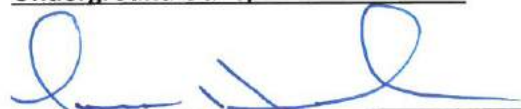


Charles Ziegmont, Career Progression Coordinator

9/15/15

Date

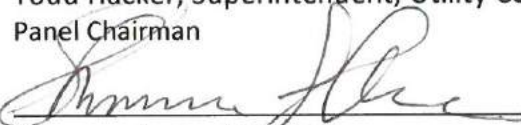
Underground Utility Technician Panel



Todd Hacker, Superintendent, Utility Construction Operations
Panel Chairman

9-20-15

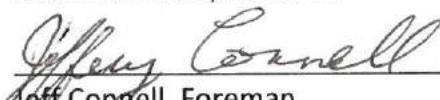
Date



Shannon Avera, Foreman

9-15-15

Date



Jeff Connell, Foreman

9/15/15

Date



Richard Cuyler, Foreman

9-15-15

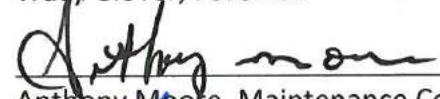
Date



Tracy Glover, Foreman

9-15-15

Date



Anthony Moore, Maintenance Construction Chief

9-15-15

Date



Shawn O'Quinn, Foreman

9-29-15


Date



Henry Pride, Maintenance Construction Chief

9/15/15

Date



Artie Sellars, Foreman

9/29/2015

Date



Edward Smith, Equipment Operator

9-29-15

Date

Purpose

The purpose of this document is to establish the Underground Utility (UU) Technician as a position progression opportunity through a Leadership and Development Roadmap (LaDR) within the Career Progression Program (CPP or Program). The purpose of the LaDR is to fulfill the objective of the CPP and :

- Train participants in the safe and proper methods to construct, operate, maintain and repair water distribution and wastewater collection systems;
- Train participants in the proper methods of equipment operation.

1. Scope

The elements of this LaDR apply to the following position titles:

- Underground Utility Technician I
- Underground Utility Technician II
- Underground Utility Technician III

2. Definitions

See CPP plan.

3. Responsibilities

See CPP plan.

4. Objectives

- Identify the “specific” competencies for the UU Tech position series within the program and establish a clear instructional pathway through training for staff to gain these competencies. Specific competencies will be identified in the Job Specifications for each position.
- Provide a pathway for all staff within this position title to obtain, at a minimum, either a FWPCOA Class “C” Collections Certification or FDEP Level “III” Water Distribution license.
- In addition, expert and proficient equipment operators have been identified as the skill set of greatest need. Therefore, to meet this need, further progression may be provided through this LaDR and Succession Planning to encourage staff to further pursue the training, expertise and proficiency in regards to equipment operation.

5. Procedure

A. UU Technician I

- Entry Level position; must obtain Class “A” CDL (with endorsements) within 120 days of employment;

- Two defined rungs of progression with higher level duties associated with UU Tech II.
 - Individuals hired into this job class after the effective date of this document must progress to the UU Tech II position within 24 months in order to maintain employment. Existing employees slotted into this job class can also progress to the UU Tech II position by meeting the requirements outlined below, however they will not be under a “must progress” requirement. Progression to UU Tech II shall be achieved by:
 - i. Obtaining either a FWPCOA Class “C” Collections Certification or FDEP Level “III” Distribution license; and
 - ii. Complete and pass all training courses outlined in this UU Tech Position Plan.
 - iii. Be approved by the UU Tech Panel for progression.
 - UU will pay the fees associated for the first FWPCOA class. If incumbent fails, it is the responsibility of the incumbent to pay the fees for any subsequent class and testing, the employee must take their own leave to attend. COT will reimburse the fee of a subsequent test provided the incumbent passes the exam.
- B. UU Technician II
- Individuals hired or reclassified into this job title will have obtained (and continue to maintain) either a FWPCOA Class “C” Collections Certification or FDEP Level “III” Distribution license.
 - Two defined rungs of progression with higher level duties associated with UU Tech III.
 - Participants will choose a path to progress in one of the following specialties:
 - i. Journey man
 - ii. Sewer Camera Technician
 - iii. Equipment Operation: (Excavator and Rubber Tire Backhoe)
 - iv. Meter service technician
 - Complete and pass all training courses outlined for this position in the Plan.
 - Incumbent must achieve certification in one of the specialties listed above to be considered for progression to UU Tech III.
 - Progression to UU Tech III may be based on availability however,
- C. UU Technician III
- Incumbent must achieve certification in one of the specialties listed above to be considered for further progression. (ie UU Tech IV title, if established, or Foreman series).
 - Complete and pass all training courses outlined in this UU Tech Position Plan.
- D. Additional UU Technician Levels may be identified and added to this plan at a later time.

6. Records
 - 6.1. UU Tech Training Records
 - 6.2. Certificates/Licensure

7. Related Documents
 - 7.1. FWPCOA Manual(s)
 - 7.2. Job Specifications
 - 7.3. PIQs
 - 7.4. Progression Tracking Form – Employee / Supervisor Review

8. Attachments
 - 8.1. LaDR for UU Tech I to UU Tech II
 - 8.1.1. Training Matrix – UU Tech I
 - 8.2. LaDR for UU Tech II to UU Tech III
 - 8.2.1. Training Matrix – UU Tech II
 - 8.3. LaDR for UU Tech III to UU Tech IV / Supervisory Level
 - 8.3.1. Training Matrix – UU Tech III
 - 8.4. LaDR Summary for UU Tech I -IV
 - 8.5. Letter of Intent

9. Abbreviations
 - 9.1. Core Competencies
 - 9.1.1. A: Agility
 - 9.1.2. ECS: Excellent Customer Service
 - 9.1.3. EO: Efficient Operations
 - 9.1.4. ES: Environmental Stewardship
 - 9.1.5. K&E: Knowledgeable & Educated Workforce
 - 9.1.6. LET: Leading Edge Technology

 - 9.2. CV: Core Values

 - 9.3. OTJ: “On the Job” – All or part of the training and /or performance evaluation by the appropriate supervisor or panel is made while performing “On the Job” duties.

Inception Date: March 13, 2014

Revision Dates: September 15, 2015

Attachment 8.1: LaDR for UU Tech I to UU Tech II

UU Technician II Pay Band J	<ul style="list-style-type: none"> * FWPCOA Class C certified or Level III Exam Licensed * Maintenance of Traffic Certified * Confined Space Attendant/Entrant Certified * Excavation and Trenching Competent Person * Completion of Underground Utility Technician I Training 	NEW EMPLOYEES 24 Months	Must Progress
	\$13.53 - UUT2-A		
Progression through higher level duties	<ul style="list-style-type: none"> *Must pass FWPCOA Class C or Level III Exam *Complete Required Training for Pos Title Complete 100% of Training Curriculum 		
	\$12.50 - UUT1-C		
	<ul style="list-style-type: none"> Equipment Loading and Unloading Maintenance of Traffic Complete 75% of Training Curriculum 		
	\$11.90 - UUT1-B		
UU Tech I Pay Band J	<ul style="list-style-type: none"> Excavation and Trenching - Competent Person Confined Space Attendant/Entrant Complete 50% of Training Curriculum Obtain CDL Class A with Endorsements 		
	\$11.34 - UUT1-A		
UU Tech I Pay Band J	<ul style="list-style-type: none"> * CDL Class A with Endorsements (within 120 days of hire) * One year utility construction and/or operation of utility construction related equipment or one year of experience, that includes utility distribution or collection. 		

Attachment 8.1.1: UU Tech I - Training Matrix

UU Technician I- City Required Training						
Course #	Course Title	Lead Instructor	Classroom Hours	OTJ	Core Comp/ Value	Specific Comp
1LC005	Anti-Harassment	COT	2		CV1	
ELG175	Ethics	COT	2		ECS	
1GS001	Character First	COT	2		ECS	
1IC019	Client Centered Customer Services	COT	3		ECS	
1GS014	Personal Sustainability	COT	3		ES	
1HR001	COT New Employee Orientation	COT	4		CV1	
1HR005	Performance Management – Employees	COT	3		CV1	

UU Technician I- UU Required Training						
Course #	Course Title	Lead Instructor	Classroom Hours	OTJ	Core Comp/ Value	Specific Comp
1UU001	Underground Utilities - Employee Orientation	UU	16		K&E	
1UU002	UU Policies and Procedures (New Employee Checklist)	Supervisor	1		EO	
UUC003	UU Customer Service Training Covers Chapter 12 of WWC Manual and Chapter 8 of WD Manual)	UU	2		ECS	

UU Technician I- Health & Safety / Environmental Training						
Course #	Course Title	Lead Instructor	Classroom Hours	OTJ	Core Comp/ Value	Specific Comp
1DT001	Basic Maintenance of Traffic Flagger	Supervisor	1	X	ECS	
SAF086	Trenching & Shoring-competent person	Safety	4	X	CV1	X
SAF145	Confined Space Entrant/Attendant	Safety	2	X	CV1	X
1HS011	Employee Workplace Safety *Intro to Safety Program & Policies * OSHA, Haz Com *UU System Orientation (Water & Wastewater Safe Work Env.) PPE; * Radio Communication; *Safe Vehicle Operation & Defensive Dr.	Safety	4	X	CV1	X

SAF116	Bloodborne Pathogens	Safety	1		CV1	
SAF126	Fire Extinguisher	Safety/ FD	1		CV1	
1LC042 1LC020	Drug & Alcohol Compliance-General (Drug Free Workplace)	Safety	1		CV1	
SAF096	CPR / First Aid / AED	Safety	4		CV1	
UGW209	Emergency Preparedness (evacuations, accident response)	UU	1		EO	
UUE001	Environmental Stewardship Series I: *EMS Awareness; * Operational Controls * Spill Prevention and Countermeasure *Stormwater Pollution Prevention	LEMR/EPER	3	X	ES	
SAF080	Maintenance of Traffic (MOT) *Restricted Level (State of Florida)	FDOT	16	X	ECS	

UU Technician I- Position Specific Training

Course #	Course Title	Lead Instructor	Classroom Hours	OTJ	Core Comp/ Value	Specific Comp
UUC001	Basic Tools & operation of tools (Powered and Hand tools)	UU	4	X	K&E	X
UUC002	Basic Fittings for underground utilities	UU	4	X	K&E	X
UUS001	Line Locator, TV service camera, Inspection and Cleaning	UU	8	X	LET	
UUC004	Intro to Mobile Work Management	UU	2	X	LET	X
UUC005	Intro to GIS, Maps, & Locations	UU	2		LET	X
ELT274	Dump Truck Fundamentals	UU	4	X	EO	X
UUC017	Loading and Unloading Equipment	UU	4	X	EO	X
UUC016	By-Pass Pumps, White X	UU	2	X	EO	X
UUC007	Backflow & Cross Connection - Intro	UU	4	X	LET	
UUW001	Intro to Water Meters	UU	4	X	EO	X
UUC006	Wet Taps	UU	4		LET	X
UUC008	D&C Components/Repairing & New Installs, Fittings & Proper Installation (Intermediate Level) Raising lowering valves	UU	8	X	EO	X

License Specific Training is recommended to staff seeking licensure, but is not required.

UU Technician I- License Specific Training (Collection's Positions)						
Course #	Course Title	Lead Instructor	Classroom Hours	OTJ	Core Comp/ Value	Specific Comp
UUSM01	WWC Manual 1.0: System Operation and Maintenance (Chapters 1,2)	UU	4			
UUSM02	WWC Manual 2.0: Wastewater Collection System (Chapters 3)	UU	4			
UUSM03	WWC Manual 3.0: Inspection, Testing and Cleaning; (Chapters 5,6)	UU	4			
UUSM04	WWC Manual 4.0: Underground pipeline repair (Chapter 7)	UU	3			
UUSM05	WWC Manual 5.0: System Operation & Maintenance and CMOM (Chapters 13 and 14)	UU	3			
UUSM06	WWC Manual 6.0: Pump Stations, Equipment Maintenance(Chapters 8 & 9)	UU	3			
UUSM07	WWC Manual AA: Basic Math Computations for WWC (focus on Math formulas for certification)	UU	2			
UGW331	FWPCOA Class "C" Collections Certificate	FWPCOA	40		K&E	X

UU Technician I- License Specific Training (Distribution Positions)						
Course #	Course Title	Lead Instructor	Classroom Hours	OTJ	Core Comp/ Value	Specific Comp
UUWM01	WD Manual 1.0: Water Distribution, Production & Storage (Chapters 1,2)	UU	4			
UUWM02	WD Manual 2.0: Water Distribution Systems (Chapters 3)	UU	4			
UUWM03	WD Manual 3.0: Water Quality and Disinfection (Chapters 4 & 6)	UU	3			
UUWM04	WD Manual 4.0: Inspection, Maintenance and Cleaning; (Chapter 5)	UU	3			
UUWM05	WD Manual 5.0: Hydrant maintenance and flushing (Chapter 5)	UU	3			
UUWM06	WD Manual AA: Basic Math Computations for WD (focus on Math formulas for certification)	UU	2			
UGW331	FWPCOA Class Level "III" Distribution Certificate	FWPCOA	40		K&E	X
UGL3DL	FDEP Level "III" Distribution License	FDEP	0		K&E	X

Classes May be taken in any order.

Underground Utility Technician Position Plan (LaDR) Inception: March 13, 2014, revised Sept. 15, 2015

Attachment 8.2: LaDR for UU Tech II to UU Tech III

UU Technician III Pay Band J	<p>Meets UU Tech II Minimum Requirements Obtains one of the following:</p> <ul style="list-style-type: none"> *UU Certified Excavator and Rubber Tire Backhoe *Certified Camera Tech *Senior water measurement technician *Three years experience in utility construction and/or operation utility construction related equipment or three year of experience that includes utility distribution or collection or two years experience as an Underground Utility Technician II 	<p>Progression based upon Availability - - - ></p>
	\$17.01 - UUT3-A	
Progression through higher level duties	<ul style="list-style-type: none"> *Equipment Operation series III *Complete Required Training for Position Title 	<p>< - - - Progression based upon Availability - - - ></p> <p>< - - - May Progress - - - ></p>
	\$14.92 - UUT2-C	
	Equipment Operation series II with demonstrated proficiency	
	\$14.21 - UUT2-B	
UU Technician II Pay Band J	<ul style="list-style-type: none"> * FWPCOA Class C certified or Level III Exam Licensed * Maintenance of Traffic Certified * Confined Space Attendant/Entrant Certified * Excavation and Trenching Competent Person * Completion of Underground Utility Technician I Training 	<p>< - - - May Progress - - - ></p>
	\$13.53 - UUT2-A	

Attachment 8.2.1: UU Tech II Training Matrix

Underground Utility Technician II - Training					
Course #	Course Title		Lead Instructor	Classroom Hours	OTJ
ICS100	Emergency Preparedness - Incident Command NIMS 100: IS-100.PWB: Introduction to the Incident Command System (ICS 100) for Public Works		FEMA Online	3	
ICS200	Emergency Preparedness - Incident Command NIMS 200: IS-200.B: ICS for Single Resources and Initial Action Incidents		FEMA Online	3	
ICS700	Emergency Preparedness - Incident Command NIMS 700: IS-700.A: National Incident Management System (NIMS) An Introduction		FEMA Online	3	
Equipment Series I Classes (basic operation of equipment)			UU		X
	1SH030	Forklift Operations		4	
	UUC014	Jet Vac Truck Operations		4	
	UUC015	Boom (Lift)		4	
UUC010	Road Construction Plans		UU	4	
UUC011	Lockout/Tagout *(Control of Hazardous Energy)		Safety	2	
UUC012	GIS, Maps, & Locations (Intermediate Level)		UU	2	
UUC013	Mobile Work Management (Intermediate Level)		UU	2	
	Completes One of the following Specialty Training a) Equipment Series II (Proficient operation of equipment in Rubber Tire Backhoe or Front End Loader b) Water Meter Measurement c) TV Inspection & Cleaning d) Water / Sewer System Cleaning		UU / Supervisor monitored	OTJ	X
	Completes UU Certification in One of the following Specialty Training a) Equipment Series III (Proficient operation of equipment in Track Excavator and Low-Boy Tractor Trailer) b) Water Meter Measurement c) POSM TV Inspection & Cleaning d) Advanced or Dual Certification / License		UU / Supervisor monitored	OTJ	X
	Total			31	
Required courses for UU Tech II to progress to UUTIII Classroom hours are estimates Classes may be taken in any order					

Attachment 8.3: LaDR for UU Tech III to Supervisory Level / UU Tech IV

UU Technician IV or Foreman Level	Supervisory Level Position	< - - - Progression based upon Availability - - - >
	\$19.22 - UUT4 or Foreman Level	
Progression through higher level duties	Promotion or Re-class to Foreman level or UU Tech IV (PIQ and PAF needed) *Obtains Basic Supervisory Certificate *FWPCOA Class "B" Collections or FDEP Level "II" Distribution License	< - - - May Progress - - - >
	\$18.75 - UUT3-C	
	Key Milestones: *75 % of Coursework complete * At least three competencies of Leadership Development Complete	
	\$17.86 - UUT3-B	
UU Technician III Pay Band I	Minimum Requirements Certified in one of the following: * Excavator and Rubber Tire Backhoe *Camera Technician *Water Meter Technician *Advanced or Dual Certification/License (As required by the position specific duties)	< - - - - May Progress - - - - >
	\$17.01 - UUT3-A	

Attachment 8.3.1: UU Tech III Training Matrix

Underground Utility Technician III				
Course #	Course Title	Lead Instructor	Classroom Hours	OTJ
1LC011	Ethics	COT	2	
1LC005	Anti-Harassment	COT	2	
1LC038	Investigation & EEO Compliance	COT	2	
1LC043	Drugs & Alcohol Compliance-Supervisor	COT	2	
ELS112	Communications	COT	2	
1GS099	Conflict Resolution I	COT	2	
ELS180 / 1GS105	Managing Change	COT	4	
1GS005	Multigenerational Harmony	COT	4	
1HR007	Performance Evaluations for Supervisors	COT	4	
1GS040	Build Trust in the Workplace	COT	4	
1GS212	Solve Problems & Make Decision	COT	4	
1GS043	Character First	COT	2	
1GS316	Client Centered Customer Services II	COT	4	
	Timesheet training (CIS, MyTime)	UU/COT	4	
UGW336	EMS Internal Audit Training	UU / Contractor	8	
	EMS Internal Audit Team	UU	16	
	Six Sigma Yellow-belt	UU	8	
	MS Word, excel	Comp Tutors	16	
	Sedimentation / Stormwater Erosion Control		16	
	Blueprints, Drafting, Auto CAD, Road Construction Plans	UU	8	
	Position Specific Training to be assigned by supervisor: _____	TBD	TBD	
	Position Specific Training to be assigned by supervisor: _____	TBD	TBD	

	Leadership Development I: Competently fulfills the duties of the Foreman by: *Performing Road Closures; * Completing line locates (submittal and read completed ticket); *Pulls Permits (county) as required * Reliably Leads crew unsupervised to complete repair / construction work.	UU	OTJ	X
	FWPCOA Class "B" Collections or FDEP Level "II" Distribution License	FWPCOA	40	
	Total		154	
Required courses for UU Tech I to progress to UU Tech II Classroom hours are estimates Classes may be taken in any order				

Attachment 8.4.LaDR Summary for UU Tech I -IV -

<p>UT4 or Foreman</p>	<p align="center">Supervisory Level Position \$19.69 - UUT4 or Foreman Level</p>	
<p>Progression through higher level duties</p>		<p align="center">\$18.75 - UUT3-C</p>
		<p align="center">\$17.86 - UUT3-B</p>
<p>UUT3 Pay Band J</p>	<p align="center">UU Tech III \$17.01 - UUT3-A</p>	
<p>Progression through higher level duties</p>		<p align="center">\$14.92 - UUT2-C</p>
		<p align="center">\$14.21 - UUT2-B</p>
<p>UUT2 Pay Band J</p>	<p align="center">UU Tech II \$13.53 - UUT2-A</p>	
<p>Progression through higher level duties</p>		<p align="center">\$12.50 - UUT1-C</p>
		<p align="center">\$11.90 - UUT1-B</p>
<p>UUT1 Pay Band J</p>	<p align="center">UU Tech I \$11.34 - UUT1-A</p>	

←--Must Progress -->

Attachment 8.5: Letter of Intent

Necessary Special Requirement Certification

Sample

Per the Class specification for Underground Utility Technician, Position No. xxxx, the position you are entering as of Month Date, Year, has the following necessary special requirement: a **Class A Commercial Driver License with an N endorsement and a FWPOCA Class "C" Collections Certification or FL DEP Level "III" Distribution License.**

At least the Class A Commercial Driver License with an N endorsement is required no later than Month Date, Year and the a FWPOCA Class "C" Collections Certification or FL DEP Level "III" Distribution License is required no later than Month Date, Year (2 years of hire). These must be maintained throughout your period of employment in your current capacity.

By your signature below, you are certifying that you understand the necessary special requirement noted above and, should you fail to comply with this requirement within the specified time period, **your employment is subject to termination due to failure to meet job requirements**. The department director may, based on mitigating circumstances as determined by the director and after consultation with Human Resources through the employing department's HR Consultant, modify the necessary special requirements and require certification and compliance with said modified requirements.

Employee Name: xxxx

Signature: _____

Date: _____

Witnessed by Supervisor:

Supervisor Name: xxxx

Signature: _____

Date: _____

Xc: employee

supervisor

HR/Personnel File

Underground Utility Technician Position Plan (LaDR) Inception: March 13, 2014, revised Sept. 15, 2015

UU Tech LaDR Revision Log

Section	Revision Summary (changes to LaDR from the March 2014 version)
Panel Members	Shannon Avera, Richard Cuyler, Tracy Glover and Anthony Moore were added as members.
Plan Description	<p>Removed “Draft” from UU Tech III training matrix.</p> <p>Section 5.B. bullet 3 i: Removed “Welder” path and replaced with “Journeyman” path.</p> <p>Section 5.B. bullet 6: Revised the progression for UU Tech III “will be” based upon availability, to “may be” based upon availability.</p>
Base Pay Rates	<p>Base Pay of UU Tech I-A was changed from \$10.17 to \$11.06. The 5% rung increases were also adjusted accordingly due to the base pay change.</p> <p>Base Pay rates for all positions within the LaDR were adjusted to reflect 2014/2015 city pay rates. (Attachments 8.1, 8.2, 8.3, 8.4)</p>
UUT-I Training and LaDR	<ul style="list-style-type: none"> • Increased Customer service training by 1 hour; • Reduced CPR/AED/First Aid training from 8 hrs to 4 hrs; • Dump Truck Fundamentals increased from 2 to 4 hrs; • Loading/unloading Equipment increased from 2 to 4 hrs; • White X was made into a separate course and By-pass pumps included into the course (overall increase of 2 hrs training); • Wet Taps, Intro to Water meters, Backflow/Cross Connect was divided into three separate classroom courses (overall increase of 4 hrs training); • Intro to wastewater collections construction and intro to water distribution were divided into seven and six separate courses respectively to better reflect the Manuals and to allow for easier tracking of completed courses (net increase of 15 hrs and 11 hrs respectively). These classes are noted as being “optional and recommended” to prepare for certification testing. <p>Overall increase of training hours of 22 hrs for sewer positions and 18 hrs for distribution positions.</p>

<p>UUT-II Training and LaDR</p>	<ul style="list-style-type: none"> • Removed Bulldozer from Equipment Operation Series I, overall decrease in training hours from 40 to 12 hrs; • Equipment Series II and Equipment Series III were changed to Supervisor Monitored OTJ training, with no specific classroom associated training, and removed Earth Saw training (2hrs); • Welding Training was removed from Equip II and III series curriculum. <p>Overall decrease of 49 training hours (reduction was mostly due to changing from classroom hours to OTJ).</p>
<p>UUT-III Training and LaDR</p>	<ul style="list-style-type: none"> • Finalized UU Tech III training curriculum; • Identified milestones for progression which include OTJ competencies for Leadership Development I; • Added Performance Evaluations for Supervisors (4 hrs); • Added Timesheet Training (4 hrs); • Added Six Sigma Yellow belt training (8hrs); • Reduced Blueprint /Construction Plan training from 20hrs to 8 hrs; • Added Sedimentation / Stormwater Erosion Control training (16 hrs) • Added Position Specific training (2 classes) to be determined by supervisor. <p>Overall increase of 20 training hours.</p>
<p>Attachment 8.5</p>	<p>Revisions to Letter of Intent</p>