



Staff Report

RESOLUTION AUTHORIZING NEW JOB CLASSIFICATION AND SALARY RANGE FOR FIELD SUPERVISOR IN THE PUBLIC WORKS DEPARTMENT

Honorable Mayor and Council Members:

Summary

Staff recommends that the City Council adopt the attached resolution authorizing the new job classification and salary range for Field Supervisor in the Public Works Department.

Background

On June 10, 2008, the City Manager presented an informational report to Council regarding new position additions, reclassifications and departmental reorganizations. In this report the staffing deficiencies of the Public Works Services Division, namely the lack of mid-level supervisors and opportunity for succession planning were addressed. The staff report recommended the addition of three (3) Public Works Field Supervisors to address this deficiency in the division's organizational structure.

Discussion

Creating the Field Supervisor positions will address three key issues within the Public Works Services Division:

- 1) The addition of the Field Supervisor position will decrease the number of Public Works Services Manager direct reports from sixteen (16) to five (5). Reducing the number of direct reports will free the Public Works Services Manager position from dealing with routine day to day supervisory activities. This shift in scope of responsibility will allow the Public Works Services Manager to better focus on maintaining best practices, allow him to stay up to date with all State and Federal regulations, develop and implement the new in-house slurry program, and provide the training and mentoring necessary for staff.

Staff conducted an informal staffing level survey of comparable agencies on the Peninsula (Attachment B). The survey found that every City, with the exception of one, had either an Assistant Superintendent or Field Supervisor(s) between the Public Works Superintendent/Public Works Services Manager and the Public Works Lead or Senior Workers. The Belmont Public Works Services Division is the smallest among the survey cities, yet has the broadest of services provided. The surveyed cities that provided the same

level of services (street sweeping, electrician, and fleet maintenance) typically had between three to six more employees than the City of Belmont.

- 2) The creation of the Field Supervisor position will address the current lack of a mid-level supervisor in the Public Works Services Division and create a logical hierarchy within the division. The three Field Supervisor positions will serve to formalize the Public Works Services work groups into three distinct sub-groups: Traffic and Street Lighting, Streets, and Sewers/Storm Drains. The Field Supervisor of each respective sub-group will be responsible for the evaluation, training and development of the staff that will directly report to them. This will enable the City to respond quicker to issues as they may arise.
- 3) Establishing the Field Supervisor position creates an organizational structure that will develop staff as part of future succession planning. The new Field Supervisor positions will provide the experience, mentoring and training necessary for the incumbents to potentially ascend within the organization. This in turn will ease the concern regarding succession planning and the future ability to staff the critical Public Works Services Manager position.

Staff requests Council's approval of the attached Public Works Field Supervisor job description (Attachment C) and the proposed salary range below:

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Public Works Field Supervisor	5887	6180	6490	6814	7155	7513

The proposed Public Works Field Supervisor salary range was established by conducting a market median survey of comparable cities.

Should Council approve the creation of the Field Supervisor positions, the department plans on staffing the three (3) Public Works Field Supervisor positions in lieu of the currently staffed and budgeted three (3) Senior Maintenance Worker positions. The City plans on keeping the Senior Maintenance Worker classifications in Public Works but has no plans on filling the positions in the foreseeable future.

General Plan/ Vision Statement

There is no impact to the General Plan/Vision Statement.

Fiscal Impact

If approved, the department plans on staffing the three Field Supervisor positions and leaving the three presently staffed Senior Maintenance Worker positions vacant. The cost of the three Field Supervisor positions is the incremental difference between the Senior Maintenance Worker and the new Field Supervisor position which is approximately \$65,533 annually or \$21,845 annually per position. There is no impact on the General Fund. Approximately 30% (\$19,659) is funded

out of the Sewer, 17% (\$10,922) is funded out of the Storm Drain Fund, and 53% (\$34,950) is funded out of the Street Fund.

Public Contact

Posting of the City Council Agenda. A copy of this report has been provided to representatives of the Mid-Management Confidential Employee Association (MMCEA).

Recommendation

It is recommended that the City Council adopt the attached resolution to authorize the new job classification and salary range for Field Supervisor in the Public Works Department.

Alternatives

1. Take no action.
2. Provide alternative direction to staff
3. Refer back to staff for further information.
4. Deny approval

Attachments

- A. Resolution
- B. Staffing Survey
- C. Public Works Field Supervisor Job Description

Respectfully Submitted,

Laura Kirby
Management Analyst
Human Resources

Raymond E. Davis III
Public Works Director

Jack R. Crist
City Manager

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
AUTHORIZING NEW JOB CLASSIFICATION AND SALARY RANGE FOR
FIELD SUPERVISOR IN THE PUBLIC WORKS DEPARTMENT

WHEREAS, the City Manager indicated in his report on June 10, 2008, that the current organizational structure of the Public Works Services Division of the Public Works Department needed to be modified to reduce the number of direct reports to an individual manager and to develop an organizational structure that will develop staff as part of future succession planning; and,

WHEREAS, in the report staff proposed creating three (3) Field Supervisor positions to address the deficiencies in the Public Works Services Division's organizational structure as well as aid in employee development and future succession planning within the division; and,

WHEREAS, staff has created a job description and salary range for the Public Works Field Supervisor Position; and,

WHEREAS, staff recommends the proposed salary range for the new classification effective as follows:

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Public Works Field Supervisor	5887	6180	6490	6814	7155	7513

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Belmont authorize new job classification and salary ranges for Field Supervisor in the Public Works Department.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on August 12, 2008 by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont

Public Works Services Staffing Survey

Position	Belmont	Burlingame	Campbell	Foster City	Los Altos	Millbrae	San Bruno	San Carlos
PW Superintendent	1	1	1	1	1	1	1	1
Admin Staff	0	1	2	2	1	1	1	1
Assist Superintendent	0	2	0	2	0	0	2	0
Field Supervisor	0	2	3	0	2	3	2	0
Lead Worker	4	6	2	5	2	3	1	2
Electrician	1	1	1	N/A	0	0	0	0
Equipment Operators	3	0	0	0	0	0	0	0
Street Sweeper	1	2	N/A	N/A	N/A	1	1	N/A
Maintenance Workers	6	9	7	10	15	11	16.4	7
Laborers	0	3	0.5	0	0	0	0	0
Fleet	*2	*3	*3	*3	2.5	2.5	2.6	1
Totals	17	29	18.5	22	23.5	22.5	27	12

Campbell contracts out sanitary sewer collection and street sweeping.

Foster City contracts out street sweeping and street light maintenance.

Los Altos contracts out street sweeping.

San Carlos contracts out street sweeping and street light maintenance.

***Includes one Lead Worker position counted in Lead Worker category**



CITY OF BELMONT
ADOPTED CC:
MMCEA BARGAINING GROUP
FLSA: EXEMPT

Public Works Field Supervisor

DEFINITION

Under direction, plan, organize, direct, schedule and supervise work crews of assigned section (Streets, Sewer or Traffic & Lighting); to perform technically complex maintenance duties; to assure regulatory compliance and economy in all applicable programs; and to provide responsible and technical staff assistance.

DISTINGUISHING CHARACTERISTICS

This multi-position classification performs work in several functional areas and is distinguished by its core responsibility for supervising employees, programs and activities within the Public Works Maintenance Division.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Works Services Manager. Exercises direct supervision over staff.

EXAMPLES OF DUTIES

Depending upon assignment, essential and other important responsibilities and duties may include, but are not limited to the following:

- Schedules, assigns, coordinates, inspects and oversees the work of all employees of assigned section.
- Determines the need for maintenance work and repairs.
- Administers programs and processes and makes decisions in accordance with established rules and regulations, policies and procedures and guidelines; participates in the development of department/division rules, policies and procedures, goals and objectives, and priorities.
- Investigates complaints and recommends corrective actions, develops notification letters and other public information materials.
- Supervises, train and instruct subordinates.
- Evaluates employees under his/her direction and makes recommendations in personnel matters regarding hiring or disciplinary matters; manages and approves timesheets, including overtime.
- Organizes personnel and equipment for various projects.
- Orders materials and supplies; approves orders of materials and supplies by other staff associated with program area.

- Assists in the preparation of the division budget; prepares cost estimates for maintenance and repair activities.
- Insures crews members are working in a safe and efficient manner and assists in implementing applicable training programs.
- May be required to perform various skilled and/or semi-skilled maintenance tasks including the operation of heavy equipment.
- Responsible for maintaining accurate daily work records and following up on all complaints received by citizens.
- May perform any task listed under the duties of the Senior Maintenance Worker; and serves on an on-call status during specified times to handle emergencies.

QUALIFICATIONS

Knowledge of:

Applicable federal, state, and local laws, codes and regulations.

Materials, methods, practices and equipment used in street, sewer, traffic and storm drain system maintenance and repair activities.

Occupational hazard elimination and standard safety precautions necessary in the work.

Principles of supervision, training and performance evaluation.

Principles and practices of administration, budget and personnel management.

Effective methods of record keeping and inventory control.

Ability to:

Acquire a thorough knowledge of applicable City, departmental and divisional policies and procedures.

Troubleshoot problems and determine materials and supplies required for maintenance, repair, and other projects.

Supervise, train and evaluate personnel.

Prepare and maintain accurate records and reports.

Communicate clearly and concisely, both orally and in writing.

Perform heavy physical labor.

Operate a variety of tools and light to heavy equipment safely and proficiently.

Establish and maintain effective working relationships with subordinates, other employees and the general public.

Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with minimum direction.

Follow problems through to resolution.

Ability to (cont'd):

Use standard computer software.

Drive a variety of vehicles safely.

Experience and Training Guidelines

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in street, sewer or traffic & lighting maintenance, at least two of which must have been in a lead or first-line supervisory capacity.

Training:

High School Diploma or equivalent supplemented with course work in supervision, management, construction, maintenance or related field. Associate Degree desired.

Licenses or Certificates

Possession of, or ability to obtain, an appropriate, valid California Commercial driver's license

WORK ENVIRONMENT/PHYSICAL DEMANDS

Ability to work in a standard office environment, sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift 50 pounds; exposure to extreme noise, outdoors, inclement weather, confined work spaces, electrical hazards, chemicals, dust, toxic waste, mechanical hazards; ability to travel to different work sites.