

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NUMBER: D - 1

DATE: April 8, 2010

SUBJECT: Public Works Department Reorganization
Authorization to Amend City of Sultan Organization Chart to
include Public Works Director and Field Supervisor

CONTACT PERSON: Connie Dunn, Public Works Director 

ISSUE:

The issue before the Council is the reorganization of the public works department. Part of this is updating the Public Works Director and Field Supervisor job descriptions and adjusting the 2010 budget to fund these positions.

Staff, on the recommendation of council, presented to the council subcommittee on March 11, 2010. Council subcommittee requested additional finance information to show the budget cuts necessary to fund the reorganization in 2010 (Attachment A)

STAFF RECOMMENDATION:

1. 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 of \$88,008 to \$92,522 plus benefits for this position. (Attachment B)
2. Review the proposed job description and salary pay range for the field supervisor position \$71,196 to \$75,816. (Attachment C)
3. Direct staff to return to Council with an amendment to Ordinance 1067-09 (Attachment D), the 2010 salary schedule included in the 2010 budget.
4. Direct staff to advertise for the Public Works Director using the amend job description

SUMMARY:

Effective January 20, 2010 Jon Stack as City Engineer retired from the City, leaving a vacancy which then opens the door for the Public Works Department reorganization and the start of succession planning within the City of Sultan Government Organization.

The reorganization of the public works department as discussed with the City Council in 2008 during the 2009 budget process, then again in 2009 for the 2010 budget.

BACKGROUND:

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.

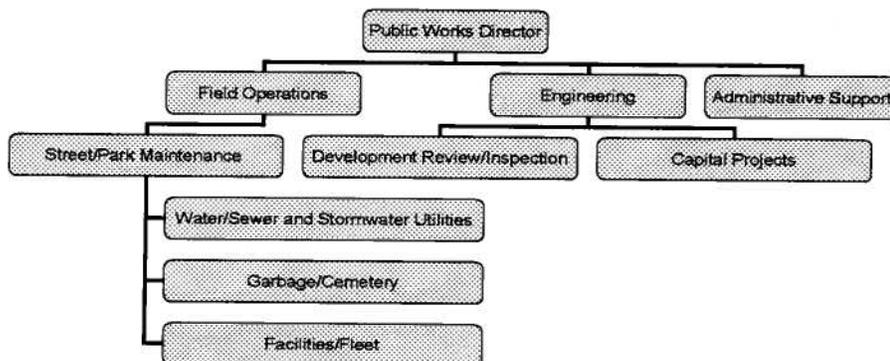
In 2008, a subcommittee of the Council reviewed a proposal to create a public works director position with a professional engineering degree and reestablish the field supervisor position which was not re-filled after Tony Beedle's 2006 retirement. The subcommittee directed staff to return with a proposal for Council consideration during the 2009 budget discussions. City staff was not able to prepare a proposal in 2008 due to staffing shortages and work load. Currently, the staff would like to continue with the public works department reorganization with the 2010 budget – this reorganization is a revenue/expense neutral proposal for 2010.

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.

Following in the proposed flow chart for the reorganization of Public Works:



The City .75 FTE city engineer retired in January, 2010. The city engineer managed 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 could effectively oversee the work of outside consultants, and address policy issues such the General Sewer Plan, Water Systems Plan, Parks Open Space and Recreation Plant, and future rate studies.

Since the field supervisor position has been vacant since 2006, the public works director has had direct supervisory control over staff members, managing engineering, water, sewer, stormwater, garbage, parks, cemetery, facilities and fleet, and planning documents needed in the city. When the city engineer retired in January 2010 the public works director has been overseeing capital projects. Such as the light guard crosswalk, hypochloride conversion, and gutter replacement.

Summary of Job Duties and Salaries

Position	Proposed Job Duties	Proposed Monthly Salary
Public Works Director	<ul style="list-style-type: none"> • Management responsibility for public works department • Engineering, development review, maintenance, utilities, facilities, fleet and capital improvements • Policy development • Negotiates and administers contracts • Budget and planning • Capital Improvement Plan Personnel 	\$5,659-\$6,318 current \$5,659-\$6,419 city engineer \$7,569- \$7,811 competitive
City Engineer Currently Vacant	<ul style="list-style-type: none"> • Capital improvements • Development Review • Infrastructure inspections 	\$5,659 - \$6,419 current
Field Supervisor Currently Vacant	<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 • Recommends plans and goals for utilities, conducts facility planning 	\$5,933 - \$6318 proposed

	<ul style="list-style-type: none"> • Maintains fleet and facilities • Assists with the department budget • Assist with Personnel Evaluations and Job Performances 	
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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 adjust the 2010 budget streets, parks, water, sewer, stormwater, garbage and cemetery and capital project budget in the amount of \$36,131, for a full year. The cost with a September 1 hire date is approximately \$26,667.

Position	Pay Step	Adopted 2010 Salary Cost/month	Proposed 2010 Salary Cost/month
Public Works Director	3	\$6,124	\$7,811
City Engineer	3	\$6,027 (.75 FTE)	\$0
Field Supervisor	5	\$0	\$6,318
Total/month		\$12,229	\$14,129

The fiscal impact can be mitigated somewhat in 2010 with the time it will take to search and hire a public works director. It is likely if the candidate search started in May that a public works director would not be on board until September 2010. The current engineer is retired as of January 20, 2010.

After discussion with Mayor Eslick and Deborah Knight, City Administrator, the hiring process will be handled in-house rather than using an executive search firm. When we spoke with hiring firms recently, they have indicated - 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 and public works director salary adjustments (Attachment A). Staff recently completed suggested budget cuts in parks, streets, cemetery, water, sewer, garbage, and stormwater to adjust salary and benefits the reorganization of Public Works will require.

RECOMMENDED ACTION:

1. 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 of \$88,008 to \$92,522 plus benefits for this position.
2. Review the proposed job description and salary pay range for the field supervisor position \$71,196 to \$75,816.
3. Direct staff to return to Council with an amendment to Ordinance 1067-09 (Attachment D) the 2010 salary schedule included in the 2010 budget.
4. Direct staff to advertise for the Public Works Director using the amended job description

COUNCIL ACTION:

ATTACHMENTS:

- A – Budget impacts for Public Works reorganization
- B - Proposed Public Works Director job description
- C – Proposed Public Works Field Supervisor job description
- D – Ordinance 1067-09 – 2010 Budget adopted salaries

Public Works Reorganization Proposed Budget Adjustments

Fund Name	2010 Adopted	2010 PW Reorg	Annual Difference	**2010 Budget Adjustments	Source
General Fund Parks	40,206.69	45,998.53	5,791.84	2,375.00	\$1000-Small tools; \$200-Capital Imp; \$1200-Op Trans out
Street Fund	115,718.25	127,877.95	12,159.70	5,066.00	\$3000-Prof. Services; \$800-Rentals; \$1500-Street Cleaning
Cemetery Fund	21,321.58	23,715.05	2,393.47	997.00	\$100-Uniforms; \$500-Small Tools; \$200 Vehicle O & M
Park Improvement Fund	4,273.31	4,639.81	366.50	150.00	\$150-Salaries
Street Improvement Fund	44,631.28	19,279.40	-25,351.88	0.00	
Utility Water Fund	363,087.87	365,760.55	2,672.68	1,113.00	\$1200-Professional Services, Legal
Utility Sewer Fund	341,630.51	345,265.97	3,635.46	1,500.00	\$1500-Professional Services, Legal
Utility Garbage Fund	219,465.53	243,208.94	23,743.41	11,000.00	Included in Garbage Rate Study
Storm Water Utility	13,581.32	24,300.98	10,719.66	4,466.00	\$5000-Rentals, Vactoring of Catch Basins
Sewer System Improvement Fund	0.00	0.00	0.00	0.00	
Water System Improvement Fund	0.00	0.00	0.00	0.00	
TOTALS	\$1,163,916.34	\$1,200,047.18	\$36,130.84	\$26,667.00	

** Based on September hire date

Assumptions

Salaries 2010	Hourly	Monthly	Annual
Field Supervisor	35.33	6124.00	73486.00
Public Works Director	43.66	7568.00	92523.00
Engineer (Part time)	46.35	6026.00	73271.00
			No coverage for benefits \$868/yr
			Proposed benefits \$868/yr

Position filled September 2010 \$12000 cost

2010 SALARY/BENEFIT DISTRIBUTION		REVISED FOR PW REORG				FOR BUDGET PURPOSES ONLY						
CLASSIFICATION	CURRENT WAGE	% Increase	2010		2010 ANNUAL	FICA	SDI	EMP SEC	MED/IDENT	RETIRE	TOTAL BENEFITS	TOTAL SAL/BEN
			MONTHLY	WAGE								
CITY ADMINISTRATOR	49.71	49.36	8566.09	102938.02	7874.76	0.1232	926.44	14027.00	0.0631	28550.36	131488.38	
FINANCE DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
CITY CLERK/DEP. FIN.	34.31	34.07	5905.44	72385.25	5637.47	266.15	651.47	13809.00	3843.66	24097.75	96482.99	
DIRECTOR OF COM DEV	43.97	43.66	7568.12	92511.40	7077.12	266.15	832.60	13809.00	4912.36	26987.23	119398.63	
UTILITY CLERK	17.30	17.18	2977.68	35732.11	2733.51	266.15	321.59	10618.00	1897.38	15826.62	51558.73	
UTILITY CLERK	17.30	17.18	2977.68	35732.11	2733.51	266.15	321.59	7433.00	1897.38	12641.62	48373.73	
GRANT ADMIN.	27.05	26.86	4655.85	56615.15	4331.06	266.15	509.54	7562.00	3006.26	15665.01	72280.16	
ADMIN. ASSIT/UT	24.13	23.96	4153.26	49839.07	3812.69	266.15	448.55	10618.00	2646.45	17781.85	67620.91	
PERMIT TECH.	22.06	21.91	3796.97	45563.61	3485.62	266.15	410.07	13578.00	2419.43	20149.27	65712.87	
TOTAL CLERICAL	\$236.83	\$234.18	\$40,591.06	\$491,316.72	\$37,585.73	\$2,049.22	\$4,421.85	\$91,454.00	\$26,085.92	\$161,599.71	\$652,916.43	
PUBLIC WORKS DIR	54.47	43.86	7667.73	92522.50	7077.99	1582.50	832.71	14027.00	4912.88	29413.16	120835.96	
FIELD/WTP SUPERVISOR	0.00	35.33	6123.87	73488.40	5621.71	1562.50	651.38	7562.00	3902.13	19309.71	82796.11	
WTP OPERATOR	27.55	27.36	5289.05	70581.45	5399.48	1562.50	636.23	14027.00	3747.87	25372.08	95953.53	
WATER SYSTEM MANAGER	29.52	29.31	5667.25	76628.47	5785.58	1562.50	680.66	14027.00	4015.87	26071.60	101700.07	
WATER PLANT ASSISTANT	23.96	23.79	4599.84	61384.08	4895.88	1562.50	552.46	19822.00	3259.49	29892.33	91276.41	
WTP OPERATOR	23.40	23.24	4027.61	54372.71	4159.51	1562.50	489.35	7562.00	2887.19	16860.55	71033.26	
UTILITY WORKER	22.84	22.68	4384.82	52617.88	4025.27	1562.50	473.56	7562.00	2794.01	16417.33	69035.21	
UTILITY WORKER	18.35	18.22	3158.40	37900.82	2899.41	1562.50	341.11	19535.00	2012.53	26350.55	64251.37	
UTILITY WORKER	18.35	18.22	3158.40	37900.82	2899.41	1562.50	341.11	14027.00	2012.53	20842.55	58743.37	
ENGINEER (PT - 30 wk)	46.68	46.35	6025.92	73271.05	5605.24	1171.87	659.44	868.00	3890.69	12196.24	85466.29	
BUILDING INSPECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ANIMAL CONTROL	15.88	15.77	1366.63	16399.59	1254.57	781.25	147.60	232.00	870.82	3286.23	19685.83	
PART TIME HELP	15.88	15.77	1366.63	16399.59	1254.57	781.25	147.60	0.00	0.00	2183.41	18693.01	
TOTAL UTILITY	\$276.88	\$319.70	\$52,736.16	\$662,465.57	\$50,878.62	\$16,796.83	\$5,962.19	\$119,251.00	\$34,306.11	\$226,994.76	\$889,460.43	
MAYOR	0.00	0.00	500.00	6000.00	459.00	0.00	0.00	0.00	0.00	459.00	6459.00	
COUNCIL 1	0.00	0.00	150.00	1800.00	137.70	0.00	0.00	0.00	0.00	137.70	1937.70	
COUNCIL 2	0.00	0.00	150.00	1800.00	137.70	0.00	0.00	0.00	0.00	137.70	1937.70	
COUNCIL 3	0.00	0.00	150.00	1800.00	137.70	0.00	0.00	0.00	0.00	137.70	1937.70	
COUNCIL 4	0.00	0.00	150.00	1800.00	137.70	0.00	0.00	0.00	0.00	137.70	1937.70	
COUNCIL 5	0.00	0.00	150.00	1800.00	137.70	0.00	0.00	0.00	0.00	137.70	1937.70	
COUNCIL 6	0.00	0.00	150.00	1800.00	137.70	0.00	0.00	0.00	0.00	137.70	1937.70	
COUNCIL 7	0.00	0.00	150.00	1800.00	137.70	0.00	0.00	0.00	0.00	137.70	1937.70	
TOTAL COUNCIL	0.00	0.00	1550.00	18600.00	1422.90	0.00	0.00	0.00	0.00	1422.90	20022.90	
TOTAL PAYROLL	\$612.71	\$653.88	\$94,877.22	\$1,172,382.39	\$89,687.25	\$18,846.05	\$10,384.04	\$210,705.00	\$50,395.03	\$390,017.37	\$1,562,399.76	

ATTACHMENT A

PAYROLL DISTRIBUTION CLASSIFICATION	SALARIES FOR 2010										TOTAL WAGES	TOTAL DIST.	
	PARK PROJECTS		STREET PROJECTS		PARKS	STREET	CEMETERY	UT WATER	UT SEWER	GARBAGE			STORMWATER
	FUND 105	FUND 303	FUND 105	FUND 303									
MAYOR/COUNCIL (7)	0.00				576.00	542.00	536.10	534.80	3720.00	535.80	537.80	14880.00	
ADMINISTRATOR	0.00					20687.60		20687.60	3720.00		3720.00	82360.42	
CITY CLERK/DEP FIN	0.00	0.00				7238.53	361.93	14477.05	14477.05		14477.05	51031.60	
UTILITY CLERK	36732.00							10719.60	10719.60		10719.60	32168.80	
PERMIT TECH	0.00					2278.18		2278.18	2278.18		2278.18	6834.54	
GRANT ADMIN.	56615.15		14153.79					14153.79	11039.95		14951.72	39347.53	
ADMIN. ASSI/UT	49839.07				2491.95	2491.95	4983.91	12459.77	12459.77		14951.72	49839.07	
UTILITY CLERK	36732.00							10719.60	10719.60		10719.60	32168.80	
PUBLIC WORKS DIR	92523.80			926.23	3700.91	9252.28	1880.46	27788.84	27788.84		16564.10	92523.80	
FIELD/WTP SUPERVISOR	73486.40	3674.32			3674.32	7348.64	3674.32	14687.28	14687.28		14687.28	73486.40	
WWTP OPERATOR	63468.59								63468.59		0.00	63468.59	
WATER SYSTEM MANAGER	88087.00						1360.12	56646.86				88087.00	
WATER PLANT OPERATOR	55198.00							49678.20	0.00		5519.80	55198.00	
WWTP OPERATOR	48331.30								48331.30		0.00	48331.30	
UTILITY WORKER	52617.88				5261.79	18942.44	1052.36	4735.61	0.00		0.00	52617.88	
UTILITY WORKER	37900.82				3790.08	5685.12	1895.04	1895.04	1895.04		22740.49	37900.82	
ENGINEER	0.00	0.00		0.00				0.00	0.00		0.00	0.00	
UTILITY WORKER	37900.82				3790.08	5685.12	1895.04	1895.04	1895.04		22740.49	37900.82	
COMMUNITY DEV DIR	0.00					9251.14		9251.14	9251.14			27763.42	
PT SUMMER HELPERS	16399.59				12299.59	4099.90		0.00	0.00		0.00	16399.59	
	723751.42	3674.32	15079.02		35008.83	96580.90	17073.19	265671.60	256971.31		173313.11	882187.38	
CLASSIFICATION	TOTAL	FINANCE	GRANTS	LEGISLATIVE	EXECUTIVE	LEGAL	LAW	CODE	PLAN	BUILDING	TOTAL		
	WAGES	514.23	514.00	511.10	513.10	515.10	521.00	539.30	558.60	558.60			
ADMINISTRATOR	102938.02				20587.60						20587.60		
CITY CLERK/DEP FIN	72386.25	17734.39									21353.66		
GRANTS	0.00		17267.62								17267.62		
UTILITY CLERK	0.00	3573.20							64757.98		3573.20		
COMMUNITY DEV DIR	92511.40										64757.98		
UTILITY CLERK	0.00	3573.20							18225.44	20503.62	3573.20		
PERMIT TECH	45563.61										38729.07		
BUILDING INSPECTOR	0.00									0.00	0.00		
ANIMAL CONTROL	16399.59							16399.59			16399.59		
MAYOR/COUNCIL (7)	18600.00			3720.00							3720.00		
TOTALS	348397.87	24980.79	17267.62	3720.00	20587.60	3619.26	0.00	16399.59	82983.42	20503.62	189981.91		
TOTAL PAYROLL	1072149.29	1072149.29											

ATTACHMENT A

PAYROLL DISTRIBUTION CLASSIFICATION	BENEFITS 2010										TOTAL DIST.	
	TOTAL BENEFITS	PARK PROJECTS FUND 106	STREET PROJECTS FUND 303	PARKS	STREET	CEMETERY	UT WATER	UT SEWER	GARBAGE	STORMWATER		
MAYOR/COUNCIL (7)	0.00			576.00	542.00	538.10	534.80	535.80	537.80		537.80	1138.32
ADMINISTRATOR	0.00				284.58		284.58	284.58	284.58		284.58	22840.29
CITY CLERK/DEP FIN	0.00		0.00		5710.07		5710.07	5710.07	5710.07		5710.07	16988.91
UTILITY CLERK	16826.62				2409.78	120.49	4819.55	4819.55	4819.55		4819.55	14243.96
PERMIT TECH	0.00				1007.46		1007.46	1007.46	1007.46		1007.46	3022.39
GRANT ADMIN.	15665.01		3916.25				3916.25	3054.68			3054.68	10887.18
ADMIN. ASSIT/UT	12641.62			889.09	889.09	1778.19	4445.46	4445.46	5334.56		5334.56	17781.86
UTILITY CLERK	17781.86						3792.49	3792.49	3792.49		3792.49	11377.46
PUBLIC WORKS DIR	2843.16		284.13	1136.53	2841.32	588.26	8623.95	8623.95	5114.37	1420.88	5114.37	28413.16
FIELD/WTP SUPERVISOR	19388.71	965.49		865.49	1830.97	965.49	3881.84	4827.43	3881.84	1930.97	3881.84	19388.71
WWTP OPERATOR	25372.08						25372.08	0.00			0.00	25372.08
WATER SYSTEM MANAGER	26871.60					521.43	26860.17					26871.60
WATER PLANT OPERATOR	29892.33						26903.10	0.00	2989.23		2989.23	29892.33
WWTP OPERATOR	16660.55						16660.55	0.00	0.00		0.00	16660.55
UTILITY WORKER	16417.33			1641.73	5910.24	328.35	1477.56	0.00	4925.20	2134.25	0.00	16417.33
UTILITY WORKER	26350.55			2635.06	3952.68	1317.53	1317.53	1317.53	18810.33		18810.33	26350.55
ENGINEER	0.00	0.00					0.00	0.00			0.00	0.00
UTILITY WORKER	20842.55			2084.26	3126.38	1042.13	1042.13	1042.13	12505.53		12505.53	20842.55
COMMUNITY DEV DIR	0.00				2688.72		2688.72	2688.72			2688.72	8066.17
PT SUMMER HELPERS	2183.41			1637.56	545.85		0.00	0.00	0.00		0.00	2183.41
TOTAL	273428.37	965.49	4200.38	10989.70	31297.05	6641.86	100088.96	88294.66	69895.83	5495.88	69895.83	317889.80
CLASSIFICATION	TOTAL WAGES	FINANCE 514.23	GRANTS 514.00	LEGISLATIVE 511.10	EXECUTIVE 513.10	LEGAL 515.10	LAW 521.00	CODE 539.30	PLAN 559.60	BUILDING 559.60	TOTAL	TOTAL
ADMINISTRATOR	28560.36				5710.07							5710.07
CITY CLERK/DEP FIN	24097.75	5903.95				1204.89						7108.84
GRANTS	0.00		4777.83									4777.83
UTILITY CLERK	0.00	1582.66										1582.66
COMMUNITY DEV DIR	26887.23								18821.06			18821.06
UTILITY CLERK	0.00	1264.16										1264.16
PERMIT TECH	20149.27								8059.71	9067.17		17126.88
BUILDING INSPECTOR	0.00									0.00		0.00
ANIMAL CONTROL	3286.23							3286.23				3286.23
MAYOR/COUNCIL (7)	1422.90			284.58								284.58
TOTALS	104393.74	8750.77	4777.83	284.58	5710.07	1204.89	0.00	3286.23	26880.77	9067.17		59962.31
TOTAL PAYROLL	377822.11	377822.11										

ATTACHMENT A

SALARY AND BENEFIT DISTRIBUTION FOR 2010		ENTERPRISE AND CAPITAL FUNDS				REVISED DISTRIBUTION FOR PW REORG							
Percentage Distribution by Fund		PARK PROJECTS FUND 105	STREET PROJECTS FUND 303	PARKS	STREET	CEMETERY	UT WATER	UT SEWER	GARBAGE	STORM WATER	TOTAL		
CLASSIFICATION	TOTAL WAGES											DIST.	
MAYOR/COUNCIL (7)	0.00				20.00	536.10	534.80	535.80	537.80			80.00	
DK ADMINISTRATOR	0.00				20.00		20.00	20.00	20.00			80.00	
LK CITY CLERK/DEP FIN	0.00	0.00	0.00		10.00	0.50	20.00	20.00	20.00			70.50	
JL UTILITY CLERK	100.00				5.00		30.00	30.00	30.00			90.00	
CD PERMIT TECH	0.00						5.00	5.00				15.00	
DM GRANT ADMIN.	100.00	0.00	25.00		5.00		25.00	19.50		0.00		69.50	
JA ADMIN. ASSIT/UT	100.00			5.00	5.00	10.00	25.00	25.00	30.00			100.00	
RM UTILITY CLERK	100.00						30.00	30.00	30.00			90.00	
CD PUBLIC WORKS DIR	100.00		1.00	4.00	10.00	2.00	30.00	30.00	18.00	5.00		100.00	
FIELD WWTP SUPERVISOR	100.00	5.00		5.00	10.00	5.00	20.00	25.00	20.00	10.00		100.00	
JH WWTP OPERATOR	100.00							100.00				100.00	
MW WATER SYSTEM MANAGER	100.00					2.00	98.00		0.00			100.00	
WF WATER PLANT OPERATOR	100.00						90.00		10.00			100.00	
JB UTILITY WORKER	100.00			10.00	36.00	2.00	9.00	0.00	30.00	13.00		100.00	
TS WWTP OPERATOR	100.00			0.00		0.00	0.00	100.00	0.00			100.00	
JL UTILITY WORKER	100.00			10.00	15.00	5.00	5.00	5.00	60.00			100.00	
JS ENGINEER	0.00	0.00	0.00				0.00	0.00				0.00	
UTILITY WORKER	100.00			10.00	15.00	5.00	5.00	5.00	60.00	0.00		100.00	
BM COMMUNITY DEV DIR	0.00				10.00		10.00	10.00				30.00	
PT SUMMER HELPERS	100.00			75.00	25.00		0.00	0.00	0.00			100.00	
TOTALS	1400.00	5.00	26.00	119.00	181.00	31.50	442.00	444.50	348.00	28.00		1625.00	
GENERAL FUND													
FINANCE 514.23													
GRANTS 514.00													
LEGISLATIVE 511.10													
EXECUTIVE 513.10													
LEGAL 515.10													
LAW 521.00													
CODE 539.30													
PLAN 558.60													
BUILDING 559.60													
TOTAL													
DK ADMINISTRATOR	100.00				20.00							20.00	
LK CITY CLERK/DEP FIN	100.00											29.50	
DM GRANTS	0.00	30.50				5.00						30.50	
JL UTILITY CLERK	0.00	10.00										10.00	
RM UTILITY CLERK	0.00	10.00										10.00	
BUILDING Inspector	100.00									100.00		100.00	
BM COMMUNITY DEV DIR	100.00								70.00			70.00	
CD PERMIT TECH	100.00								40.00			40.00	
CL ANIMAL CONTROL	100.00							100.00				100.00	
MAYOR/COUNCIL (7)	100.00			20.00								20.00	
TOTALS	700.00	44.50	30.50	20.00	20.00	5.00	0.00	100.00	110.00	145.00		475.00	
TOTAL PAYROLL	2100.00	2100.00											

ATTACHMENT A4

[Type text]

CITY OF SULTAN
POSITION DESCRIPTION

Revised 1-28-2010
(Legal)



DRAFT

TITLE:	Public Works Director	WAGES:
DEPARTMENT:	Public Works	
REPORTS TO:	City Administrator _____	
	Mayor _____	

MAJOR FUNCTION AND PURPOSE

The Public Works Director organizes, administers, and direct supervises all of the activities of the City of Sultan public works department including water and sewer systems, street maintenance and repair, surface water management, capital planning and construction, solid waste collection, facility construction, maintenance and repair, fleet management, cemetery management, parks, and traffic control functions, and emergency management, and equipment and public works contracts. The Public Works Director also oversees the review of all permits and licenses for drainage, paving, site improvements, sanitary sewer and water service and public improvements for land subdivisions.

SUPERVISION RECEIVED

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

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, engineers, contractors, construction inspector, in-field supervisor(s) administrative secretary and other staff necessary to fulfill the department's mission.

ESSENTIAL FUNCTIONS

1. Determine departmental policies for long-term and short-term planning.
2. Assist the Mayor/City Administrator in developing strategic plans relating to the operation of the department's goals, personnel allocation, budget and operation.
3. Administrate general policies in consultation with department supervisor(s) for maximum utilization of available financial resources through appropriate allocations of manpower and equipment.
4. Delegate responsibility and appropriate authority for tasks assigned to staff. Set department goals and prioritize as appropriate.

[Type text]

5. Perform administrative tasks to manage the public works department including maintaining awareness of state and federal safety requirements. Monitor operations to assure a safe working environment, provide for necessary safety training, and supervise health testing (hearing, first aid, CPR, spray licensing etc.).
6. Assist in recruiting and selection of qualified candidates, development of position requirements, analyze and assist in resolving human resource issues. Prepare and conduct oral and written employee performance evaluations. Recognize superior job performance. Effectively correct undesirable trends in performance consistent with established city policy. Mentor employees.
7. Review plans and oversee public and private (developer) construction projects. Perform the duties of the City Engineer in completion of capital projects.
8. Prepare project construction/maintenance contracts and bid specifications. Provide for proper distribution of request for proposals and/or request for qualifications. Analyze proposals submitted and select the most appropriate bidder capable of achieving bid specifications successfully. Administer the contract.
9. Formulate cost estimates for future expansion of surface water, water and wastewater services and, report findings to the Mayor/City Administrator.
10. Resolve citizen complaints, analyze the problems, provide for a timely response and contribute to a favorable image of the organization.
11. 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 perform a broad range of supervisor responsibilities over others.
12. Other duties as assigned.

OTHER RESPONSIBILITIES

Attend regular and special meetings as required. Concisely present complex technical information and politically sensitive subjects to the city council, planning board, ad hoc committees and members of the public.

Attend regional meetings and effectively represent the city of Sultan

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Ability to effectively communicate city plans, policies and programs orally and in writing with a broad range of individuals.

Ability to organize, direct and coordinate the activities of several divisions - Water Distribution Management, Cross Connection Control, Sewer Collection Management, Water Treatment Plant Operation, Wastewater Treatment Plant Operation, Parks and Recreation including Cemetery, and Solid Waste Management.

[Type text]

Knowledge of Emergency Management Operations and the operation of a Emergency Operations Center, by participation in drills and times of emergency.

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

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

Knowledge of the principles and practices of civil engineering as related to the design and construction of municipal Public Works facilities.

Knowledge of principles and practices of public administration, personnel management and supervision, budget preparation and administration.

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

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

Knowledge of Washington State Department of Transportation (WSDOT) Standards and Specifications and WSDOT Design Manual.

Knowledge of Emergency Management Operations and the operation of an Emergency Operations Center, by participation in drills and times of emergency.

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.

MINIMUM QUALIFICATIONS

A bachelor's degree in Civil Engineering or related field, together with at least four years of responsible civil engineering experience for a municipality, county, state, or engineering consultant is required. ~~Familiarity with the WSDOT Standard Specifications and WSDOT Design Manual, as well as knowledge of the principles and practices of civil engineering as related to the design and construction of municipal Public Works facilities.~~

~~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 four year education requirement for certification.~~

Certification as a professional engineer licensed to practice in Washington State.

[Type text]

Six years supervisory experience with responsibility for human resources, equipment, materials and budget and six years of work experience. Ability to develop a positive working environment and effectively utilize all employees in the Public Works Department.

~~Knowledge of principles and practices of public administration, personnel management and supervision, budget preparation and administration.~~

~~Thorough understanding of Water Treatment, Wastewater Treatment, Water/Sewer Operations, Street Maintenance, Surface Water Management, Solid Waste Disposal, Facilities Maintenance and Parks 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.

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

~~Six years supervisory experience with responsibility for human resources, equipment, materials and budget and six years of work experience. Ability to develop a positive working environment and effectively utilize all employees in the Public Works Department.~~

Date

Department Head

Mayor

City Administrator

~~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.~~

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)

~~Six years supervisory experience with responsibility for human resources, equipment, materials and budget and six years of work experience. Ability to develop a positive working environment and effectively utilize all employees in the Public Works Department.~~

~~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.~~

~~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
POSITION DESCRIPTION

TITLE:	PW Field Supervisor	DEPARTMENT:	Public Works
Mayor:	_____	REPORTS TO:	Public Works Director
City Administrator	_____	WAGE:	

DRAFT

MAJOR FUNCTION AND PURPOSE

Supervises regular and seasonal Public Works staff directing the maintenance, repair and operations of the City's Water Treatment and Distribution, Sewage Treatment and Collection, Storm Drainage Systems. Responsible for the maintenance and repair of streets, sidewalks, parks, cemetery and solid waste disposal.

Assistant ant to the Public Works Director in preparing and monitoring the department budget. Review and complete public works department inspections on projects, community development, public works projects.

Attendance at Council Meetings as occasionally required, along with committee meetings when necessary to discuss public works projects.

SUPERVISION RECEIVED

This position serves under the direction of the Public Works Director and City Administrator.

SUPERVISION EXERCISED

This position is delegated considerable authority for the performance of technical and day-to-day activities of the public works field staff, ensuring field staff are trained and operate safe and proper techniques to maintain a safe working environment as in the city, state and federal safety regulations.

Direct and monitor staff in completion of assigned tasks and reporting to the Public Director task assignments and completion as needed.

ESSENTIAL FUNCTIONS

Supervise, plan, direct, assign, organize, inspect and participate in the operation, maintenance and repair of the Water Treatment Plant, Distribution System, Watershed, Storm Drainage System Wastewater Treatment Plant, Sewer Collection, City owned Right of Ways, Parks, Cemetery and Solid Waste System.

Supervise staff; supervisory duties include instructing, assigning, planning and reviewing work, evaluating work performance and completing or participating in performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees, implementing employee discipline, including part-time and seasonal employees, providing training, advice and assistance as needed. Participate in the

~~performance evaluation, scheduling, hiring, and discipline of Public Works field employees, including part-time and seasonal employees.~~

Participate in preparing, monitoring and managing the Public Works budget. Purchase necessary supplies, materials, parts and equipment for the Public Works Department.

Supervise the operation, repair and maintenance of Public Works equipment.

Perform other duties as directed.

DRAFT

MINIMUM QUALIFICATIONS

High school diploma, GED equivalent or Certificate from Trade School.

Working knowledge of Sewer Systems, Water Systems, Cemetery, Street and Park maintenance and operations.

Demonstrative knowledge of principles and practices of Public Works related operations.

Knowledge of laws, regulations, policies and procedures as required by City, State and Federal regulations for safety and performance of assigned tasks.

Knowledge of engineering techniques in order to review projects, installation of public improvements and developer plan and inspections.

Live within 30 minutes response time.

Valid Washington State Driver's License with a Class B or better endorsement without air brake restriction.

Current Flagging, First Aid and CPR cards.

Intermediate computer, grammar and math skills.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Ability to analyze and solve utility problems quickly and confidently.

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

Employee acknowledgement:

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

Employee Signature

UNDER ATTORNEY REVIEW

**CITY OF SULTAN
ORDINANCE NO. 1067-09**

**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, be it ordained by the City Council of the City of Sultan, Washington as follows:

Section 1 Salaries. 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	Step 1	Step 2	Step 3	Step 4	Step 5
Grants/Economic Dev	4372	4511	4656	4805	4959
Building Official	4848	5004	5164	5328	5499
Clerk/Deputy Finance Director	5545	5723	5905	6095	6290
Public Works Director	5571	5748	5933	6123	6318
City Engineer (.75 FTE)	5659	5840	6027	6219	6419
Community Development Director	6886	7107	7334	7569	7811
City Administrator	8034	8292	8557	8831	9113

Section 2 Non Represented Step Increase: Step increases shall be effective on the employee's 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 dependents.

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).

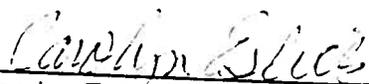
Section 5 Effective Date of Increase: The amendments to the annual salaries provided for in this ordinance shall become effective with the first pay period for 2009 wages.

Section 5 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 6 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.

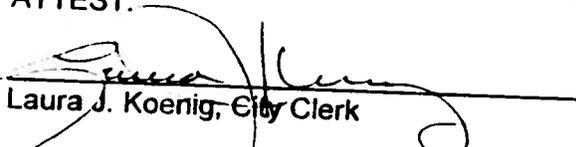
Section 7 Effective Date: This Ordinance shall be in full force and effect five days after publication as required by law.

PASSED by the City Council and APPROVED by the Mayor this 10th day of December, 2009.



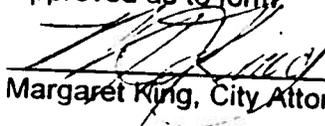
Carolyn Eslick, Mayor

ATTEST:



Laura J. Koenig, City Clerk

Approved as to form:



Margaret King, City Attorney

Published: 12-18-09

Effective: 12-23-09