

TO: Board of Estimates

FROM: Emaan Abdel-Halim, Human Resources

DATE: 23 February 2015

SUBJECT: Street and Sewer Machine Operator I – Engineering Division

Assistant City Engineer Mike Dailey, and the Operations Manager, Kathy Cryan are requesting four positions be reclassified from Street and Sewer Machine Operator (SSMO) 1 to SSMO 2 in order to meet the equipment operation needs to support snow removal, greenway maintenance, and asphalt patching. This proposal would also eliminate the continuous use of 'out of class' pay from assigning this work to lower level Operator I positions. Based on conversations with Mr. Dailey, I recommend the following action:

- Reclassify the four (4) 1.0 FTE SSMO1 positions (CG15-04) to SSMO2 (GC15-05).
- The new positions will be posted for an internal competitive promotional process, and the subsequent underlying vacancies will be deleted.

A review of the class specification for SSMO1 (see attached) shows:

... **semi-skilled work** in the operation of trucks and other specialized mechanical equipment, and the performance of heavy manual labor related to the cleaning, maintenance, repair, and construction of the City's storm and sanitary sewer systems with the City Engineering Division. Under direction, an employee performs a **variety of laboring tasks**, and **operates related equipment** as assigned. Work is typically subject to review, although employees are expected to exercise some judgment within established guidelines. Specific work assignments may vary based on the needs of the Division. [emphasis added]

The SSMO1 position in Engineering has primary responsibility for operating heavy trucks as needed for service to the City's sewer and storm water systems. These positions also operate the specialized equipment such as jackhammers, compactors, pumps, generators, mowers, chainsaws. This work is often subject to review by higher level staff.

A review of the class specification for SSMO2 (see attached) shows:

... **responsible semi-skilled work** in the operation of trucks and **other specialized mechanical equipment**, and the performance of heavy manual labor related to maintenance, repair and construction of the City's storm and sanitary sewer systems with the City Engineering Division. Work at this level is distinguished from SSMO1 by **higher-level skill requirements and responsibility**. Employees may oversee helpers as assigned. Work is performed under general supervision of a first line supervisor, employees exercise judgment and skill in accomplishing assigned tasks. [emphasis added]

The main distinction between these two levels of classification is the type of specialized equipment they are able to operate. Specifically, SSMO2 positions are responsible for the operation of mechanical four-wheel drive tractors, articulated multi-use tractors, skidsteers, brush chippers and similar related vehicle equipment and related attachments, in addition to the heavy trucks used for servicing the City's storm and sanitary sewer systems.

By creating these SSMO2 positions, City Engineering can better allocate their staff to accomplish the required work both for winter snow removal as well as the maintenance activities of the greenways and asphalt patching. This work would be able to be done without incurring additional out of class pay expenses, which is historically how Engineering has met their staffing needs. An assessment of the work activities by the Operations Manager has determined that ideal staffing would have at least four SSMO2 positions to make two crews that would be able to operate independent on each side of the City. These two crews would be able to maintain the snow removal requirements during winter, and generate greater efficiency with the greenway maintenance and asphalt patching activities. All these tasks require the operation of the more specialized equipment that the current SSMO1 positions can only operate in a training capacity. Additionally, this request will create internal promotional opportunities for current staff.

As the SSMO2 classification already exists in the City’s classification scheme, recreation of the SSMO1 positions within City Engineering operating budget may be authorized directly by the Board of Estimates, according to Mayoral APM 2-4. City Engineering is able to fund these SSMO2 positions through out of class pay that has been used to perform this work. Therefore, I am recommending recreation of four (4) SSMO1 positions to SSMO2 positions within the Engineering budget, as outlined above. The necessary resolutions to implement these recommendations have been drafted.

Editor’s Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
15/04	\$40,142	\$46,964	\$52,600
15/05	\$41,503	\$48,494	\$54,313

- cc: Rob Phillips – City Engineer
 Mike Dailey – Assistant City Engineer
 Kathy Cryan – Operations Manager (Engineering)
 Mike O’Brien – Employee Association Representative (CG 15)
 Greg Leifer – Employee and Labor Relations Manager