



City of Grass Valley City Council Agenda Action Sheet

Title: Public Works Department Restructuring

CEQA: Not a Project

Recommendation: That Council 1) approve the proposed reorganization of the Public Works Department; and 2) approve the job descriptions and associated salary schedules for the Utilities Superintendent and Treatment Plant Superintendent.

Prepared by: Trever Van Noort, Utilities Director

Council Meeting Date: 10/10/2023

Date Prepared: 9/26/2023

Agenda: Administrative

Background Information: The City's existing Public Works structure will benefit from adding Unit 1 management of water and wastewater staff. Staff is proposing to assign these management duties to the new job descriptions/positions of Utilities Superintendent and Treatment Plant Superintendent.

The water and sewer field crews will be overseen by the Utilities Superintendent. This title, description, and salary will replace those existing for the title of Utilities Superintendent/Chief Treatment Plant Operator.

The water and wastewater treatment plant staff will be overseen by the Treatment Plant Superintendent. This title, description, and salary will replace those existing for the title of Assistant Chief Treatment Plant Operator.

Both positions will report to the Utilities Director. The intent of this restructuring would be to promote from within and will result in increasing the number of approved City positions by one position. The job descriptions for the Utilities Superintendent and Treatment Plant Superintendent and associated salary schedules are attached for Council review and approval.

Council Goals/Objectives: This action executes portions of work tasks towards achieving/maintaining Strategic Plan objectives of Productive and Efficient Workforce.

Fiscal Impact: Salary impacts will be a minimal increase to net neutral if the staff is successful with promoting from within the organization.

Funds Available: Yes

Account #: 500-703-50010

Reviewed by: ___ City Manager

Attachments: Existing Organizational Chart; Proposed Organizational Chart; Utilities Superintendent job description; Treatment Plant Superintendent job description; Proposed salary schedule