

TO: Personnel Board
FROM: Otis Harris, Jr., Human Resources Analyst
DATE: 23 June 2023
SUBJECT: Public Works General Supervisor, Engineering Division

On November 30, 2022 The City of Madison Engineering City Engineer James Wolfe, submitted a request to Human Resources for a position study of the Construction Supervisor classification, position #1118 in CG18, Range 9 currently occupied by Christopher Scharf; and Public Works General Foreperson classification, position #1109 in CG18, Range 7 currently occupied by Ryan Schmidt. This study request was to change the classification of both positions to Public Works General Supervisor in Compensation Group 18 Range 10 based on higher level responsibilities for more complex administrative, personnel management, program management, fleet management and budget oversight of activities in relation to City Engineering programming, management, contracting and coordination with vendors, city agencies and partners.

In recent years, the Engineering Division has grown in responsibility and complexity with more efficient operations and management. In order to maintain the operations, administrative, project and personnel management, Engineering has cascaded responsibility and support to capable staff. The changes in the work is logical and has been gradual.

In Study #1

First, a review from the classification specification for the Construction Supervisor describes the work as:

This is responsible **construction engineering, supervisory, and administrative** work as it relates to the **construction of public works contracts**. The work involves **supervision of leadworkers, construction inspectors, forepersons** and/or other lower level staff in **the coordination and direction** of construction administration tasks, **performing engineering work** in developing design drawings, conducting constructability and quality checks of existing and proposed designs, updating and developing construction specifications and standards, refining and developing record keeping, surveying and electronic record keeping, and the **coordination of work with other City, County and State entities**. Under the general supervision of ... a higher level manager, work involves a high degree of independence and judgment in the **administration of public works construction contracts** for the City of Madison. [Emphasis added]

Upon creation of the position Construction Supervisor position focused primarily on planning, organization and direction of Engineering Operations construction field operations through lower level supervisors and crew leaders in the Engineering Division. However, as needs of the city have increased, work has grown to include more areas to manage; training programs, contract management, safety education, quality control, technical operations, transitioning from contracting private vendors to assigning internal staff completing projects and specialized training to complete complex and technical tasks. Such support have been assigned as added responsibilities to existing staff in positions which align with the needed work. Given these changes to the Construction Supervisor position, which includes supervising in-house repair and construction of the city's sanitary, storm water and transportation infrastructure, concrete flatwork, emergency response, and monitoring of projects and coordinating

projects with engineers, other city departments, outside agencies, contractors, consultants and vendors; it is logical to add daily operations management of construction staff, authorizing purchases and maintaining inventory, receiving, reviewing, investigating and responding of public complaints, manage repair and rehabilitation programs, personnel management, overseeing payroll related records, overseeing scheduling, implementing new procedures, policies and standards for better utilization of equipment and employees to the position.

Now a review from the position description for the proposed Public Works General Supervisor:

Work involving the **planning, organization and direction** of Engineering field **operations through subordinate supervisors and crew leaders**. This position is responsible for **supervising the in house repair and construction of the city's sanitary, storm water and transportation infrastructure; concrete flatwork; pavement repairs and patching; the Madison Infrastructure Training – Engineering (MI-TE) Program; emergency response; and special projects**. Work involves directing and supervising lower level supervisory and field staff; prioritizing and monitoring of work projects; **coordinating projects with other city departments, outside agencies, contractors, consultants and vendors**. The work is characterized by the exercise of independent judgement and discretion in **supervising the activities of large numbers of workers with varied skill levels**. Work is performed with a high degree of independence under the general supervision of the Engineering Deputy Division Manager. [Emphasis added]

In Study #2

First, a review from the classification specification for the Public Works General Foreperson describes the work as:

Varied and/or technical supervisory work organizing, directing, monitoring, and evaluating public works maintenance activities. Work involves **direct responsibility for subordinate crews and maintaining effective employee relations**. Work often requires independent 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]

Upon creation of the Public Works General Foreperson, the position focused primarily on varied and/or technical supervisory work organizing, directing, monitoring, and evaluating public works maintenance activities, including greenway vegetation management and tree removal; sediment and post-storm event debris removal, snow and ice control, landscape and irrigation system maintenance, concrete flatwork, pavement repairs and patching, sanitary and storm structure repairs and adjustments, emergency response and special projects. However, as needs of the city have increased, work has grown to include more areas to manage, utility locating and marking reduction, pond depth surveys, dry weather discharge inspections, as-built surveys, fleet management, safety programming and training, and special projects. Such support have been assigned as added responsibilities to existing staff in positions which align with the needed work. Given that the Public Works General Foreperson position greenway vegetation management and tree removal; sediment and post-storm event debris removal, snow and ice control, landscape and irrigation system maintenance, concrete flatwork, pavement repairs and patching, sanitary and storm structure repairs and adjustments, emergency response and

special projects it is logical to add establishing work priorities and standards and coordinating overall scheduling and allocation of resources, coordinating field records and cost data information, authorizing purchases and maintaining inventory, receiving, reviewing, investigating and responding of public complaints, receiving, reviewing, investigating and responding of public complaints, oversee emergency responses, oversee and coordinate the work of section with other Engineering sections, city departments, utilities and contractors, personnel management, overseeing payroll related records, overseeing drug testing, implementing new procedures, policies and standards for better utilization of equipment and employees, identifying and working with engineering staff to prioritizing greenway restoration projects responsibilities to the position.

Now a review from the position description for the proposed Public Works General Supervisor:

Supervisory work involving the **planning, organization and direction of Engineering field operations** through lower level supervisors and crew leaders. **Supervising greenway maintenance and tree removal, utility locating and marking, I and I reduction**, pond depth surveys, dry weather discharge inspections, as-built surveys, sediment and post-storm event debris removal, snow removal and ice control, **landscape and irrigation system maintenance, emergency response and special projects.** [Emphasis added]

After a review of the updated position descriptions, meeting with the supervisor and employees, and upon a full analysis, I recommend the following for the reasons outlined in this memo:

- Recreate position numbers #1118 and #1109 in the classification of Public Works General Supervisor in Compensation Group 18 Range 10 in the permanent salary detail of the 2023 Engineering Division operating budget; and
- Reallocate the employees, Christopher Scharf and Ryan Schmidt, to the new positions respectively, as Public Works General Supervisor in Compensation Group 18 Range 10.

This work is assigned based on the City of Madison Engineering Division’s internal review of their Operations Sections current organization and needs. These assignments will enable the Engineering Division to continue to maintain a high level of service and enhance the overall operations.

Therefore, I recommend that positions #1118 and 1109 be recreated in the existing Public Works General Supervisor classification in the Engineering Division operating budget, and reallocate the employees, C. Scharf and R. Schmidt, to the Public Works General Supervisor position.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Effective Date: 12/11/2022

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% longevity)
18/10	\$ 74,162.66	\$ 89,130.08	\$ 99,825.70

cc:

Jim Wolfe – City Engineer

Erin Hillson - HR Director

Kathy Cryan – Deputy Engineering Division Manager

Emaan Abdel-Halim – HR Services Manager

Christopher Scharf – Employee

Ryan Schmidt - Employee