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MICHAEL P. VICTORINO
Mayor

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MICHAEL P. RATTE
Solid Waste Division

SCOTT R. ROLLINS, P.E.
Wastewater Reclamation
Division

TAMARA FARNSWORTH
Environmental Protection &
Sustainability Division



2019 APR 16 AM 9:58

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**COUNTY OF MAUI
DEPARTMENT OF
ENVIRONMENTAL MANAGEMENT**

2050 MAIN STREET, SUITE 2B
WAILUKU, MAUI, HAWAII 96793

April 12, 2019

Ms. Michele M. Yoshimura 
Budget Director, County of Maui
200 S. High Street
Wailuku, HI 96793

APPROVED FOR TRANSMITTAL

Honorable Michael P. Victorino
Mayor, County of Maui
200 S. High Street
Wailuku, HI 96793

 4/15/19

Mayor Date

For Transmittal to:

Honorable Keani Rawlins-Fernandez
Chair, Economic Development and Budget Committee
Maui County Council
200 S. High Street
Wailuku, HI 96793

Dear Chair Rawlins-Fernandez:

SUBJECT: FISCAL YEAR (“FY”) 2020 BUDGET (EM-12) (EDB-1)

The County is in receipt of the above Economic Development and Budget (EDB) Committee requested information dated April 9, 2019. Your request and the corresponding answer is provided below by the Department of Environmental Management (DEM).

- 1. Explain the reallocation for position DE-0198 from Civil Engineer I to Civil Engineer II (Budget Details, page 5-8, Index Code 919005A), including the differences in position responsibilities and descriptions. Although the position title reflects a step change, why does the position’s salary not also reflect this change?**

Civil Engineer I (CE-I) is an entry level position hired at SR18 Step L. The salary for CE-I is \$64,476/yr. Typically the employee gains enough experience after the first year to be assigned more complex work and is re-allocated to Civil Engineer II (CE-II). Salary for CE-II is \$69,732/yr at SR20 Step L. See attached PDs.

2. Explain the FY 2020 expansion position DE-XXX for Civil Engineer I (Budget Details, page 5-9, Index Code 919005A), including the position responsibilities and descriptions, and why there is a need for this additional position.

A Civil Engineer I is an entry level class that receives specific instructions and follows established engineering practices. This particular position will review simple permit and project applications, engineering calculations, construction designs and drawings, assist in inspections and field testing/studies and complete necessary database updates.

The request for a Civil Engineer I position is critical for several reasons.

(1) Planning/permitting staff are have been absorbing an average of 52 hours OT per pay period over the last 2 years to complete building permit, planning document, construction plan, easement requirement, engineering report and subdivision reviews in a timely manner. Adding a staff member can significantly reduce (possibly eliminate) these hours and the associated premium pay and still enable the section to meet review turnaround times.

(2) Several staff members in the planning and permitting section will be retiring in the upcoming 3 to 5 years. Having a new entry level engineer at this time will allow a period to thoroughly train and teach the processes, requirements and resources and ensure a smooth transition. It will also allow enough time to obtain the experience necessary to be eligible for the higher level engineering positions that will become vacant.

3. As it pertains to DE-0076 for the Wastewater Source Control Technician (Budget Details, page 5-9, Index Code 919007A) and DE-0077 for Civil Engineer IV (Budget Details, page 5-9, Index Code 919009A), explain the need for these salary corrections.

DE-0076; Salary was incorrectly stated in the budget, we are correcting the salary to match the collective bargaining agreement. DE-0077; The correction made in the budget is to reflect the current employee on step M and to correct the salary for that step in the collective bargaining agreement.

4. As it pertains to Premium pay for Wastewater Administration (Budget Details, page 5-10, Index Code 919005A), what kind of overtime work is being

completed? Could the increase in overtime be mitigated with the creation of a single position?

The number size, scope and complexity of CIP projects has been at a high level for the past few years and will continue into the future. This is requiring extra man-hours in our design and construction section to complete, but not necessarily enough to warrant another position at this time.

Similarly, the number of reviews for the planning and permitting section is at an unprecedented level during this extended economic growth period and the section has expanded the scope of its reviews. The hours required is expected to continue until the MAPPS project is on line when a significant amount of paperwork, customer interaction and documentation is reduced through the expected efficiencies and automations being incorporated.

Yes, the creation of a new position could significantly alleviate the amount of overtime work once the position is filled and the applicant is properly trained. This position, a Civil Engineer I is described in item 2 above.

5. Please provide a list of “various subobjects” moved for funding from Special revenue funds (Budget Details, page 5-11, Index Code 919002B, Sub-Object Code 7511), and where these Sub-Objects were moved to.

Index Code 919002B, Sub-Object Code 7511 was decreased to fund various Index & Sub-Object in the A, B, & C accounts for:

- a. Salary adjustments
- b. Expansion of Civil Engineers position (Index 919005B, Index Codes 6244, 6031, 6060)
- c. Special Cost:
 - i. Wastewater Contribution ERS/FICA (919011B/6370)
 - ii. Wastewater Contribution EUTF (919013B/6320)
 - iii. Debt Service (919015B/7510)
 - iv. Wastewater Overhead/ Administration (919017B/6350)
- d. Geotechnical/material Testing, Archaeological Services, & Construction Management (Index 919005B subobject 6132)
- e. Water/Sewer Billing (Index 919005B subobject 6110)
- f. Wai/Kah WWRF Plan Study (Index 919049B subobject 6132)
- g. Central Maui Regional WWRF Study (Index 919040B subobject 6132)
- h. Electrical Equipment (Index 919044B subobject 6016)

6. What caused the increase in CC&B Water/Sewer billing (Budget Details, page 5-11, Index Code 919005B, Sub-Object Code 6110), and why is the requested funding for this increase reflected under Computer Services?

The cost of computer services for CC&B Water/Sewer Billing has increase due to inflation in processing of billing and technical support. The Wastewater Reclamation Division shares in the administrative costs associated with billing for services. As the Department of Water Supply incurs additional costs, Wastewater Reclamation Division shares the cost. This ensures appropriate allocation of costs to both Sewer and Water rates is being charged to the respective consumers.

Historically, the requested funding for the CC&B Water/Sewer billing system were listed under Index Code 919005B, Sub-Object 6110 because the CC&B system is a computerized billing service that is operated by the Department of Water Supply.

7. What are the mileage, conditions of, and issues with the vehicles and equipment (i.e. Storage Containers, SUV, Trucks, Pumps, Compressors, Distillers, etc.) noted for replacement throughout the Department's section of the Budget Details?

SWD previously provided this information, please see response to (BD-4) (EDB-1), and additional information in response to (EM6) (EDB-1) 11. & 12.

Wastewater Reclamation request for Equipment Replacement:

EQUIPMENT REQUESTED	CONDITION/ISSUES	AGE	MILEAGE
KJELDAHL DIGESTION DISTILLER	LAB EQUIPMENT TO DIGEST & DISTILL WATER SAMPLES FOR EPA REQUIREMENTS - THE APPARATUS IN OPERATION HAS CHEMICALS LEAKING THROUGH OPENINGS AND IS CORRODED SO THAT PARTS ARE BREAKING OFF. THE ACID EXHAUST BLOWER DOES NOT WORK OPTIMALLY AND DOES NOT ALLOW FOR THE ACID FUMES TO BE EXHAUSTED PROPERLY.	20	N/A
FORK LIFT	LIFT AND TRANSPORT EQUIPMENT, GRIT/TRASH REMOVAL, ETC - THE FORKLIFT HAS FUNCTIONED WELL BEYOND ITS USEFUL LIFE. IT CURRENTLY HAS A NUMBER OF MECHANICAL ISSUES AND THE QUOTES THAT HAVE BEEN RECEIVED HAVE BEEN WELL OVER HALF THE COST OF A NEW UNIT.	15	N/A
ULTILITY TRUCK - 1/2 TON TRUCK W/ TOOL BOXES	REPLACE VEHICLE #1104 - 2001 GMC SONOMA 1/2 TON UTILITY TRUCK - THIS VEHICLE HAS BEEN DEEMED "UNREPAIRABLE" BY THE PUBLIC WORKS WAILUKU GARAGE. MEMO FROM GARAGE AVAILABLE UPON REQUEST.	17	76,682

VEHICLE (SUV)	REPLACE VEHICLE #1490 - 2009 FORD RANGER 4X2 REGULAR CAB -DUE TO THE HARSH ENVIRONMENT OF THE KAHULUI FACILITY, EXCESSIVE DAMAGE DUE TO CORROSION, NOT COST EFFECTIVE TO REPAIR	10	46,637
UTILITY TRUCK	REPLACE VEHICLE #1457 - 1/2 TON TRUCK W/ TOOL BOXES -VEHICLE CONTINUOUSLY BREAKS DOWN DUE TO VARIOUS ENGINE AND TRANSMISSION ISSUES.	10	118,816
200KW EMERGENCY GENERATOR	TRAILER MOUNTED GENERATOR #51 - THE CURRENT GENERATOR IS APPROXIMATELY 24 YEARS OLD AND HAS FAR SURPASSED ITS USEFUL LIFE. IT DOES NOT HAVE ANY WEATHER PROTECTION AND IS NOT APPROVED FOR OUTDOOR USE. ALSO IT IS NOT TIER 4 COMPLIANT.	24	N/A
AIR COMPRESSOR W/ATTACHMENTS	AIR COMPRESSOR #45 - THIS ITEM IS 23 YEARS OLD AND CURRENTLY INOPERABLE. THE FRAME FOR THE UNIT IS CORRODED AND IS BEYOND ECONOMICAL REPAIRS.	23	N/A
UTILITY TRUCK	1/2 TON TRUCK W/TOOL BOXES (REPLACE #1048) - BODY OF VEHICLE IS SEVERLY RUSTED, NO PAINT ON ROOF OF VEHICLE. VARIOUS ENGINE AND TRANSMISSION REPAIRS.	9	100,787
UTILITY TRUCK	1/2 TON TRUCK W/TOOL BOXES (REPLACE #1206) - DUE TO THE AGE OF THIS VEHICLE, MAINTENANCE AND OPERATING COSTS HAVE INCREASED BEYOND THE PRESENT VEHICLE VALUE, CONTINUOUSLY BREAKING DOWN TO VARIOUS PROBLEMS.	14	126,882
UTILITY TRUCK	3/4 TON TRUCK W/UTILITY BED (REPLACE #1212) - DUE TO ITS HIGH MILEAGE, THE COST TO MAINTAIN THIS VEHICLE IS INCREASING YEARLY. THE LAST REPAIR FOR THE ENGINE WAS IN EXCESS OF \$5,000.00 DOLLARS.	14	135,495
4" ELECTRIC PUMP (MEC)	PUMP FOR KAHULUI SLUDGE THAT FEEDS SYSTEM UTILIZED IN THE WASTING PROCESS-DUE TO AGE AND WITH CONSTANT USE THIS UNIT IS PERFORMING AT 60%. ALSO THERE ARE VARIOUS UNREPAIRABLE LEAKS.	12	N/A
UTILITY TRUCK	3/4 TON TRUCK W/UTILITY BED (MEC) (REPLACE #1222) - THIS VEHICLE IS NO LONGER RELIABLE DUE TO VARIOUS MECHANICAL ISSUES. LAST FISCAL YEAR THIS VEHICLE EXPENDED OVER \$2,000.00 IN TOWING FEES ALONE.	14	113,326
UTILITY TRUCK	1/2 TON TRUCK W/ TOOL BOXES (REPLACE #1422) - BODY DAMAGED DUE TO RUST, VARIOUS ENGINE REPAIRS.	10	118,816

MECHANICAL & ELECTRICAL EQUIPMENT	USED ONLY FOR EMERGENCIES/ UNFORSEEN CIRCUMSTANCES	N/A	N/A
MECHANICAL & ELECTRICAL EQUIPMENT	USED ONLY FOR EMERGENCIES/ UNFORSEEN CIRCUMSTANCES	N/A	N/A
MECHANICAL & ELECTRICAL EQUIPMENT	USED ONLY FOR EMERGENCIES/ UNFORSEEN CIRCUMSTANCES	N/A	N/A
MECHANICAL & ELECTRICAL EQUIPMENT	USED ONLY FOR EMERGENCIES/ UNFORSEEN CIRCUMSTANCES	N/A	N/A
MECHANICAL & ELECTRICAL EQUIPMENT	USED ONLY FOR EMERGENCIES/ UNFORSEEN CIRCUMSTANCES	N/A	N/A
MECHANICAL & ELECTRICAL EQUIPMENT	USED ONLY FOR EMERGENCIES/ UNFORSEEN CIRCUMSTANCES	N/A	N/A
MECHANICAL & ELECTRICAL EQUIPMENT	USED ONLY FOR EMERGENCIES/ UNFORSEEN CIRCUMSTANCES	N/A	N/A
VEHICLE - 4 DOOR	REPLACE VEHICLE #1056 - ESCORT: VEHICLE IS AGED; RECOMMENDED USEFUL LIFE IS 10 YEARS	18	46,656
VEHICLE - FORD RANGER	REPLACE VEHICLE #1209 - FORD RANGER 2 X 2 PICKUP TRUCK: RISING REPAIR COST, AGING SAFETY FEATURES, OUTDATED 2-WHEEL DRIVE. THE MAJOR REPAIRS IN THE LAST THREE YEARS CONSISTS OF A BROKEN AC (TWICE), FLUID LINES LEAKING, AND ENGINE SPATTERING. THE SEATBELT LATCH BROKE AND AIRBAGS WERE SERVICED TWICE.	15	122,800

8. Explain the uses of the current Motor Vehicle, (Budget Details, page 5-15, Index Code 919007C). I note the vehicle has been driven only 11,750 miles. What is the condition of and are there any issues with the current vehicle?

The total mileage on the vehicle is actually **122,800**. The vehicle is used for Pretreatment staff to visit job sites and conduct various types of inspections. Issues are rising repair costs, aging safety features, and outdated 2-wheel drive. The major repairs in the last three years consists of a broken air conditioning unit (twice), fluid lines leaking, and engine sputtering. The seatbelt latch broke and airbags were serviced twice. We can reasonably presume repair costs will continue to rise. Needs of program have evolved to require off-road capability rather than only requiring a 2-wheel drive vehicle. There is currently only one inspector and one lost day of truck availability is disruptive to the program's schedules and goals.

- 9. Explain why the proposed funding of position DE-0143, Supervising Sanitary Chemist (Budget Details, page 5-16, Index Code 919023A), is “hiring an employee on a higher step” yet the salary for this position has gone down \$26,244. Meanwhile, hiring an employee at a higher step for DE-0236, Wastewater Treatment Plant Operations Manager (Budget Details, page 5-16, Index Code 919021A), has resulted in an increase of \$28,308.**

DE-0144; incorrect note. The note should read: Hired employee at lower step. DE-0236; employee hired at higher step, current salary according to collective bargaining agreement is \$90,600/yr. I'm not sure why FY 18 Council Adopted budget shows it at Step B.

- 10. In the Wastewater Operations Program, many positions have salary adjustments. The reason given for this was “Correcting Pay.” Explain why the corrections are needed.**

Corrections were needed because the budgeted amount did not match current collective bargaining agreement.

- 11. Explain why the actual expenditures of Electrical parts & supplies (Budget Details, page 5-41, Index Code 919044B, Sub-Object Code 6016) were \$400,000 more than anticipated. What was the specific part or supply responsible for this difference and what was it used for?**

This Index and Sub-object code is used by our Central Maintenance Section and part of their duties is to replace and repair all of our electrical equipment Countywide. Over the past three fiscal years (FY16-18), we have spent on average roughly \$2.04 million on unplanned replacement of electrical equipment throughout our County wastewater facilities. This sub-object code is used for small repairs such as light fixtures, electrical cables, ultraviolet (UV) bulbs, supervisory control and data acquisition (SCADA) alarms to major pieces of equipment including variable frequency drives (VFD), pump starters, motor control center (MCC) panels, and remote terminal units (RTU). The cost of these types of equipment ranges from hundreds of dollars to hundred thousands of dollars. Things like the UV bulbs are replaced annually but the other electrical equipment tends to fail without warning and needs to be replaced immediately to prevent wastewater spills. We have a system to stock critical spare parts but it gets depleted every year requiring re-stocking. Therefore, the \$400,000 increase in our proposed budget is a result of reviewing the previous expenditures and preparing for similar replacements in the future.

- 12. As it relates to the Pump Station Inundation Study and Injection Well Alternative Study (Budget Details, page 5-43, Index Codes 919046B and 919048B), explain whether the studies were conducted. If not, what impact could these studies have had on their respective projects?**

Kickoff meetings for the both the Pump Station Inundation Study and the Injection Well Alternative Study was held on March 15. The consultant is currently completing their proposals for the work.

13. Why are the costs for the Professional Services being requested for the WAI/KAH WWRf Expansion Plan Study (Budget Details, page 5-43, Index Code 919049B), and the Central Maui Regional WWRf Study, (Budget Details, page 5-43, Index Code 919040B), so much higher than the amount appropriated by Council for the studies listed in question 17? Explain the details of these studies and how the results of these studies will be applied to current or future projects.

These two studies (WAI/KAH WWRf Expansion Plan Study, Central Maui Regional WWRf Study) are far more comprehensive and involve compilation, development and analysis of far more data than the other two studies mentioned previously. In addition, these studies will require significantly more time and effort to derive workable cost effective alternatives.

The Wailuku/Kahului WWRf Expansion Plan Study is a report required by Hawaii Administrative Rules Title 11 (§11-62-23.1) when a treatment facility reaches 75% of its capacity. The plant is currently at 71% capacity and is expected to pass the milestone in 2020 or 2021. The study looks at the current facility (process steps, equipment, efficiencies, useful life of assets, space plan etc.), supporting infrastructure (collection system, force mains pump stations etc.), disposal practices, population expectations and develops alternative capacity upgrade options (capacity increase requirements, process, equipment, locations etc.). These options are then evaluated and ranked ending in a final recommendation that needs to be implemented when flows reach 90% of plant capacity. This plan will be the significant document in determining the future CIP projects required for the Wailuku/Kahului WWRf.

The Central Maui Regional WWRf Study is intended to look specifically at the possibility of constructing a new satellite facility in Central Maui south of Waikapu that would treat wastewater from A&B's Wai'ale project, Pūlehunui (DHHL AND DNLR), unsewered portions of Waikapu, redirected flows from some existing Wailuku area developments and possibly Waikapu Country Town (Atherton). The County is taking the lead in this investigating this opportunity in the initial stages and will require contributions from developers if it reaches the construction stages. This plan will look at the projected service area, anticipated flows, potential facility sites, disposal options and sites, recycling opportunities, required infrastructure and the associated costs. It will develop alternatives and make recommendations based on analysis. This study will have bearing on required capacity upgrades and any capacity upgrade to the Kahului WWRf.

14. As it relates to position DE-0220 (Budget Details, page 5-49, Index Code 919500A and Budget Details, page 5-57, Index Code 919509A):

- a. Explain the transfer and title change of position DE-0220 from Assistant Division Chief of Solid Waste Administration to Operations Program Superintendent of Solid Waste Operations, (Budget Details, page 5-49, Index Code 919500A), including the differences in position responsibilities and descriptions.**

The Assistant Chief position previously had the responsibility for management of all engineering AND operations activities in Solid Waste Administration and Operations. The current approved reorganization addresses this with the two separate responsibilities managed more effectively with: 1) An engineering manager (CEVI) position managing all design, construction, planning and compliance activities and 2) An Operations Program Superintendent (reallocated Assistant Chief moved to operations) having management responsibility over landfill and collection operations. This change will bring stronger management and oversight for each of these two functions. This same management model is already used successfully in the Wastewater Reclamation Division. No new Expansion positions have been necessary for this change.

- b. Is the same employee transferring between positions? If so and the job descriptions are different between the two programs, why was this position treated as transfer and title change rather than requiring the employee to apply for the new position?**

Not the same employee. The Assistant Chief position was recently vacated. (That employee took on the CEVI position). Once the DPS reallocation is complete, the Operations Program Superintendent position will be posted and filled.

15. As it relates to position DE-0229 (Budget Details, page 5-50, Index Code 919500A and Budget Details, page 5-57, Index Code 919509A):

- a. Explain the transfer of position DE-0229 from Solid Waste Administration to Solid Waste Operations, including the differences in position responsibilities and descriptions.**

The purpose of this transfer is to move this position from Operations TO Administration so that it will be under the supervision of the engineering manager (CEVI). There is no change of position responsibilities.

- b. If the job descriptions are different between the two programs, why was this position treated as transfer and title change rather than requiring the employee to apply to a new position?**

Apologies for errors in these entries. See a. above and attached revised page 5-50 and 5-57 for the revisions necessary.

- c. Is this position transferring from Solid Waste Administration to Solid Waste Operations or vice versa? Page 5-50 of the Budget Details notes the position was transferred to Solid Waste Operations, but page 5-57 of the Budget Details notes the position was transferred to Admin.**

DE-0229 is transferring from Solid Waste Operations to Solid Waste Administration. Please refer to the attached Revised Page 5-50.

- 16. Provide job descriptions for all DE-XXXX expansion positions related to Sunday landfill operation (Budget Details, pages 5-57 and 5-58), Index Code 919509A).**

See attached Position Descriptions for Operator, Attendant and Laborer II.

- 17. Explain the previous uses of \$350,000 in Premium pay for Disposal Central Landfill (Budget Details, page 5-64, Index Code 919509A) and the anticipated need for an additional \$30,000 in Premium pay arising from "Expansion of Sunday Landfill."**

SWD previously provided this information to Council in response to (EM-6) (EDB-1) 5.b.

- 18. Provide a breakdown of current Landfill Cover Costs (Budget Details, page 5-69, Index Code 919509B, Sub-Object Code 6276), and explain anticipate costs that require an additional \$84,868 arising from "Expansion for Sunday Landfill."**

Cover soil cost is one of the highest cost expenses that Central Maui Landfill incurs. FY 19 budget amount is \$1,475,960. CML utilizes alternative daily cover (tarping system and when applicable - mulch) per our Department of Health permit allowances in order to save on this expense. Alternative daily cover can be utilized two consecutive operation days and then the landfill is required to cover the trash with soil. Expanding services to include, once per month, Sundays results in more days per year that soil will be required. The cover soil budget expansion request of an additional \$84,868 is the estimated cost impact of these additional days that cover soil will be needed.

19. Provide the services that will be provided by Solid Waste and the individual costs of those services (Budget Details, page 5-91, Index Code, 919757B, Sub-Object Code 7511).

\$4,942,252 is the total revenue collected and managed by the Solid Waste Division and provided to EP&S. The \$627,217 represents revenue amount due back to SWD for this management and services provided to EP&S including revenue collection, invoicing, statement production, money collection, debt service, weighing, cashiering, landfill attendants, monitoring recycling bins at CML and Hana and managing Olowalu Transfer station. Also included is reimbursement for landfilling services provided to EP&S for their recycling and landfill diversion contract landfill waiver allowances.

Calculation of the \$627,217 Solid Waste Revenue is based on share of the Recycling Fee charged for billable tons of commodities and is a lump sum (non-itemized) fee.

Thank you for the opportunity to provide you with information on this matter. Should you have any questions or concerns, please feel free to transmit them to the Department of Environmental Management via transmittal through the Office of the Mayor.

Sincerely,



ERIC A. NAKAGAWA, Acting Director
Department of Environmental Management

**Civil Engineer II
DE-0210**

Under the general supervision of position DE-0071, Civil Engineer V, the incumbent performs the following duties:

GENERAL (10%)

1. Responsible for routine engineering activities for problems and projects in the wastewater reclamation field. (a)(c)
2. Reviews County wastewater ordinances, rules, regulations, design standards, and standard construction details and specifications. Recommends revisions where necessary.
3. Reviews all applicable Federal, State and County laws, rules and regulations pertinent to wastewater reclamation facilities.
4. Conducts periodic tests to determine operational efficiency of existing equipment and recommends corrective action.
5. Performs other related duties as directed.

PLANNING (30%)

1. Prepares planning, design and construction cost estimates and quantity estimates for routine wastewater reclamation projects. (a)(c)
2. Prepares scope of work and assists in negotiating fee proposals for engineering consultant services. (a)
3. Makes office and field studies of proposed projects and recommends the design, type and location of equipment to be installed. (a)(c)
4. Initiates inquiries and analyzes reports on characteristics and use of new materials and devices and determines their acceptability.

DESIGN (30%)

1. Assists in the design of, or management of, the planning and design of routine wastewater reclamation systems by determining the size, proportion and dimensions of structures, and supervising the preparation of construction plans and drawings. (a)(c)
2. Meets and confers with architects and engineers on matters concerning technical interpretation of codes.

3. Assists in preparing technical reports and correspondence. (c)
4. Reviews plans and specifications pertaining to mechanical engineering features for compliance with plumbing, mechanical and other pertinent code requirements.
5. Checks and verifies correctness of calculations, determinations and assumptions made as to requirements, load limits, safety allowances, etc.

CONSTRUCTION (30%)

1. Manages and conducts routine wastewater reclamation project construction and inspection activities, interprets plans and specifications, reviews and recommends for approval shop drawings, field test reports, and contract change orders. (a)(c)
2. Keeps records of work done, materials used, prepares monthly and final payment estimates.
3. Checks plans and specifications of buildings and structures for compliance with all applicable codes, such as the UBC.
4. Participates in conducting final acceptance tests of new facilities and equipment.

- KEY:
- (a) The performance of this function is the reason that the job exists.
 - (b) The number of other employees available to perform this function is limited.
 - (c) This function is highly specialized, and the employee is hired for special expertise or ability to perform this function.

Position Description

Civil Engineer I

DE-0074

Under the general direction and supervision of the Civil Engineer VI, DE-0071, the incumbent of this position performs the following duties:

1. Performs routine engineering work in the design, construction, maintenance and operation of civil engineering projects; assists in preparing designs, plans, specifications, estimates and reports; and performs other related duties as required. 90%
(A)(B)
 - a. Assists in design of simple wastewater systems and simple facility structures.
 - b. Assists in preparation of draft specifications and contract documents.
 - c. Assists in office and field studies.
 - d. Prepares draft cost and quantity estimates.
 - e. Assists in preparing preliminary work schedules and budget estimates.
 - f. Assists in data collection for the analysis of adequacy of existing wastewater systems.
 - g. Prepares draft agreements.
 - h. Investigates complaints by consumers and assists in data collection for making recommendations for corrective action.
 - i. Assists in the management of wastewater system construction projects

2. Performs other related duties as required. 10%
(A)(B)

(A) The performance of this function is the reason that job exists

(B) The number of other employees available to perform this function is limited

(C) This function is highly specialized and employee is hired for special expertise or ability to perform this function

LIMITED DISTRIBUTION

COUNTY OF MAUI
 FY 2020 MAYOR'S PROPOSED BUDGET
 EXPLANATION OF CHANGES TO REGULAR WAGES AND POSITION DETAIL

Department Environmental Management
 Program SOLID WASTE ADMINISTRATION PROGRAM

Fund Special Revenue Fund
 Sub-Fund Solid Waste Management Fund

FY 2019 COUNCIL ADOPTED						FY 2020 MAYOR'S PROPOSED							EXPLANATION OF CHANGES	
Position No.	Position Title	SR/Step	BU	FY 2019 Amount	FY 2019 E/P	Position No.	Position Title	SR/Step	BU	(+/-) OVER FY 2019 Adopted Amount	FY 2020 Amount	(+/-) OVER FY 2019 Adopted E/P		FY 2020 E/P
DE-0220	Assistant Division Chief	EM-05	13	\$102,396	1.0	DE-0220	Assistant Division Chief	EM-05	13	-\$102,396	\$0	-1.0	0.0	Correction Title - Position Transferred to Solid Waste Operations
DE-0231	Civil Engineer III	SR-22M	13	\$78,420	1.0	DE-0231	Civil Engineer III	SR-22M	13	-\$17,016	\$95,436	0.0	1.0	Position reallocated to CE-III
						DE-0229	Mechanical Engineer III	SR-22M	13	\$78,420	\$78,420	1.0	1.0	Correction Title - Position Transferred from Solid Waste Operations To Admin.
<i>Total</i> 919500A SOLIDWASTE ADMINISTRATION				\$921,540	13.0	<i>Total</i> 919500A SOLIDWASTE ADMINISTRATION				\$60	\$921,600	0.0	13.0	
TOTAL SOLID WASTE ADMINISTRATION PROGRAM				\$921,540	13.0	TOTAL SOLID WASTE ADMINISTRATION PROGRAM				\$60	\$921,600	0.0	13.0	

COUNTY OF MAUI
 FY 2020 MAYOR'S PROPOSED BUDGET
 EXPLANATION OF CHANGES TO REGULAR WAGES AND POSITION DETAIL

Department Environmental Management
 Program SOLID WASTE OPERATIONS PROGRAM

Special Revenue Fund
Solid Waste Management Fund

FY 2019 COUNCIL ADOPTED						FY 2020 MAYOR'S PROPOSED						EXPLANATION OF CHANGES		
Position No.	Position Title	SR/Step	BU	FY 2019 Amount	FY 2019 E/P	Position No.	Position Title	SR/Step	BU	(+/-) OVER FY 2019 Adopted Amount	FY 2020 Amount		(+/-) OVER FY 2019 Adopted E/P	FY 2020 E/P
DE-0023	Administrative Services Assistant I	SR-13K	3	\$52,296	1.0	DE-0023	Administrative Services Assistant I	SR-13K	3	\$0	\$52,296	0.0	1.0	
DE-0058	Landfill Equipment Operator II	WS-11	1	\$63,612	1.0	DE-0058	Landfill Equipment Operator II	WS-11	1	\$1,272	\$64,884	0.0	1.0	Increase per Collective Bargaining Agreement
DE-0183	Landfill Equipment Operator I	BC-11	1	\$59,952	1.0	DE-0183	Landfill Equipment Operator I	BC-11	1	\$1,200	\$61,152	0.0	1.0	Increase per Collective Bargaining Agreement
DE-0184	Landfill Equipment Operator I	BC-11	1	\$59,952	1.0	DE-0184	Landfill Equipment Operator I	BC-11	1	\$1,200	\$61,152	0.0	1.0	Increase per Collective Bargaining Agreement
DE-0185	Landfill Equipment Operator I	BC-11	1	\$59,952	1.0	DE-0185	Landfill Equipment Operator I	BC-11	1	\$1,200	\$61,152	0.0	1.0	Increase per Collective Bargaining Agreement
DE-0186	Solid Waste Operations Manager	SR-26G	4	\$74,508	1.0	DE-0186	Solid Waste Operations Manager	SR-26G	4	\$0	\$74,508	0.0	1.0	
DE-0188	Landfill Attendant	BC-05	1	\$46,224	1.0	DE-0188	Landfill Attendant	BC-05	1	\$924	\$47,148	0.0	1.0	Increase per Collective Bargaining Agreement
DE-0190	Landfill Attendant	BC-05	1	\$46,224	1.0	DE-0190	Landfill Attendant	BC-05	1	\$924	\$47,148	0.0	1.0	Increase per Collective Bargaining Agreement
						DE-0220	Operations Program Superintendent	SR-28K	13	\$94,200	\$94,200	1.0	1.0	Correcting Title - Position transferred from Solid Waste Admin
DE-0229	Operations Program Manager <i>Mechanical Engineer III</i>	SR-28K <i>22M</i>	13 <i>22M</i>	\$99,264 <i>78,420</i>	1.0	DE-0229	Mechanical Engineer III	SR-22M	13	\$99,264 <i>-18,420</i>	\$0	(1.0)	0.0	Correcting Title - Position transferred to Solid Waste Admin
DE-0232	Landfill Attendant	BC-05	1	\$46,224	1.0	DE-0232	Landfill Attendant	BC-05	1	\$14,928	\$61,152	0.0	1.0	Increase per Collective Bargaining Agreement
DE-XXXX	Landfill Equipment Operator II	WS-11	1	\$42,430	1.0	DE-XXXX	Landfill Equipment Operator II	WS-11	1	\$22,454	\$64,884	0.0	1.0	Increase per Collective Bargaining Agreement
DE-XXXX	Laborer I	BC-03	1	\$28,500	1.0	DE-XXXX	Laborer I	BC-03	1	\$15,084	\$43,584	0.0	1.0	Increase per Collective Bargaining Agreement

Position Description

Landfill Equipment Operator I

PW-_____

1. Operates a D8 bulldozer and/or an 826 landfill compactor or equivalent to move, compact and cover refuse at a sanitary landfill site in accordance with provisions of the landfill permit schedule. (a) (b) 60%
2. Operates a D8 bulldozer, 950 front end loader, motor grader and/or 12 cy dump truck to accomplish the following: (a) (b) 25%
 - a. Gathers, transports and stockpiles dirt and other fill materials.
 - b. Constructs and maintains roadways in and out of the landfill area.
 - c. Maintains the grade of the landfill with cover materials.
 - d. Grades and terraces areas to prevent slides and promotes proper drainage.
 - e. Removes and segregates boulders. 10%
3. Performs preventative maintenance procedures, pre-check routines, etc., on all assigned equipment.
4. Keeps equipment supplied with fuel, oil, water and other fluids and lubricants.
5. Makes minor repairs and adjustments to equipment when necessary.
6. Deals with the public.
7. Performs manual labor as required. 5%
8. Performs other duties as required.

Key: (a) The performance of this function is the reason that the job exists.
(b) The number of other employees available to perform this function is limited.
(c) This function is highly specialized and the employee is hired for special expertise or ability to perform this function

POSITION DESCRIPTION

- | | | |
|-----|--|-----|
| 1. | Directs incoming refuse-carrying vehicles to proper dumping areas. (a) | 50% |
| 2. | Ensures that users of the landfill observe applicable rules and regulations. Explains rules and regulations to the public as required. (a) | 15% |
| 3. | Assists the bulldozer operator in establishing dumping areas. (a) | |
| 4. | Watches for and reports all abnormal operating conditions such as fires, overturned vehicles, injured persons, etc. (a) | |
| 5. | Keeps unauthorized persons away from landfill. Calls the Police Department via 2-way radio for assistance as needed. (a) | |
| 6. | Keeps landfill clear of scattered rubbish and performs general clean-up, maintenance and groundskeeping tasks. (a) | |
| 7. | Monitors all incoming vehicles as to whether load is residential or non-residential. If non-residential, determines if full load or half load then has driver of vehicle sign landfill ticket. Turns tickets in to supervisor. (a) | 15% |
| 8. | Checks incoming loads for toxic, hazardous or flammable waste and rejects loads from disposing at landfill. (Exception: Small quantity to be disposed of from a household.) (a) | 15% |
| 9. | Secures the facility at closing time. | 5% |
| 10. | Performs other duties as required. | |

- KEY: (a) The performance of this function is the reason that the job exists.
(b) The number of other employees available to perform this function is limited.
(c) This function is highly specialized, and the employee is hired for special expertise or ability to perform this function.

Position Description

Laborer II - Landfill

The person assigned to this position performs heavy, arduous manual work and/ or a variety of semi-skilled work tasks in the following categories:

CONSTRUCTION AND MAINTENANCE OF FACILITY GROUNDS 50%

1. Performs ground maintenance including operating a power mower, weed whacker, chain saw and other small powered equipment.
2. Cleans culverts, ditches, cuts grass, sprays solution for killing weeds, sweeps, and other outdoor clean up activities.
3. Cleans, sweeps, mops and cleans bathrooms of all facility buildings.
4. Performs landscaping to include, watering, planting trees, cutting trees and brush, spreading mulch and soil, and other landscaping duties.
5. Paint facility buildings and outdoor equipment.
6. Loads, moves, and unloads dirt, materials, supplies and equipment.
7. Secures facility at closing time.

LITTER CONTROL 40%

1. Keeps landfill, recycling and composting areas clear of scattered, uncontrolled refuse
Picks up litter in and outside the facility grounds on a daily basis.
2. Assist in the setup and positioning of litter screens to insure maximum capture of litter.

LANDFILL DUTIES 10%

1. Directs and inspects individual homeowners and commercial vehicles to insure proper disposal of all solid waste.
2. Assist Equipment Operators with spotting duties to insure commercial vehicles dump loads in the correct location on the working face of the landfill.
3. Insures that landfill users observe applicable rules and regulations, explains rules and regulations to users as required.
4. Performs other duties as assigned.

Key: (a) The performance of this function is the reason that the job exists.
(b)The number of other employees available to perform this function is limited.
(c)This function is highly specialized and the employee is hired for special expertise or ability to perform this function