TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 9 February 2018

SUBJECT: Construction Inspector – Engineering Division

The City Engineer, Mr. Rob Phillips; and Deputy City Engineer, Ms. Kathy Cryan; have submitted a request to create a new classification of Construction Supervisor for the Operations section of the Engineering Division. Upon review of the updated position description, and after meetings with Ms. Cryan and the Engineering Operations Manager, Mr. Jay Schlimgen; I recommend the following for the reasons outlined in this memo.

- Create the classification of Construction Supervisor in CG 18, Range 9.
- Recreate position #1118 from a Construction Manager, in CG18, Range10 into a Construction Supervisor in the Engineering Division operating budget; with the incumbent remaining in the position as a Public Works General Foreperson until the completion of the competitive process. Note that no additional funding will be required for this change as position #1118 is currently underfilled.;
- Post the new position internally to the Engineering Division.

Additionally, as a result of the study, I recommend:

- Delete the classification of Water Utility Construction Supervisor in CG 18, Range 9.
- Recreate position #1862 into the new classification of Construction Supervisor in the same CG and Range.
- Reallocate the incumbent, Jeff Belshaw, to the new position.

The Engineering Division is proposing the creation of a new classification of Construction Supervisor to accommodate the growth of in-house sanitary and storm sewer construction projects. Historically, the Utility Construction unit of Engineering's Operations section predominantly focused on repair activities with respect to the sanitary and storm sewers, related structures, and asphalt/concrete repairs. Starting in 2007, Engineering management determined that many smaller replacement projects could be completed in house with better quality work than through previously hired contractors. The logic was that since the staff have to maintain and replace the sanitary and storm sewers, they have a vested interest in a job well done.

Over several years, the Utility Construction unit re-organized to include four (4) teams focused on sanitary and storm sewer construction projects, main repairs, structure repairs and asphalt repairs. Since 2015, this unit has increased in scope and size to include greenway, facilities and median maintenance activities. Currently this unit is comprised of two (2) Public Works General Foreperson positions – one overseeing the construction and repair projects, and the other overseeing the landscape maintenance activities. Additionally, there are two (2) Engineering Operations Leadworker 3s which oversee the construction projects, one (1) Engineering Operations Leadworker 2 which oversees the main repairs, and two (2) Engineering Operations

Leadworkers I which oversee structure repairs. The staffing on these teams include: three (3) Equipment Operator 3s, four (4) Equipment Operator 2s, five (5) or more Equipment Operator 1s, and several hourly/seasonal laborer positions.

Given this shift towards construction project work and the increased staff size, the Engineering Division is proposing the creation of a supervisory position to oversee the activities of the sanitary and storm sewer utility construction and maintenance units; similar to a comparable position of Water Construction Supervisor at the Water Utility.

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

> … responsible **construction engineering, supervisory, and administrative work** as it relates to the construction of water utility contracts. The work involves supervision of Water Utility construction inspectors, **coordination and direction of** Water Utility **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 the Principal Engineer-Water, work involves a high **degree of independence and judgment** in the administration of public works construction contracts for the Utility. [emphasis added]

Similarly, this new classification of Construction Supervisor would be responsible for laying out and coordinating Engineering's sanitary sewer, storm sewer and drainage construction and repair projects. This position will work closely with City engineers, as well as coordinate with other contractors, vendors and outside utilities and agencies. The Construction Supervisor is required to use a high degree of independent judgement for areas of responsibility such as: conducting constructability and quality checks, modifying construction designs with project engineers to accommodate for field conditions, and coordinating and participating in project planning and pre-construction meetings. The training and experience requirements that Engineering is looking for with the new position is also similar to the Water Construction Inspector requirements. Given the review of the position description, I've concluded that the nature and level of work is consistent with the classification of Water Construction Supervisor.

As a result of the similar nature of the work, I am recommending the creation of a new, broader classification of Construction Supervisor in CG 18, Range 9; to encompass the work in both the Engineering Division and the Water Utility; as well as the deletion of the Water Utility Construction Supervisor classification. In addition, I recommend recreating two (2) positions into this new classification in the following operating budgets – one (1) for the Engineering (#1118), and one (1) for the Water Utility (#1862); with the incumbent, J. Belshaw, to be reallocated to the new position in the Water Utility operating budget. Lastly, as noted above, the incumbent in position #1118 will continue to underfill the Construction Supervisor in the Engineering operating budget until the completion of the internal competitive promotion process.

The necessary resolution to implement these recommendations has been drafted.

Editor's Note:

Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum +12% longevity
18/09	$64,394	$77,105	$86,357
18/10	$67,192	$80,752	$90,442

cc: Rob Phillips – City Engineer
Kathy Cryan – Deputy City Engineer, Operations, Mapping and Personnel
Mike Lipski – HR Services Manager