

TO: Personnel Board

FROM: Mike Lipski—HR Services Manager

DATE: June 26, 2015

SUBJECT: Water Utility Operations Manager

At the request of Water Utility General Manager Tom Heikkinen, I conducted a position study of the Water Utility Operations Manager classification (CG18-14), and position (#1788) currently occupied by Dan Rodefeld at the Water Utility. The request for this classification to be studied is due to the expansion of duties and responsibilities as well as the recent reclassification in 2014 of the Engineering Operations Manager classification from Range 14 to Range 15. After meeting with Mr. Rodefeld and conversations with Mr. Heikkinen, I recommend that the Water Utility Operations Manager classification be recreated in Range 15, and the incumbent reallocated to the new position/classification for the reasons outlined in this memo.

The analysis of this position study included a review of the class specification for the Water Utility Operations Manager (see attached) which shows:

... responsible managerial, administrative, and technical work in directing the functions and activities of the operations section for a Class A municipal water system. The work involves directing and supervising all phases of water distribution system operations, including maintenance, repair, replacement and relining of water mains, water service lines, valves, and hydrants; repair, maintenance, and security of Utility properties, facilities, standby and emergency generators, and pumping equipment; and writing specifications and directing the competitive bidding process for Utility vehicles and equipment.

The Water Utility Operations Manager oversees facilities maintenance, vehicles, field operations, and equipment. Mr. Rodefeld has been the Operations Manager for the Water Utility since 2006. Since that time, the Operations section has taken on implementation of the Uni-directional Flushing Program, which involves operations staff annually flushing the entire water system. This led to an increase of staff in order to perform this work. In addition, the Operations section has purchased new equipment to improve water quality, including air strippers and filtration systems. Mr. Rodefeld is responsible for ensuring that staff are trained on the maintenance and upkeep of this equipment. Mr. Rodefeld has also developed and implemented increased safety procedures for staff. Finally, the Operations section has implemented new ways to repair water mains, including the use of trenchless lining of mains. Mr. Rodefeld continues to be responsible for facilities maintenance and oversees the Utility's fleet program.

In 2014, the Personnel Board recommended a reclassification of the Engineering Operations Manager classification from Range 14 to Range 15, and this action was ultimately approved by the Common Council. The class specification for the Engineering Operations Manager describes:

...responsible professional and managerial work in supervising, planning, directing, coordinating, and implementing the programs, operations, and administration of the Engineering Division's Operations Section, including Field Operations, Facility Management and directs all support services activities. The Operations Section is responsible for operation and maintenance of the

City's wastewater (Madison Sewer Utility), stormwater (Madison Storm Water Utility) and closed landfill infrastructure, utility-owned fleet, and city facilities maintenance and custodial services.

Mr. Rodefeld and his staff at the Water Utility are performing comparable work to the Engineering Operations Manager. Mr. Rodefeld has staff involved in field operations, facilities maintenance, custodial services at Water Utility properties, and he oversees the fleet management for the Utility. Because of the similarities between the 2 positions, in addition to the Traffic Engineering Operations Manager, who performs similar work for the Traffic Engineering Division, I recommend a reclassification of the Water Utility Operations Manager currently in CG18, Range 14, to a Range 15, and that the incumbent be reallocated to the new position.

The necessary resolution to implement this recommendation have been drafted.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
18/14	\$74,121	\$89,231	\$99,939
18/15	\$77,661	\$93,506	\$104,727

cc: Tom Heikkinen—Water Utility General Manager
Dan Rodefeld—Water Utility Operations Manager