

TO: Board of Estimates

FROM: Emaan Abdel-Halim, Human Resources

DATE: 1 July 2015

SUBJECT: Public Works Foreperson – Parks Division

The approved 2015 operating budget for the Parks Division included a new position of “Mall Maintenance Supervisor” in CGI8-xx. This position study of Mall Maintenance Supervisor is to determine the appropriate classification for the position, and subsequent compensation group and range. The 2015 Adopted budget describes:

Additional staffing and equipment to the Mall Concourse Maintenance section, including the creation of ... a 1.0 FTE Mall Maintenance Supervisor position. ...The service area expansion will begin on September 1, 2015 and all associated staffing increases are authorized to start at that time.

The Mall Concourse workload had expanded over the last two years, with the addition of more sidewalks to the area footprint. This work has also added three (3) new permanent positions, as well as several seasonal staff. Overall, there will be ten (10) Parks Maintenance Workers, one (1) Parks Operations Leadworker and up to four (4) seasonal Laborers working on the Mall Concourse. The overall growth of the work unit now requires greater leadership than can be provided by a Leadworker position.

The Mall Maintenance Supervisor will serve as a mid level manager between the Central Parks General Supervisor and the Mall Concourse Leadworker. This creates more effective time management for Central Parks General Supervisor to focus more directly on the entire Central Parks work unit. Subsequently, the Mall Concourse Leadworker will be freed up to more effectively lead the daily operations of the Concourse work and work alongside the crews.

The main responsibility of the Mall Maintenance Supervisor is to provide technical supervision and oversight of the subordinate crews performing varied public works maintenance, repair and special event activities. The Supervisor is also responsible and accountable for the planning, coordinating and completing projects/assignments. This work will involve administrative functions related to the operations of the Mall Concourse maintenance including payroll, ordering supplies, preparing reports, budget preparations, and committee meetings. Additionally, this position will serve as the main point of contact for the State Street business owners and other downtown stakeholders. Finally, the Mall Maintenance Supervisor will attend the Street Use meetings and be the point person for the numerous events that occur on and around State Street and the Capitol Square, under the direction of the General Supervisor. This role will serve as the liaison for not only the additional shop owners of the area, but the increased food cart vendors as well.

A review of the class specification for Public Work Foreperson (see attached) describes the work as:

... **responsible supervisory work** in organizing, directing, monitoring, and evaluating public works maintenance work activities. Work involves **direct responsibility for subordinate crews**, and maintaining effective employee relations. Work may **require judgment and discretion** in supervising staff and **implementing assigned programs and services**. Under general supervision, work may involve emergency response, and/or technical decisions not subject to immediate review. [emphasis added]

I also reviewed the class specification for Tree Trimmer Foreperson for comparison, which describes the work as:

...**skilled supervisory work** involving the direction of inspection, maintenance, removal, planting and general care of City trees. The work involves the **scheduling, assigning and supervision of several crews**. The work is performed under the general supervision of the City Forester and is characterized by **independent responsibility for field supervision** within an assigned area of the City. [emphasis added]

In reviewing the position description, the work of the Mall Maintenance Supervisor is in line with the class specification of Public Works Foreperson in CG 18, Range 5. Additional, the duties of this position are comparable to those of the Tree Trimmer Foreperson in the Forestry Section of the Parks Division. Therefore, I recommend that the new position of Mall Maintenance Supervisor in the Parks Division Operating Budget be recreated as a Public Works Foreperson in CG18, Range 5. This is comparable to the Tree Trimmer Foreperson and other professional classifications in CG18, Range 05.

The necessary Resolution to implement this recommendation has been prepared.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum (+12% longevity)
18/05	\$50,979	\$59,106	\$66,199

cc: Brad Wirtz, Human Resources Director
Mike Lipski, HR Services Manager
Eric Knepp, Parks Superintendent
Charlie Romines, Assistant Parks Superintendent