TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: May 16, 2013

SUBJECT: Engineer 2 – Water Utility Division

At the request of the Water Utility General Manager, Tom Heikkinen, and Principal Engineer, Al Larson, I have studied the position (#4316) of Engineer 2 (CG18, Range 08) currently occupied by Peter Holmgren. Mr. Larson is recommending movement of Mr. Holmgren to Engineer 3 (CG18, Range 10) as part of the career progression outlined in the class specification for the Engineer 1-4. After reviewing the position description (see attached), and conversations with the Mr. Larson, Engineer 4 Dennis Cawley, and the incumbent, I agree that Mr. Holmgren should be moved to the level of Engineer 3 for the reasons outlined in this memo.

The class specification defines an Engineer 2 as

> … **intermediate-level** professional engineering work performed in the office and/or field in connection with the design and construction of public works projects. Assignments are received from higher-level engineers or supervisors who define the scope of the work, review the work in progress and upon completion, and certify the results. The work is characterized by **the application of expanded professional expertise** encompassing both theoretical concepts and operational considerations gained through experience.

The class specification defines an Engineer 3 as

> …**journey-level** professional engineering work performed in the office and/or field in connection with the design, management, and construction of a wide variety of public works projects. Assignments are received from an Engineer 4 or higher-level engineer or supervisor who generally defines the scope of the work; reviews progress periodically and upon completion; and certifies the results, if necessary. The work is characterized by **the exercise of technical and professional judgment, the broader application of professional engineering expertise, and proficiency** in the operational and procedural aspects of the work.

Examples of duties and responsibilities found at the Engineer 3 level include

> Prepare or coordinate the preparation of designs, plans, and specifications for a wide variety of public works projects. Assist field staff in interpreting plans and specifications.
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> Prepare project and construction cost estimates and approve contractor payments. Prepare final assessments.
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> Perform special engineering studies including construction materials studies and tests.
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> Review plats, conditional use permits and outside plans and specifications for compliance with City standards and policies and state and federal regulations.
>
> Coordinate project components and schedules with other departments and agencies.
>
> Attend public hearings and informational meetings alone or with higher level engineers and provide project-related reports and information. Answer questions from the public, contractors, developers, inspectors, etc.

The Engineer 3 is expected to perform most tasks independently, coordinate major projects with minimal involvement from higher level staff, and is required to possess a Certificate of Engineer-In-Training.

Mr. Holmgren has been an Engineer 2 with the City since he was hired in June 2010. He possessed a Certificate of Engineer-In-Training at that time. Mr. Holmgren was initially assigned more routine design projects and was provided a fair amount of direction in performing his job functions. In December 2011, Mr. Holmgren received his Professional Engineer license. He has since been responsible for projects of increasing complexity and is performing high-level work independently. As primary point of contact, these projects require significant coordination with contractors, various internal City departments, outside agencies and local businesses.

Mr. Holmgren is responsible for contract development and administration. This includes developing appropriate contract documents, the bid process, verifying the work of contractors and approving payments, resolving issues, and closing out contracts. He is currently working on a water main facility contract for Well 20, which will include replacing and upgrading the well motor and two booster pumps.

Mr. Holmgren has been tasked with analyzing current processes and making recommendations for improvement. In one project, he performed a workflow analysis for Water Utility in order to improve data reporting from the field to the office, among the three work units. He researched the lifecycle of projects to fully understand the recordkeeping process. He developed a survey to collect data, asked for feedback, made recommendations for improvement, implemented new software to automate the recordkeeping process and developed usage guidelines and protocols. The result is more efficiency, accessibility and consistency. In another more recent assignment, Mr. Holmgren drafted a revision to the Utilities Standards Specifications for Public Works Construction. This document was last revised approximately ten years earlier with supplements added throughout the years. It is currently being reviewed and tested for accuracy. This document is an integral source relied on by the Engineers, the Inspectors for enforcement purposes, and Contractors to understand requirements and expectations.

Mr. Holmgren is currently researching options and materials to address a concern from the Department of Natural Resources (DNR) regarding silt and sediment being discharged into storm water systems. He worked with the DNR to identify the specific concern and determine viable options. He is now in the process of testing various materials to address the problem in an acceptable manner, both with the DNR and internally.

Mr. Holmgren is responsible for attending public information meetings, Citizen Advisory Panels, and Board of Public Works meetings. He is expected to make presentations, including budgetary aspects, and respond to inquiries regarding projects to which he is assigned.

Mr. Holmgren's project experience over the years has allowed him to more fully understand how his job responsibilities affect other departments and what considerations he needs to account for in designing projects. It also allows him to anticipate potential issues, concerns or costs in advance to assist in planning and budgeting.

The level of work previously outlined is expected at the Engineer 3 level, and is consistent with the examples of duties and responsibilities found in that class specification and those performed by the other Engineer 3s. As such, I recommend that Mr. Holmgren be reallocated as an Engineer 3.

We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum +12% longevity
18/08	$54,955	$65,213	$73,034
18/10	$59,654	$71,694	$80,288

cc: Tom Heikkinen – Water Utility General Manager
Al Larson - Principal Engineer
Dennis Cawley – Engineer 4
Peter Holmgren - Engineer 2