

TO: Finance Committee

FROM: Victoria Larson

DATE: March 16, 2022

RE: Addition of 1.0 FTE Public Works Foreperson, Engineering

The City Engineer, Rob Phillips, and the Deputy Division Manager, Kathy Cryan, request the 2022 Engineering Division Operating Budget be amended to add one Public Works Foreperson position for a total of 1 FTE. The proposed request will be funded by reallocating budgeted overtime funds from the Sewer and Storm Water Utilities.

The following Finance Committee approval is requested:

- Addition of 1.0 FTE Public Works Foreperson to the Engineering Division operating budget.

The Engineering Division is seeking an additional Public Works Foreperson due to growing operational needs. Currently their utility and marking program is managed by the Landfill Supervisor. This position's primary responsibility is to manage the City's closed landfills and waste oil programs. Also Landfill Supervisor is allocated to spend time managing the Engineering's marking and locating program for sewers and stormwater utilities. Most recently this position has also taken on more design work needed for replacement of aging landfill infrastructure. Due to this work load Engineering is relying on other operations supervisors to manage the marking and locating program which is resulting in increased overtime. Having an additional Public Works Foreperson will allow an individual to take over management of the utility and marking program which will reduce overtime and allow the Landfill Supervisor to fulfill other positional duties.

Engineering also expressed the need to have a supervisor dedicated to developing a more robust safety program with corresponding training for their operational staff. Their current structure does not have this capacity. Pipeline construction is a dangerous occupation and Engineering has expressed the importance of developing a program to help keep staff safe and reduce workplace injuries. They also need this position to lead employee engagement efforts, manage inventory control efforts, and lead Engineering's Workplace Improvement Team.

Finally, Engineering has indicated that they will assume responsibility for the Town of Madison's sanitary and storm sewer systems which has not been maintained to City standards. Having an additional Public Works Foreperson will assist with the increased workload and will provide adequate coverage in relation to time off requests. This will also help reduce overtime needs.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Classification	Compensation Group/Range	2022 Annual Minimum (Step 1)	2022 Annual Maximum (Step 5)	2022 Annual Maximum (+12% longevity)
Public Works Foreperson	18/05	\$59,801.30	\$69,334.46	\$77,654.72

Cc: Rob Phillips, City Engineer
Kathy Cryan, Deputy Division Manager
Emaan Abdel-Halim, HR Services Manager
Harper Donahue, IV, HR Director