

## **STAFF REPORT**

Meeting Type:	Board of Directors
Title:	Request to Fill Field Supervisor in the Operations Division
From:	Darren Machado, Operations Director
Through:	Ben Horenstein, General Manager
Meeting Date:	October 15, 2024

TYPE OF ACTION:	Х	Action	Information	Review and Refer

**RECOMMENDATION:** Authorize the General Manager to recruit and hire one Field Supervisor in the Operations Division

**SUMMARY:** Staff is seeking to convert a vacated Mechanical and Electrical Maintenance Planner position within the Operations Division to that of a Field Supervisor to support and direct a new valve exercise program for the District.

**DISCUSSION:** A Field Supervisor is the first line supervisor reporting directly to the Superintendent of Operations or Superintendent of System Maintenance and Support Services. The position plans, supervises and evaluates the work of individuals and crews engaged in a variety of construction, installation and repair and/or maintenance activities. The specific tasks for this position include planning, coordinating and directing line flushing, the leak detection program and the valve exercise program along with providing direct field supervision and direction to the pipeline repair/construction and maintenance crews.

Staff has identified an opportunity to convert the vacant Mechanical and Electrical Maintenance Planner position into a Field Supervisor who will supervise the new valve exercise program, the leak detection program and the water quality flushing program. Aligning these under a Field Supervisor provides the organizational structure to effectively coordinate these programs.

## ENVIRONMENTAL REVIEW: Not applicable.

**FISCAL IMPACT:** The total annual salary with benefits for the Mechanical and Electrical Maintenance Planner position ranges from a minimum of \$164,154.31 to a maximum of \$200,381.24. Field Supervisor position ranges from a minimum of \$168,194.12 to a maximum of \$205,275. This is an increase of 2.4%. Salary and benefits are budgeted in the Operations Division budget. Filling this position will not increase the total number of budgeted full time equivalents (FTEs) within the Operations Division.

DEPARTMENT OR DIVISION	DEPARTMENT MANAGER	APPROVED
Operations Division	Darren Machad	Ver Horande
	Darren Machado Operations Director	Ben Horenstein General Manager