

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: May 15, 2012

SUBJECT: Engineering Operations Maintenance Worker—Engineering Division (Reilly)

At the request of the City Engineer, Rob Phillips, I have studied the position (#1148) of Engineering Operations Maintenance Worker (CG15, Range 07) currently occupied by Thomas Reilly. Mr. Phillips is recommending movement of Mr. Reilly to a Surveyor 1, CG15, R12. Since being hired, Mr. Reilly has been given increasing responsibility for surveying activities, initially with closed landfill mapping activities, and later with surveying new construction activities. After reviewing the position description (see attached), and conversations with Engineering Operations Manager Kathy Cryan and the incumbent, I agree that a new position of Surveyor 1 should be created in the Engineering Division budget. However, because surveying activities are not a logical outgrowth of the Engineering Operations Maintenance Worker classification, I recommend that the new Surveyor 1 position be posted and filled through a competitive process.

The class specification (attached) identifies an Engineering Operations Maintenance Worker as performing

...technical and semi-skilled work involving the monitoring of landfill gas and leachate levels, leachate pumping and removal; and the maintenance and operation of all related equipment including pumps, blowers and generators. The work involves performing sampling, setting up and modifying equipment, serving as a leadworker to other assigned staff, and functioning independently under the general direction of an Engineer or Public Works General Foreperson. Positions in this class may also perform other assignments based on the needs of the Division.

Required knowledge includes

Working knowledge of the methods, practices, tools and materials used in the general maintenance and repair of mechanical equipment and field buildings. Knowledge of safety procedures relating to the handling of hazardous materials and other occupational hazards. Knowledge of gas and/or water sampling procedures.

Overall responsibility involves monitoring various closed landfills throughout the City. The classification does not incorporate any mapping or surveying responsibility.

In contrast, the class specification (attached) for a Surveyor 1 identifies

...responsible leadwork and specialized technical work serving as chief of a surveying crew in the Engineering Division. Work is characterized by the exercise of independent judgment, initiative and discretion in maintaining work schedules and priorities under the general guidelines and direction of a Principal Engineer.

Required knowledge include

Thorough knowledge of surveying principles and techniques. Working knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of all facets

of Public Works construction projects. Working knowledge of principles and practices of engineering drawing and drafting, including computer-aided drafting. Knowledge of the use, adjustment and care of manual and computerized survey instruments and recordkeeping tools.

It is apparent that the Surveyor work varies to a great degree from the work of the Engineering Operations Maintenance Worker classification.

In 2010, the Engineering Division purchased a new robotic total station surveying tool in order to quickly conduct surveys of new construction within the Engineering Division. Prior to purchasing this equipment, it could take the Division up to 2 years to get accurate “as-built” drawings into the GIS system for new construction. The new robotic total station links with the GIS and with Accella so that “as built” surveys can be uploaded quickly. Mr. Reilly had experience with this equipment in previous employment and was asked to work with the robotic total station on a pilot basis for 2010 and 2011. The Engineering Division has now determined that a permanent Surveyor 1 position is required to continue performing quick surveys of new construction.

I agree that the work involved with this position accurately fits within the Surveyor 1 classification, and I recommend that the Engineering Operations Maintenance Worker position currently occupied by Mr. Reilly be deleted and recreated as a Surveyor 1. However, under the City of Madison Personnel Rules, in order to reallocate the incumbent to the new position, the changes in the position must be logical and gradual. While gradual, and while it made sense for the Engineering Division to use the talents of its employee in assigning the surveying work, I do not find that the additional surveying responsibility is a logical outgrowth of work expected of an Engineering Operations Maintenance Worker. As noted above, the Engineering Operations Maintenance Worker is not expected to perform any mapping/surveying work. The KSA section of the Engineering Operations Maintenance Worker does not require any knowledge of surveying tools, methods, or principles. Training and experience requirements for an Engineering Operations Maintenance Worker include experience “...performing gas/water sampling, monitoring and/or semi-skilled mechanical or facility maintenance and repair functions including at least one year of experience involving such equipment as pumps, motors and compressors.” A Surveyor 1 requires

Three (3) years of progressively responsible experience in the field of land surveying, including at least one year of experience as "chief-of-party" of a recognized survey crew. Such experience would normally be gained after graduation from an Associated Degree program in drafting, civil technology, surveying or a related field.

Because the requirements for the 2 positions are so different, I do not find that an Engineering Operations Maintenance Worker could logically progress to a Surveyor 1. As such, the Personnel Rules require that the new position be created and filled through a competitive process. The Engineering Operations Maintenance Worker position occupied by Mr. Reilly would not be deleted until the Surveyor 1 is hired.

We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2012 Annual Minimum (Step 1)	2012 Annual Maximum (Step 5)	2012 Annual Maximum +12% longevity
15/07	\$42,041	\$48,351	\$54,158
15/12	\$50,569	\$59,906	\$67,106

cc: Rob Phillips—City Engineer
Mike Daily—Assistant City Engineer
Kathy Cryan—Engineering Operations Manager
Thomas Reilly—Incumbent
Greg Leifer/Erin Stenson—Labor Relations