

*"Placerville, a Unique Historical Past Forging into a Golden Future"*



**City Manager's Report**  
**November 12, 2013 City Council Meeting**  
**Prepared By: M. Cleve Morris**

**Item#:** 11.2

**Subject:** Adopt a Resolution approving the revised job description and salary range for Public Works Superintendent and authorize the funding of one Senior Maintenance Worker position.

**Discussion:** Included in this year's budget were changes in the Public Works Department to address ongoing concerns regarding state regulations. Proposed in the budget was a new Assistant Public Works Superintendent. As we reviewed the needs of the department over the past few months, we looked at various options to improve the Public Works functions, especially in the area of water and sewer operations. Over the past year, new state regulations have been issued that put an increased responsibility and burden on Public Works. With the elimination of the separate Public Works Division and combining with the Community Services Department, it has become evident that additional oversight is necessary to administer these new regulations.

When the budget was adopted, staff presented an organization of the Public Works Division that would increase the responsibilities of the Public Works Superintendent, and add an Assistant Superintendent. In August, we proposed a structure that included the new position of Public Works Division Manager, leaving the Superintendent position underneath the new position. For various reasons, including opposition from the Union, we chose to hold off on that reorganization at that time.

After further review, it is our recommendation at this time that we keep the current structure but increase the duties and responsibilities of the Superintendent position. Over the past year, certain functions of the department have continued to be performed by the Engineering Division. In order to correct this and return those responsibilities to the Public Works Division, it is necessary to increase the requirements of the position and hence the salary. In addition to this change, it is recommended that rather than an Assistant Public Works Superintendent position, as proposed in the budget, we instead fund a Senior Maintenance Worker position. This is an existing unfunded position that will not require any changes to the job description. This will allow for growth of current employees by creating opportunities for advancement.

**Public Works Superintendent:** This position will continue to report to the Director of Community Services and take primary responsibility for Public Works maintenance and operations. The position will have responsibility for hiring and discipline of employees, plus training and supervision. The newly defined Superintendent will have overall responsibility for compliance with state regulations for water and sewer operations. In addition, the position will be responsible for streets and storm drains. The full job description is attached for your review.

With these changes, staff feels we can provide better operation and maintenance of the Public Works functions. Programs will be implemented to address the new state regulations as well as provide ongoing maintenance of the system to reduce sewer backups and other issues related to the water and sewer systems.

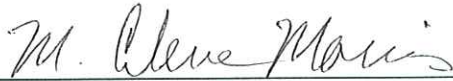
**Cost:** With this recommendation, an increase in the salary for the Superintendent position is proposed as follows:

Existing Salary Range:           \$3,748-\$4,556/mo.

New Salary Range:                \$4,489-\$5,457/mo.

**Budget Impact:** This organization is a savings of just over \$13,627 when compared to what was approved in the budget.

**Recommendation:** Adopt a Resolution approving the revised job description and salary range for Public Works Superintendent and authorize the funding of one Senior Maintenance Worker position.



\_\_\_\_\_  
M. Cleve Morris, City Manager

*Attachment:*

- Resolution
- Public Works Superintendent Job Description

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
PLACERVILLE APPROVING A REVISED JOB DESCRIPTION AND SALARY  
RANGE FOR PUBLIC WORKS SUPERINTENDENT AND AUTHORIZING  
FUNDING OF SENIOR MAINTENANCE WORKER POSITION**

BE IT, AND IT IS HEREBY RESOLVED that the City Council of the City of Placerville hereby approves the revised job description/classification and salary range for the position of Public Works Superintendent, a copy of which job description is attached to this Resolution and by reference made a part hereof; and

BE IT FURTHER RESOLVED that the City Council of the City of Placerville hereby authorizes the defunding of the previously budgeted position of Assistant Public Works Superintendent in order to fund one Senior Maintenance Worker position.

The foregoing Resolution was introduced at a regular meeting of the City Council of the City of Placerville held on November 12, 2013, by Councilmember \_\_\_\_\_, who moved its adoption. The motion was seconded by Councilmember \_\_\_\_\_. A poll vote was taken which stood as follows:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Wendy Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Susan Zito, City Clerk, MMC

## **PUBLIC WORKS SUPERINTENDENT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general administrative direction of the Director of Community Services, plans, directs, manages, and oversees the activities and operations of the Public Works Division including streets, utilities, water distribution, wastewater collection, and storm drains; ensures all resources within each division are properly allocated and managed; assists the Director in providing long range planning for department programs, projects, and needs; coordinates assigned activities with other departments and outside agencies; and provides administrative support to the Director of Community Services.

### **IDENTIFYING CHARACTERISTICS**

The Public Works Superintendent is considered a Division Manager with responsibility for directing the activities of the Division. Positions at this class are part of the Mid Management Team provide advice and counsel to the Director regarding the operations and maintenance of the division. The incumbent is responsible for accomplishing the goals and objectives related to assigned program areas.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Under direction of the Director of Community Services, assumes full management responsibility for all Public Works Division services and activities including maintenance of streets, sidewalks, storm drains, water distribution system, and wastewater collection system; oversees the maintenance of traffic signs and pavement markings; supervises the City's water meter repair and maintenance program.
2. Manages the development and implementation of division goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Public Works Division work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.
6. Under the direction of the Director of Community Services, selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends and implements disciplinary procedures.
7. With the assistance of the Director of Community Services, oversees and participates in the development and administration of the Public Works Division budget; recommends the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and recommends budgetary adjustments as appropriate and necessary.
8. Directs the activities and operations of the City's utilities, streets, and equipment maintenance programs; ensures maintenance activities are completed on time and within budget.

9. Coordinates with the Director of Community Services the development of an annual plan for the maintenance of streets and utilities distribution and collection systems.
10. Manages the operations and maintenance of the water and wastewater distribution and collection systems; ensures compliance with applicable state, federal, and local laws and regulations.
11. Assists with preparation of long range planning of system upgrades and maintenance for assigned divisions; coordinates financing of projects as necessary.
12. Provides staff assistance to the Director of Community Services; prepares and presents staff reports and other necessary correspondence.
13. Represents the Public Works Department to other divisions, elected officials, and outside agencies including community organizations; develops community resources; coordinates assigned activities with those of other departments and outside agencies and organizations.
14. Explains, justifies, and defends division programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
15. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of public works maintenance; incorporates new developments as appropriate.
16. Provides emergency response for public works; responds to emergency calls after hours as necessary.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
18. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Operations, services, and activities of a public works maintenance, repair, and construction program, including streets, utilities, water distribution, wastewater collection, and storm drain systems.  
Methods and techniques of research and report writing.  
Advanced principles and practices of program development and administration.  
Principles and practices of municipal budget preparation and administration.  
Principles of supervision, training, and performance evaluation.  
Operations and legal requirements of water and wastewater treatment facilities.  
Methods, materials and techniques employed in public works construction.  
Principles and practices of public relations.  
Principles of public financing, contracting, and budgeting.  
Pertinent federal, state, and local laws, codes, and regulations.

### **Ability to:**

Manage and direct a comprehensive public works program, including utilities, and public works maintenance and operations services and activities.  
Develop and administer departmental goals, objectives, and procedures.  
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.  
Plan, organize, direct, and coordinate the work of lower level staff.

Delegate authority and responsibility.  
Supervise, train, and evaluate staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Research, analyze, and evaluate new service delivery methods and techniques.  
Prepare clear and concise administrative and financial reports.  
Assist in preparing and administering large and complex budgets.  
Make effective public speaking presentations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized or college level course work in construction technology, business or public administration, or a related field. A Bachelor's degree is desirable.

**Experience:**

Seven years of increasingly responsible experience in a public works environment, including at least two years in a supervisory or administrative capacity.

**License or Certificate:**

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.  
Possession of a DPH Water Distribution D3 certificate. (D4 desirable)  
Possession of a CWEA Grade II Collection System Maintenance Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; when visiting construction sites the incumbent may be required to walk on uneven and slippery surfaces, be exposed to all weather conditions, dust and pollen, and mechanical hazards such as construction equipment; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.