

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: A-3

DATE: April 23, 2009

SUBJECT: Public Works Department Reorganization
Authorization to Amend Job Descriptions and Pay Ranges
for the Public Works Director and Field Supervisor positions

CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

The issue before the City Council is to begin the first steps to reorganize the public works department as discussed by the City Council in 2008 during the 2009 budget process.

The City Council's role is to approve the city's budget including salaries and benefits. The proposal will require amending the city's salary schedule and adopting a budget amendment if necessary in the fourth quarter of 2009 to fund the field supervisor position.

STAFF RECOMMENDATION:

1. Authorize the Mayor to amend the job description for the public works director position adding a requirement to possess a professional engineering degree and develop a salary pay range for the position.
2. Authorize the Mayor to revise the job description and salary pay range for the field supervisor position.
3. Direct staff to return to Council with an amending ordinance to the salary schedule.

SUMMARY:

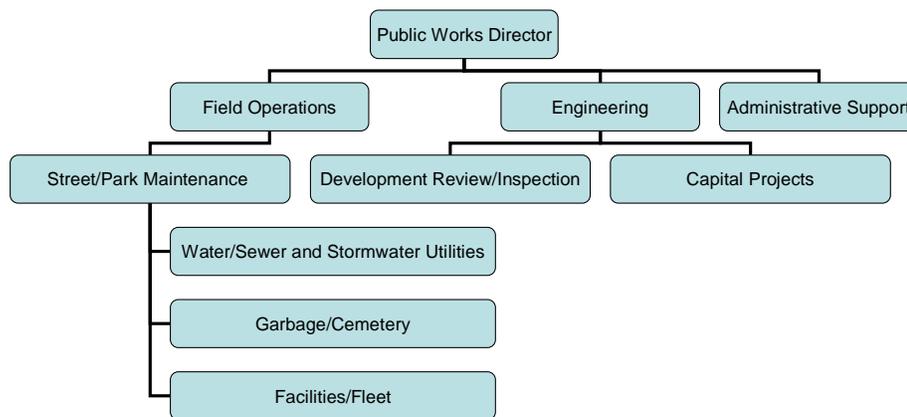
The City Council discussed succession planning in the public works department as a city goal during budget discussions in 2007 and 2008. The discussion anticipated planned retirements of key staff within the department. The goal is to ensure that corporate knowledge regarding the city's public infrastructure is seamlessly passed along to new staff members and not lost when long-term employees leave the city.

In 2008 a subcommittee of the Council reviewed a proposal to create a public works director position with a professional engineering degree and reestablish the field supervisor position which was not re-filled after Tony Beedle's retirement. The subcommittee directed staff to return with a proposal for Council consideration during the 2009 budget discussions. City staff were not able to prepare a proposal in 2008 due to staffing shortages and work load.

Proposal

Amend the public works director job description to include a requirement for a bachelor's degree in Civil Engineering and registration as a Professional Civil Engineer in the State of Washington.

Fund the field supervisor to provide day-to-day assistance to the public works director, and oversight of field staff and operations such as park, street, stormwater, city facilities and fleet.



Currently, the City has a .75 FTE city engineer. The city engineer manages small and mid-sized capital projects, and provides oversight and inspection of developer improvements. Larger capital projects such as the waste water treatment plant upgrade and sultan basin road improvements are outsourced to consultants. A public works

director with a professional engineering degree will be able to assist the city engineer, more effectively oversee the work of outside consultants, and address policy issues such the General Sewer Plan, Water Systems Plan, and proposed rate increases.

Since the field supervisor position has been vacant, the public works director has direct supervisory control over ten staff members managing water, sewer, garbage, cemetery, facilities and fleet. Stormwater and engineering have been added to the department within the last year. Five direct reports is usually considered the maximum number for efficient department operations.

Summary of Job Duties and Salaries

Position	Proposed Job Duties	Proposed Salary
Public Works Director	<ul style="list-style-type: none"> • All management responsibility for public works department • Engineering, development review, maintenance, utilities, facilities, fleet and capital improvements • Policy development • Budget and planning • Capital Improvement Plan • Personnel 	\$5,600-\$6,300 current \$5,699-\$6,464 city engineer \$6,100-\$7,800 competitive
City Engineer	<ul style="list-style-type: none"> • Capital improvements • Development Review • Infrastructure inspections 	\$5,699 - \$6,464 current
Field Supervisor	<ul style="list-style-type: none"> • Monitors work plans and programs • Provides day-to-day oversight and direction to field staff • Monitors fiscal operations • Obtains and evaluates bids for small public works projects • Negotiates and administers contracts • Recommends plans and goals for utilities, conducts facility planning • Maintains fleet and facilities • Assists with the department budget 	\$5,000 - \$5,975 proposed
Water System Manager		\$4,013 - \$5,117 current

FISCAL IMPACT:

The fiscal impact is limited to reestablishing the field supervisor which was left unfilled beginning in 2007 as a result of the City's fiscal crisis. With salary and benefits the City will need to increase the 2009 budget by \$72,840 or \$10,406 in each of the public works department budgets (streets, parks, water, sewer, stormwater, garbage and cemetery).

Position	Pay Step	Current 2009 Annual Cost w/ Benefits	Proposed 2009 Annual Cost w/Benefits
Public Works Director	1	\$86,000	\$87,840
City Engineer	3	\$87,393	\$87,393
Public Works Supervisor	1	\$0	\$72,000
Water Systems Manager	6	\$73,682	\$73,682
Total		\$247,075	\$320,915

The fiscal impact can be mitigated somewhat in 2009 by the time it will take to search and hire a public works director. It is likely if the candidate search started in June that a public works director would not be on board until November 2009 or January 2010.

Recent discussions with hiring firms indicates the market is "tight" for civil engineers with the background and ability to meet the city's proposed qualifications. If the city begins a search it is possible there won't be an adequate pool of qualified candidates seeking the position.

Once a public works director has been hired, the City will need to fill the field supervisor position. The staff recommendation is to proceed with hiring a field supervisor through a competitive hiring process once negotiations have been finalized with the director candidate.

If the Council decides to proceed, the 2010 budget will need to be adjusted to accommodate the field supervisor position.

RECOMMENDED ACTION:

1. Authorize the Mayor to amend the job description for the public works director position adding a requirement to possess a professional engineering degree and develop a salary pay range for the position.
2. Authorize the Mayor to develop a job description and salary pay range for the field supervisor position.
3. Direct staff to return to Council with an amending ordinance to the salary schedule

ATTACHMENTS:

- A – Current public works director job description
 - B – Previous public works field supervisor job description
 - C – 2009 salary schedule
-

COUNCIL ACTION:

DATE:

**CITY OF SULTAN
POSITION DESCRIPTION**

TITLE:	Public Works Director	DEPARTMENT:	Public Works
REPORTS TO:		CITY ADMINISTRATOR/MAYOR CURRENT:	Connie Dunn

MAJOR FUNCTION AND PURPOSE

Organize, direct and coordinate the activities of the City of Sultan Water/Wastewater Treatment Plants, Water/Sewer Systems, Street Maintenance, Surface Water Management Practices, Garbage, Municipal Building Maintenance, Fleet Management, Cemetery, Parks and Traffic Control functions.

SUPERVISION RECEIVED

This position serves under the direction of the City Administrator/Mayor.

SUPERVISION EXERCISED

The position delegate's considerable authority for the performance of technical and day-to-day administrative activities to supervisors since the major emphasis is on overall administration and coordination. Reporting directly to this position are the Public Works Field Supervisor, Construction Inspector, Water Systems Manager, Waste Water Treatment Plant Supervisor and the Administrative Secretary.

SPECIFIC DUTIES AND RESPONSIBILITIES

Determine major departmental policies for planning long-term programs for resolving difficult administrative problems and for managing the department budget.

Confers with and advises department supervisors and leads on problems relating to the activities of their division.

Delegate responsibility and appropriate authority to assigned staff. Monitor daily work activities to assure the timely and accurate completion of functional responsibilities.

Develops general policies in consultation with department supervisors for maximum utilization of available financial resources through appropriate allocations of manpower and equipment services.

Perform all administrative tasks involved in managing the water and wastewater system including conforming to water and wastewater quality regulations.

Confers with the Mayor/City Administrator and with appropriate department supervisors concerning maintenance service, solid waste inspections, recycling, refuse collection, and disposal operations.

Formulates long-range plans and cost estimates of future expansion of surface water, water and wastewater services report finding to the Mayor/City Administrator.

Establishes policies, procedures and methods for the operation and maintenance of water, wastewater, streets, parks, solid waste and cemetery.

Cooperates with the City Engineer in supervising the design and construction of all phases of storm, water and wastewater utility projects.

Prepare and conduct oral and written employee performance evaluations. Recognize superior job performance. Effect correction in undesirable trends in performance consistent with established city policy.

Set department goals and prioritize as appropriate.

Meet with vendors, contractors and consultants regarding departmental activities. When time to replace equipment to gain maximum use at minimum costs, purchase new equipment, dispose of surplus equipment and schedule/monitor equipment maintenance/repair.

Assist the Mayor/City Administrator in developing strategic plans relating to the operation of the department's goals, personnel allocation, budget and operation.

Assist in the preparation of construction/maintenance contracts of equipment and materials bid specifications. Provide for proper distribution of RFP's, analyze proposals submitted and select the most appropriate bidder capable of achieving bid specifications successfully and administer the contract.

Assist in recruiting and selection of qualified candidates, development of position requirements, evaluation of employee performance and analyze and assist in resolving human resource problems.

Resolve citizen complaints, analyze the problems, provide for a timely response and contribute to a favorable image of the organization.

Maintain awareness of State and Federal safety requirements, monitor operations to assure a safe working environment, provide for necessary safety training (along with Risk Manager), and supervise health testing (hearing, first aid, CPR, spray licensing etc.)

Support a positive work environment, keep others informed of work issues and programs by maintaining quality communications, display initiative to resolve problems and capitalize on opportunities in the job and maintain a work environment supporting fair and equal treatment of employees with in the Equal Employment Opportunity guidelines.

Ability to review plans and oversee construction projects, both City and Developer projects.

Emergency Management Representative and Coordinator.

Alternate for Snohomish Basin Salmon Recovery Forum

Other duties as assigned.

MINIMUM QUALIFICATIONS

Completion of high school or equivalent plus an additional two years of post high school or college level work or a combination of education and experience sufficient to fulfill the two-year education requirement for certification.

Six years supervisory experience with responsibility for human resources, equipment, materials and budget and six years of work experience.

A bachelor's degree in Civil Engineering may be substituted for ten years of experience.

Thorough understanding of Water Treatment, Wastewater Treatment, Water/Sewer Operations, Street Maintenance, Surface Water Management, Facilities Maintenance and Parks and Building Maintenance.

Requires the use of personal or city vehicles on city business. Individuals must be physically capable of operating the vehicles safely, possess a valid Washington State driver's license and have an acceptable driving record. Must have personal insurance coverage.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles and practices of public administration.

Knowledge of principles and practices of personnel management and supervision.

Knowledge of principles and practices of budget preparation and administration.

Ability to organize, direct and coordinate the activities of several divisions.

Working knowledge of Water Distribution Management, Cross Connection Control, Sewer Collection Management, Water Treatment Plant Operation, Wastewater Treatment Plant Operation and First Aid.

Knowledge of Emergency Management, EOC Operations.

Knowledge of modern principles and practices of design, construction, operation and maintenance of water and wastewater systems.

Ability to develop long-term plans and programs and to make major policy decisions on complex technical and administrative problems.

Ability to perform a broad range of supervisor responsibilities over others.

Thorough knowledge of the operation and maintenance requirements of the equipment and machinery used in the public works operation.

Thorough knowledge of safety standards, practices and procedures relating to all facets of public works.

Ability to effectively use oral and written communication in the performance of duties and responsibilities.

Ability to learn and implement city procedures, regulations and requirements with respect to procurement, budget, safety, operations and organization.

Ability to develop a positive working environment and effectively utilize all employees in the Public Works Department.

WORK ENVIRONMENT

See attached Physical Demand Job Assessment Form

This position description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and requirements of the position change.

Date

Department Head

Human Resources

City Administrator

Employee acknowledgment:

I have read this Job Description and have been made aware of the terms and conditions as they relate to my position.

(Employee signature)

CITY OF SULTAN
Physical Demands Job Assessment

Title/Position: Public Works Director
Department: Public Works

Employee Name:
Regular Work Hours: 7:00am to 4:00pm

Description of Essential Job Functions:

Organize, direct and coordinate the activities of the City of Sultan Water/Wastewater Treatment Plants, Water/Sewer Systems, Street Maintenance, Surface Water Management Practices, Garbage, Municipal Building Maintenance, Fleet Management, Cemetery, Parks and Traffic Control functions.

Machinery, Tools, Equipment used during a typical day:

Computer, Light Duty Truck and Office Equipment.

Description of Work Environment:

Office and some field work.

Amount of Time Spent	Seldom (1-10%)	Occasional (10-30%)	Frequent (30-70%)	Constant (Over 70%)	Non Applicable
Sitting			X		
Standing			X		
Walking			X		
Running	X				
Driving		X			
Talking/Hearing				X	
Lifting (<10 lbs.)			X		
Lifting (<25 lbs.)					
Lifting (25>50 lbs.)	X				
Lifting (50>100 lbs.)	X				
Carrying (<10 lbs.)			X		
Carrying (<25 lbs.)		X			
Carrying (25>50 lbs.)	X				
Carrying (50>100 lbs.)	X				
Pushing/Pulling		X			
Climbing Stairs			X		
Climbing Ladders	X				
Bending at Waist			X		
Twisting at Waist			X		
Kneeling/Squatting		X			
Crawling	X				
Reaching above shoulder			X		
Repetitive Arm/Hand Movement			X		
Tasting/Smelling		X			
Using Finger, Handle or Feel				X	

If carrying weight, how far: 60 ft. Is Weight Worn around the Waist? Yes No

Vision Requirements: No Special Vision Requirements Not Applicable

Yes, the following apply (please check):

Close Distance Color Peripheral Depth Perception Night Vision Adjust Focus

Small Print Other: _____

Other Special Physical Requirements: _____

**City of Sultan
POSITION DESCRIPTION**

TITLE:	PW Field Supervisor	DEPARTMENT:	Public Works
UNION:	Local 763	REPORTS TO:	Public Works Director
CURRENT:		WAGE:	

1.0 Major Function and Purpose

- 1.1 Supervising and directing the maintenance, repair and operations of the City's Water Treatment and Distribution, Sewage Treatment and Collection and Storm Drainage Systems.
- 1.2 Responsible for the maintenance and repair of streets, sidewalks, parks, cemetery and solid waste disposal.
- 1.3 Responsible for the Municipal Budget, project review and inspections.
- 1.4 Attendance at Council Meetings occasionally required, along with committee meetings when necessary to discuss public works projects.

2.0 Supervision Received

- 2.1 This position maintains open communications with the Public Works Director.

3.0 Supervision Exercised

- 3.1 Ensure that City employees are trained in safe and proper operating practices for equipment and tools used; ensure their work is inspected while in progress and upon completion for adherence to instructions.
- 3.2 Maintain awareness of State and Federal safety requirements, monitor operations to assure a safe working environment, provide for necessary safety training (along with Risk Manager) and supervise health testing (hearing, first aide, CPR, spray licensing, etc.)
- 3.3 Supervises regular and seasonal Public Works staff ensuring department personnel observe all safety rules and regulations as set forth in City policy and State regulations.

- 3.4 Instruct and train employees in safe and proper operating practices for equipment and tools used; inspects staff work while in progress and upon completion for adherence to instructions.

4.0 Specific Duties And Responsibilities

- 4.1 Recommend the hiring of Public Works employees, including part-time and seasonal employees.
- 4.2 Supervise and participate in the maintenance and repair of the Water Treatment Plant, Distribution System and Watershed Management.
- 4.3 Supervise and participate in the maintenance, repair, and operation of the Storm Drainage System.
- 4.4 Supervise and participate in the maintenance, repair, and operation of the Wastewater Treatment and Collection System.
- 4.5 Supervise, plan, assign, organize, direct, and inspect the work of WWTP Operators and assists in the maintenance and operations of the WWTP and Lift Stations.
- 4.6 Supervise and participate in the maintenance and repair of Municipal Streets and Sidewalks.
- 4.7 Participates in the maintenance and repair of City owned buildings and properties.
- 4.8 Supervises and participates in the maintenance of the municipal cemetery. This includes grave preparation and interment.
- 4.9 Supervise and participate in Solid Waste Collection and maintenance of equipment.
- 4.10 Supervise and participate in Park and Recreation Development and maintenance.
- 4.11 Schedule and evaluate all Public Works staff.
- 4.12 Work in preparing and managing the Public Works budget.
- 4.13 Purchase necessary supplies, materials, parts and equipment for the Public Works Department.
- 4.14 Supervise the repair and maintenance of Public Works equipment.
- 4.15 Perform other duties as directed.

5.0 Minimum Qualifications

- 5.1 High school diploma, GED equivalent or Certificate from Trade School.
- 5.2 Working knowledge of Watershed Management, Sewer Systems, Water Systems, street and park maintenance.
- 5.3 Demonstrative knowledge of principles and practices of Public Works related operations.

- 5.4 Knowledge of laws, regulations, policies and procedures as required by City, State and Federal regulations for safety and performance of assigned tasks.
- 5.5 Knowledge of surveying techniques in order to do project layouts, installation of public improvements and developer plan review and inspections.
- 5.6 Live within 30 minutes response time.
- 5.7 Operation and maintenance of all the City's equipment.
- 5.8 Valid Washington State Driver's License with a Class A endorsement without air brake restriction.
- 5.9 Current First Aid and CPR cards.
- 5.10 Intermediate computer, grammar and math skills.

6.0 Desirable Knowledge, Skills And Abilities

- 6.1 Ability to troubleshoot utility problems
- 6.2 Ability to operate all City owned equipment efficiently. Example: Backhoe, Grader, Dump Truck, Garbage Truck, Tractors with mowers attached, lawnmowers and tow a trailer.

7.0 DESIRABLE WASHINGTON STATE CERTIFICATIONS

- 7.1 Water Distribution Manager
- 7.2 Water Treatment Plant Operator
- 7.3 Wastewater Treatment Plant Operator
- 7.4 Wastewater Collection System Manager

8.0 Work Environment

- 8.1 See attached Physical Demand Job Assessment Form
- 8.2 This position description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Date

Department Head

Treasurer

City Administrator

CITY OF SULTAN
Physical Demands Job Assessment

Title/Position: PW Field Superintendent
Department: Public Works

Employee Name:
Regular Work Hours: 7:30am to 4:15pm

Description of Essential Job Functions:

Conducting, supervising and directing the maintenance, repair and operations of the City's Water Distribution, Sewage Collection, Storm Drainage Systems, Streets, Parks, Cemetery and Solid Waste.

Machinery, Tools, Equipment used during a typical day:

Heavy Equipment, Light-Duty Truck, Small Tools (hand and power) and Computer.

Description of Work Environment:

All Weather, mostly outside.

Amount of Time Spent	Seldom (1-10%)	Occasional (10-30%)	Frequent (30-70%)	Constant (Over 70%)	Non Applicable
Sitting	X				
Standing			X		
Walking			X		
Running	X				
Driving			X		
Talking/Hearing				X	
Lifting (<10 lbs.)			X		
Lifting (<25 lbs.)			X		
Lifting (25>50 lbs.)			X		
Lifting (50>100 lbs.)		X			
Carrying (<10 lbs.)			X		
Carrying (<25 lbs.)		X			
Carrying (25>50 lbs.)		X			
Carrying (50>100 lbs.)		X			
Pushing/Pulling			X		
Climbing Stairs		X			
Climbing Ladders	X				
Bending at Waist			X		
Twisting at Waist			X		
Kneeling/Squatting		X			
Crawling		X			
Reaching above shoulder			X		
Repetitive Arm/Hand Movement				X	
Tasting/Smelling		X			
Using Finger, Handle or Feel				X	

If carrying weight, how far: 60 ft. Is Weight Worn around the Waist? Yes No

Vision Requirements: No Special Vision Requirements Not Applicable

Yes, the following apply (please check):

Close Distance Color Peripheral Depth Perception Night Vision Adjust Focus
 Small Print Other: _____

Other Special Physical Requirements: _____

**CITY OF SULTAN
ORDINANCE NO. 1013-09**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SULTAN WASHINGTON
ESTABLISHING SALARY RATES FOR NON-REPRESENTED PERSONNEL

WHEREAS, RCW 35A.33.050 requires that salary ranges for various positions in the City be made a part of the annual budget document adopted with the annual budget, and

WHEREAS, the City Council has determined it appropriate to adjust salary ranges for non-represented employees in order to permit salary increases along with approval of benefits,

NOW, THEREFORE, the City Council of the City of Sultan, Washington do Ordain as follows:

Section 1 Salaries. Effective January 1, 2009, non-represented employees shall receive a 3.2% COLA. As part of the City’s annual budget, salaries and wages for non-represented employees are hereby approved as follows:

Table 2 –Salary Schedule

Salary Schedule (Steps)					
	Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Assistant	23.41 hr	24.16 hr	24.93 hr	25.73 hr	26.55 hr
Grants/Economic Dev	4,403	4,543	4,689	4,839	4,994
Building Official	4,882	5,039	5,200	5,366	5,538
Clerk/Deputy Finance Director	5,584	5,763	5,947	6,138	6,334
Public Works Director	5,610	5,789	5,975	6,166	6,363
City Engineer	5,699	5,881	6,069	6,263	6,464
Community Development Director	6,935	7,157	7,386	7,622	7,866
City Administrator	8,091	8,350	8,617	8,893	9,177

Section 2 Non Represented Step Increase: Step increase for shall be effective on the employee anniversary date subject to a satisfactory performance evaluation.

Section 3 Benefits: Effective January 1, 2009, the Employer shall pay one hundred percent (100%) of the premium necessary for the purchase of medical and dental insurance for employees and eighty-nine percent (89%) of the premium necessary to purchase medical and dental insurance for dependants.

Section 4 Union Employees. Wages and benefits for Union represented employees shall be in accordance with the current Union contracts, the salary scales for which are attached to this Ordinance (Exhibit A).

Section 5 Effective Date of Increase: The amendments to the annual salaries provided for in this ordinance shall become effective with the first pay period for 2009 wages.

Section 6 Repealer: Any and all other ordinances or parts of ordinances of the City of Sultan inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

Section 7 Severability: If any section of this ordinance, or if any subsection or part shall be declared unlawful, the balance of this ordinance and of each section shall remain in full force and effect.

Section 8 Effective Date: This Ordinance shall be in full force and effect five days after publication as required by law.

PASSED by the City Council and APPROVED by the Mayor this 11th day of December, 2008.

Carolyn Eslick, Mayor

ATTEST:

Laura J. Koenig, City Clerk

Approved as to form:

Margaret King, City Attorney