

TO: Finance Committee  
FROM: Victoria Larson  
DATE: June 30, 2021  
SUBJECT: Engineer 3

City Engineer Rob Phillips and Assistant City Engineer Kathy Cryan are requesting that the vacant position #656 of Custodial Services Coordinator (CG 16, R11) be recreated as an Engineer 3 (CG 18, R10) to help develop, implement, and oversee the new computer program used to assist with the planning, design, and construction of City buildings and infrastructure. After review, and for the reasons outlined below, I recommend that the Custodial Services Coordinator position be recreated as an Engineer 3 to be filled by an external recruitment process and that the existing classification of the Custodial Services Coordinator be deleted.

The Custodial Services Coordinator position has been left vacant numerous times over the past decade. It first became vacant after the Coordinator left City employment in 2010. At that time, Engineering determined that this position was not needed. Instead Engineering Operations Manager Kathy Cryan began supervising the custodial unit with the assistance of a Custodian 3 who operated in a lead worker role. This oversight structure was in place for approximately four years. Engineering determined that this structure wasn't working well due to a lack of consistency and fairness. They did temporarily revive this role again in 2018 and there was an employee in this position until 2020. They ran into similar problems when trying to revive the position. Overall the position caused a lack of consistency and fairness.

In the summer of 2020, a position study was completed to reorganize the facilities section of Engineering. As part of this reorganization, the study recommended that supervision of the Custodial unit be shifted to the recreated position of Public Works Foreperson. Engineering has reported this new structure is working well. The issues of consistency and fairness are no longer prevalent and it was also reported the unit is operating more efficiently. As a result of the creation of this new position and its success, the Custodial Services Coordinator position is no longer needed.

The Engineering is in need of assistance in another area however. They are changing their design software to a cloud based system called Autodesk Construction Cloud, which will allow for 3-dimensional (3D) design. The software will be used during all design phases to assist with the construction of City infrastructure and buildings. This is a complex system with a great deal of potential to assist Engineering by maximizing efficiency and reducing costs. Engineering has identified the need to develop a Computer Aided Design/Building Information Modeling (CAD/BIM) Manager position that oversees this software use. This position would be responsible for creating policies, workflows, data management, process improvement, user development and support, and training.

When considering the appropriate classification for this position, in addition to conducting interviews, I reviewed the IT Specialist 3 and the Engineer 3 classifications, both in CG 18, R10.

First, a review of the IT Specialist 3 classification specification describes the work as:

**...advanced-level professional work in the development or support of automated management information systems.** This level is characterized by responsibility for the development and implementation of automated systems and major system components or the development and implementation of support systems and programs, as assigned. **Work may involve some leadership responsibility on specific projects,** as assigned and is performed under the general supervision of a Principal IT Specialist or other supervisor/manager. [emphasis added]

Next, a review of the classification specification for Engineer 3 describes the work as:

**... journey-level professional engineering work** performed in the office and/or field in connection with the **design, management, and construction of a wide variety of public works projects.** Assignments are received from an Engineer 4 or higher-level engineer or supervisor who generally defines the scope of the work; reviews progress periodically and upon completion; and certifies the results, if necessary. The work is characterized by the **exercise of technical and professional judgment, the broader application of professional engineering expertise, and proficiency in the operational and procedural aspects of the work.** [emphasis added]

The Engineering Department has consulted with outside Engineering firms regarding the use of the Autodesk Construction Cloud software, and typically an Engineer is in charge of facilitating its use. While this proposed position does have some duties similar to an IT Specialist 3, I recommend this position would be better classified as an Engineer 3. Engineering recently created a technology team, which currently consists of two IT Specialist 3 positions and would benefit by having an individual with engineering field experience in order to help fill this skills gap. Implementing the Autodesk Construction Cloud software will consolidate existing fragmented data sources, eliminate paper-based construction administration and inspection systems, and automate repetitive tasks and notifications. This Engineer 3 position will develop and support the engineering specific software to connect and standardize workflows, teams and data throughout all stages of contraction to maximize efficiently and reduce costs. An engineering background is also beneficial to better understand how this seamless cloud-based software works throughout the engineering design and construction process; and in order to train and mentor other engineers on the software uses.

It is also important to note that the Engineering Department is the only department to utilize the Custodial Services Coordinator in the recent history. Typically this type of work is accomplished through a direct supervisor oversight or through a combination of supervision and lead worker oversight.

Therefore, I find it appropriate, based on the analysis above, that position #656 be recreated as an Engineer 3 in CG 18, R10 within the Engineering budget and it to be filled through an external competitive process. I also find it appropriate to delete the classification of Custodial Services Coordinator. We have prepared the necessary resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2021 Annual Minimum (Step 1)	2021 Annual Maximum (Step 5)	2021 Annual Maximum +12% longevity
16/11	\$ 53,209.26	\$ 59,336.42	\$ 66,456.78
18/10	\$ 71,630.52	\$ 86,086.78	\$ 96,417.10

cc: Rob Phillips, City Engineer  
Kathy Cryan, Assistant City Engineer  
Greg Leifer, Employee & Labor Relations Manager