

TO: Board of Estimates

FROM: Mike Lipski
Compensation and Benefits Manager

DATE: August 5, 2011

RE: Public Works General Foreperson-Engineering

The Engineering Division has requested creation of a new position of Public Works General Foreperson within the Engineering Division budget to oversee the Facilities Maintenance operations of the Division. The Facilities Maintenance staff provide custodial and maintenance services to various buildings owned by the City. The staff of approximately 17 reports directly to the Engineering Operations Manager (CG18-14) through a leadworker. However, the leadworker recently retired and the Engineering Division concluded that more direct supervision of the unit is necessary. The Engineering Operations Manager, in addition to facilities maintenance, oversees all field operations of the Division which includes all street and sewer maintenance activities. The Operations Manager has 3 Public Works General Forepersons assisting with supervision of the 45 field staff and another position would function in a similar fashion over the facilities maintenance staff. In addition to providing direct staff supervision, another Public Works General Foreperson could take on higher level coordinating tasks for the Operations Manager. For instance, the Division currently contracts out elevator inspections at a cost of approximately \$12,000 per year. These functions would be reassigned to the Public Works General Foreperson within the Engineering Division, saving those costs. A review of the position description demonstrates duties and responsibilities traditionally found within the Public Works General Foreperson classification making creation of another 1.0 FTE within the Engineering Division budget appropriate.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

| Compensation Group/Range | 2011 Annual Minimum (Step 1) | 2011 Annual Maximum (Step 5) | 2011 Annual Maximum +12% longevity |
|--------------------------|------------------------------|------------------------------|------------------------------------|
| 18/07 | 50,088 | 59,334 | 66,456 |

cc: Rob Phillips-City Engineer
Mike Dailey-Assistant City Engineer
Kathy Cryan-Engineering Operations Manager