



Agenda Item: 14.I
Date of Meeting: October 28, 2024
Department: Public Works

STAFF REPORT

To: City Council
From: Nora Gamino
Subject: **Public Works Superintendent and Supervisor Job Descriptions**
Prepared On: October 24, 2024
Attachments: FT Public Works Supervisor DRAFT
FT Public Works Superintendent DRAFT

Background/History:

The job descriptions for two leadership positions in the Public Works Department need to be updated and brought to current city standards. The Superintendent position has been vacant since February 2020 and the job description has not been revised since 2012. The Supervisor position is currently encumbered, but the job description has not been updated since 2001.

In 2020, while the department's leadership staff was transitioning, a new supervisory position, Lead Maintenance Worker, was created. Since the lead position was created, the Superintendent position has remained vacant. As such, the Supervisor has been performing the job duties of the Superintendent and the Lead Maintenance Worker has been performing the job duties of the Supervisor, both without additional compensation.

Analysis/Discussion:

Updates to the Superintendent position include a categorization of types of duties performed, elaboration of the professional work duties and requirements, and inclusion of new standardized language. Updates to the Supervisor position include clarification of responsibilities regarding the role in the operation of the wastewater treatment plant and water system, elaboration of the supervisory duties, and inclusion of new standardized language.

Economic Impacts:

N/A

Budget Impacts:

To accommodate a change in personnel to fill the Superintendent position, a budget adjustment is necessary. Based on promotions of the current staff into these positions, there will be a total Fiscal Year 2024 – 2025 budget adjustment increase of \$36,796.02 divided as follows: General Fund: \$8,279.10; Sewer Fund: \$12,878.61; Gas Tax Fund: \$4,599.50; Water Fund: \$11,038.80.

Legal Review:

City Attorney Pucci has reviewed this item and finds that the recommended action complies with the law.

Recommended Action:

Council consideration to approve the revised Public Works job descriptions for the Superintendent and Supervisor positions and approve a corresponding budget adjustment as proposed.

Approved By: Ethan Aukee 10/24/2024

Approved By: Robin Picken 10/24/2024

Approved By: Deston Dishion 10/24/2024

Approved By: