

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE

DATE: December 18, 2007

TO: Personnel Board

FROM: Larry Oaks, Human Resources

SUBJECT: **Engineering Field Aide**

The Engineering Operations Manager has determined that there is a need for additional technical work in support of construction/maintenance operations. This work will focus on responding to requests for the location and marking of City-owned storm and sanitary facilities. Such work is performed under the limited supervision of a Public Works General Foreperson. This position also may be assigned to provide basic technical support on survey crews to obtain data for preliminary surveys and to provide staking for streets, curb, gutter, sidewalk, storm and sanitary sewer and/or assist with construction inspection activities to ensure compliance with City's specifications, record contract quantities, prepare as-built drawings on completed construction projects and keep construction records.

This work is entirely consistent with the class of "Engineering Field Aide" in Compensation Group 15, Range 07 and parallels the work of two other positions, so allocated, within Engineering Operations.

The department requests that a new position in this classification be funded through the deletion of a position (#1129) of "Street and Sewer Maintenance Worker 3" (15/07) when vacated.

I have prepared the resolution necessary to implement this recommendation.

cc: Kathy Cryan, Engineering Operations
Mike Deiters, Labor Relations

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum (Step 5)	2007 Annual Maximum (w/Longevity)
15/07	38,843	44,673	50,024

Resolution that the position #1129 of Street and Sewer Maintenance Worker 3 in Compensation Group 15, Range 07, (occupied by J. Schwartz) in the permanent salary detail of the Engineering Division budget is repealed and recreated as a position of Engineering Field Aide in Compensation Group 15, Range 07, thereof. Be it further resolved that the former position shall not be deleted until it is vacated.

Fiscal Note: No fiscal impact.

Editor's Note:

Compensation Group/Range	2007 Annual Minimum (Step 1)	2007 Annual Maximum (Step 5)	2007 Annual Maximum w/Longevity
15/07	\$38,843	\$44,673	\$50,024