



## CITY COMMISSION STAFF REPORT

**DEPARTMENT:** Public Works

**SUBJECT:** Motion to approve the Job Descriptions for HVAC Technician and Capital Project Manager for the Public Works Department. – **Public Works**

**CITY MANAGER RECOMMENDATION:**

The City Manager recommends commission approval of the Job Descriptions for HVAC Technician and Capital Project Manager to support the effectiveness of the Public Works Department.

**BACKGROUND OF ITEM:**

The Public Works Department has expanded needs for technical services that directly impact effective services to City stakeholders. The ability to perform these technical services in-house is of great value to the City in terms of responsiveness and fiscal prudence. The budgets for the positions of HVAC Technician and Capital Project Manager were given final approval by the City Commission for FY23 on September 27, 2022.

**ANALYSIS:**

The HVAC Technician position was a reclassification of an existing Tradesworker II in the Public Works Property Maintenance Division. The employee that currently fills this role has extensive HVAC experience and appropriate licensing which has proven to save the City thousands of dollars in maintenance and repair charges. The preventative maintenance and responsiveness for repairs has increased dramatically preserving the operational capabilities of HVAC systems throughout the City.

The Capital Project Manager position is a new position that will provide support to the City for planning and improvement implementation in right-of-ways, building, and park facilities. This position will also make applications and manage external funding opportunities leveraging city-sponsored capital financing.

**STRATEGIC PLAN:**

These new job descriptions will support the cost-effectiveness of City services.

**FISCAL IMPACT:**

The pay grade for the HVAC position is 16, and Pay Range is \$49,980 - \$70,620. The pay grade for the Capital Project Manager is 20, and the pay range is \$65,280 - \$92,238.

**ATTACHMENTS:**

1. Class Description: HVAC Technician
2. Class Description: Capital Project Manager

Workflow History 			
User	Task	Action	Date/Time
Figallo, Maryann	NEW ITEM: Not Yet Routed	Forward to Public Wo...	12/23/22 03:26 PM
Good, Thomas	Assigned to Public Works Dire...	Forward to Finance ...	12/23/22 03:26 PM
Kendrick, Aaron	Assigned to Finance Director	COMPLETE: Forwar...	12/23/22 03:29 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forwar...	12/23/22 04:36 PM
Napoli, Joseph	Assigned to City Manager	COMPLETE: Forwar...	12/23/22 04:40 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: En...	12/28/22 01:29 PM
Allen, Tedra	END WORKFLOW - APPROV...		12/28/22 03:46 PM