



## CITY COMMISSION STAFF REPORT

**DEPARTMENT:** Utilities

**SUBJECT:** Motion to approve revisions to the job descriptions of Assistant Utilities Director, Field Operations Supervisor and Treatment Plant Operator Trainee positions in the Utilities Department.

**CITY MANAGER RECOMMENDATION:**

The City Manager recommends that the Commission approve revisions to the job descriptions of Assistant Utilities Director, Field Operations Supervisor and Treatment Plant Operator Trainee positions in the Utilities Department.

**BACKGROUND OF ITEM:**

Certain job descriptions in the Utilities Department are out dated and need revision. On July 26, 2022, the City Commission approved in-sourcing of the line-locate function. This add-on has necessitated the revision of the Field Operations Supervisor position.

The current requirements of Treatment Plant Operator Trainee position are somewhat ambiguous and stringent to attract fully suitable applicants, particularly within our current pay range for dual license requirements. These revisions better clarify the license requirements.

The job description of the Assistant Utilities Director position is recommended to be revised to reflect the changing needs of the Utilities Department, including higher level of professional work in the areas of engineering and project management.

**ANALYSIS:**

The new Utilities Director / City has evaluated the needs of the Department and recommending updates to the job descriptions as attached. These updates do not reflect the market conditions and are limited to the needs of the Department only. Any adjustment to the pay ranges and salaries will be determined by a pay and classification analysis.

**STRATEGIC PLAN:**

The proposed updates to the job description should lead to meeting the goals of “Financially Sustaining Someplace Special,” and “Citywide Revitalization.”

**FISCAL IMPACT:**

Currently there is no fiscal impact. However, this may change upon a pay and classification analysis to reflect the prevailing market conditions.

<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
N/A	N/A	N/A	N/A

**ALTERNATIVES:**

The alternative is to continue with past practices that do not necessarily bring much needed innovation on how we conduct business as a small but vibrant City. With high expectations of the residents, rapidly changing technology and complex legal requirements of public business, it is necessary to update the job descriptions to meet the challenges of the future.

**ATTACHMENTS:**

Job descriptions of:

- Field Operations Supervisor
- Treatment Plant Operator Trainee position
- Assistant Utilities Director

Workflow History 			
User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	*COMPLETE: Forward to City Att...	08/10/22 08:24 AM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to City Ma...	08/12/22 04:38 PM
Napoli, Joseph	Assigned to City Manager	COMPLETE: Forward to City Clerk	08/12/22 05:17 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	08/12/22 05:48 PM
Allen, Tedra	END WORKFLOW - APPROVED		08/12/22 05:52 PM