

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 1 April 2016

SUBJECT: Engineering Operations Leadworkers – Engineering Division

City Engineer Rob Phillips, Assistant City Engineer Michael Dailey, and Engineering Operations Manager Kathy Cryan are requesting the creation of a leadworker series within the Engineering Division. Currently, the Engineering Division has an Engineering Operations Leadworker (position #s 1080 & #1107) in CG15, Range 10, and a Sewer Repair Leadworker (position #1139) in CG15, Range 9. The increase of more routine work relating to tree removal from City greenways and routine sanitary and storm structure repairs necessitates the creation of a lower level leadworker, as this work is generally performed by small 2-3 person crews. I conducted a position study for the proposal of a new classification for Engineering Operations Leadworker 1, in the Engineering Division. This request is in conjunction with re-titling the existing classifications of Sewer Repair Leadworker and Engineering Operations Leadworker to Engineering Operations Leadworker 2 and 3, respectively. This study consisted of my review of the proposed and updated position descriptions, and through discussions with Mr. Dailey and Ms. Cryan; to make the following recommendations:

- The classification of Engineering Operations Leadworker (CG 15, Range 10) should be re-titled to Engineering Operations Leadworker 3 in the same CG and Range, and all existing positions retitled and the incumbents reallocated to the new classification.
- The classification of Sewer Repair Leadworker (CG 15, Range 9) should be re-titled Engineering Operations Leadworker 2 in the same CG and Range, and all existing positions retitled and the incumbents reallocated to the new classification.
- The classification of Engineering Operations Leadworker 1 is created in Compensation Group 15, Range 7. The Engineering Division intends to fill 2 positions of Engineering Operations Leadworker 1 through an internal competitive process. Upon completion of the hiring process, the selected candidates' positions will be recreated as Engineering Operations Leadworker 1 positions.

The purpose of creating a new classification of Leadworker in the Engineering Division, is to create an opportunity for an entry level, lower level crew leader that would oversee the repair and maintenance of routine repairs and projects. This position would lead the work related to large scale ash tree removal in City greenways, routine sanitary and sewer repairs, concrete work, and larger scale asphalt paving projects. By creating this classification, Engineering will be able to re-focus the other two higher level Leadworker classifications to more complex and difficult projects and repairs. This opportunity also allows for career development for existing to prepare them for moving up into higher levels within the agency.

A review of the class specification for Engineering Operations Leadworker 1 (see attached) describes the work as:

... **responsible leadership work** involving **maintenance and repair** of the City's sanitary sewer, storm sewer, drainage facilities and other city projects. Employees in this classification will lead a crew consisting of Street and Sewer Operator 2's, lower level Machine Operators and maintenance workers. Under the **general supervision of either an Engineering Operations Supervisor or a Public Works General Foreperson**, the work is characterized by **direct responsibility and accountability for planning, coordinating, and completing projects and assignments**. Employees in this class are

expected to apply independent judgment and discretion in situations where supervisory input is not readily available. [emphasis added]

A review of the class specification for Engineering Operations Leadworker 2 (see attached) describes the work as:

... **responsible skilled and technical work** in leading a maintenance crew in the **maintenance and/or repair** of the City's sanitary sewer, storm sewer and drainage facilities and other city projects. An employee in this class leads a crew consisting of one Street & Sewer Machine Operator 3's and one or more lower level machine operators and maintenance workers. Work is characterized by **judgment and discretion in directing excavation work** (i.e., subterranean, where consequence of error and safety considerations are crucial) and by **direct responsibility and accountability for all phases of assigned and emergency work projects** to include: determining the materials and supplies needed; confirming necessary utility clearances; determining the most cost-effective and timely methods to be used in making underground repairs; directing the crew in all phases of the work; and maintaining the safety of the crew and the general public. ... [emphasis added]

In the Engineering Operations Leadworker 2 classification, the work is distinguished from the 1 level by an increase in complexity of sewer repair projects that fall within the public right-of-way and such projects that may involve more potential for injury or damage. The Leadworker 2 would also have responsibility for Street & Sewer Machine Operator 3s, as opposed to the Leadworker 1, who would lead Street & Sewer Machine Operator 2 and lower level staff.

A review of the class specification for Engineering Operations Leadworker 3 (see attached) describes the work as:

... **highly responsible skilled and technical work** in leading a crew consisting of Street and Sewer Machine Operator 3's, lower level Machine Operators and maintenance workers in the **installation and/or reconstruction** of the City's sanitary sewer, storm sewer and drainage facilities and other city projects. Employees in this classification will perform **skilled project coordination work**, and utilize independent judgment and discretion in **directing complex, larger scale projects**; which can include closed landfills, difficult and complex excavation and concrete work, complete installations, and building demolitions. The work is characterized by direct responsibility and accountability for all phases of assigned and emergency projects to include: scheduling projects, determining the materials and equipment needed; obtaining necessary utility clearances; determining the most cost-effective and timely methods to be used in making repairs; directing the crew in all phases of the work; and maintaining the safety of the crew and the general public. ... [emphasis added]

The Engineering Operations Leadworker 3 would continue to lead the most complex construction projects within the Engineering Division. As noted when the Engineering Operations Leadworker was created in 2013, it is distinguished from the Sewer Repair Leadworker (Engineering Operations Leadworker 2) by the fact that it has responsibility for projects involving complete installations and involves a higher level of project management.

In reviewing the classification series, the Engineering Operations Leadworker 2 and 3 remain appropriately classified in CG15, Range 9 and 10 respectively. Regarding the Leadworker 1, I recommend placement in CG15, Range 7. This is equivalent to the same range as the Public Works Leadworker in CG16, Range 12, which is found in other public works agencies such as Parks and the Water Utility. The Public Works Leadworker is

...responsible leadership work involving maintenance and related activities within the Parks Department or Water Utility. The work involves scheduling, assigning, and overseeing the activities of employees and crews performing a variety of public works maintenance, custodial, repair and/or special event functions. Under the general supervision of either a Parks General Supervisor or Water Utility Maintenance Supervisor, the work is characterized by direct responsibility and accountability for planning, coordinating and completing projects and assignments and by the frequent need to apply independent judgment and discretion in situations where supervisory input is not readily available.

Within Parks and the Water Utility are also found higher level leadworkers in CG16, Range 14, equivalent to the Engineering Operations Leadworker 3 (CG15, Range 10). This new structure provides consistency with the other public works agencies.

The intention of the Engineering Division is to create two Engineering Operations Leadworker 1 positions for internal promotion opportunities to existing employees. The underlying position numbers of the selected employees will be recreated in the new classification. Ultimately, the Engineering Division expects to eliminate the out-of-class pay for the performance of these higher level duties by operators, which will help fund the new positions. This has been discussed with Association representatives, who support the action.

The necessary resolution has been prepared for implementing this recommendation.

Editor's Note:

Proposed Position Title	Current Position Title	CG/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
Engineering Operations Leadworker 1	N/A	15/07	\$45,839	\$52,719	\$59,046
Engineering Operations Leadworker 2	Sewer Repair Leadworker	15/09	\$48,931	\$57,183	\$64,045
Engineering Operations Leadworker 3	Engineering Operations Leadworker	15/10	\$50,629	\$59,488	\$66,627

cc: Rob Phillips – City Engineer  
 Mike Dailey – Deputy City Engineer  
 Kathy Cryan – Operations Manager, Engineering  
 Mike O'Brien – Employee Association Representative  
 Greg Leifer – Employee and Labor Relations Manager  
 Michael Lipski – Human Resources Services Manager