

CITY OF MARSHALL WAGE SCHEDULE

2020 Wage Schedule FULL-TIME EMPLOYEES

JOB CLASSIFICATION	Points	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
City Administrator	1142	53.48	57.05	60.61	64.18	67.74	71.31
Dir. of Public Works/City Engineer	920	44.50	47.46	50.43	53.40	56.36	59.33
Director of Community Services	654	43.56	46.46	49.37	52.27	55.18	58.08
Director of Public Safety	864	42.12	44.93	47.74	50.54	53.35	56.16
Director of Administrative Services	830	42.12	44.93	47.74	50.54	53.35	56.16
WWT Facility Superintendent	611	35.57	37.94	40.31	42.68	45.05	47.42
City Assessor	588	35.57	37.94	40.31	42.68	45.05	47.42
Finance Director	588	35.57	37.94	40.31	42.68	45.05	47.42
Assistant City Engineer/Zoning Adm	588	35.57	37.94	40.31	42.68	45.05	47.42
Police Captain	588	35.57	37.94	40.31	42.68	45.05	47.42
Economic Development Director	568	34.83	37.15	39.47	41.80	44.12	46.44
Liquor Store Manager	551	33.09	35.30	37.50	39.71	41.91	44.12
Assistant City Engineer	496	33.09	35.30	37.50	39.71	41.91	44.12
Public Ways Superintendent	496	33.09	35.30	37.50	39.71	41.91	44.12
Human Resource Manager	464	31.22	33.30	35.39	37.47	39.55	41.63
Police Sergeant (C)	421	30.03	31.99	33.94	35.90	37.86	39.82
Parks Superintendent	421	29.40	31.36	33.32	35.28	37.24	39.20
WWT Facility Asst. Superintendent	388	27.87	29.73	31.59	33.44	35.30	37.16
Training Facility Coordinator (MERIT)	382	27.87	29.73	31.59	33.44	35.30	37.16
Senior Engineering Specialist (A)	382	27.87	29.73	31.59	33.44	35.30	37.16
Plans Examiner/Asst Zoning Adm (A)	382	27.87	29.73	31.59	33.44	35.30	37.16
Building Services Coordinator (A)	382	27.87	29.73	31.59	33.44	35.30	37.16
Police Corporal (B)	382	28.28	30.14	32.00	33.86	35.71	37.57
Police Detective (B)	382	28.28	30.14	32.00	33.86	35.71	37.57
Facility Maintenance Supervisor	342	26.54	28.30	30.07	31.84	33.61	35.38
WWT Collection Sys. Asst. Superintendent	329	25.71	27.42	29.14	30.85	32.57	34.28
Lead Maintenance Worker (A)	327	25.71	27.42	29.14	30.85	32.57	34.28
Police Officer (B)	317	25.86	27.56	29.25	30.94	32.65	34.34
Appraiser	310	24.71	26.35	28.00	29.65	31.29	32.94
Media Communications Specialist	308	24.71	26.35	28.00	29.65	31.29	32.94
Adult Community Center Coordinator	298	24.71	26.35	28.00	29.65	31.29	32.94
Executive Assistant	291	24.71	26.35	28.00	29.65	31.29	32.94
Engineering Specialist (A)	289	24.71	26.35	28.00	29.65	31.29	32.94
City Clerk	289	24.71	26.35	28.00	29.65	31.29	32.94
Community Education Coordinator	282	23.24	24.78	26.33	27.88	29.43	30.98
WWT Laboratory Specialist (A)	281	23.24	24.78	26.33	27.88	29.43	30.98
Accounting Specialist	275	23.24	24.78	26.33	27.88	29.43	30.98
Payroll/Benefits Specialist	275	23.24	24.78	26.33	27.88	29.43	30.98
Building Maintenance Supervisor	261	23.24	24.78	26.33	27.88	29.43	30.98
Recreation Coordinator	261	23.24	24.78	26.33	27.88	29.43	30.98
Building Inspector II (A)	257	25.71	27.42	29.14	30.85	32.57	34.28
Assessing Technician	252	22.61	24.12	25.63	27.14	28.64	30.15
WWT Technical Operator (A)	251	23.24	24.78	26.33	27.88	29.43	30.98
Administrative Assistant	247	22.61	24.12	25.63	27.14	28.64	30.15
WWT Plant Operator II (A)	239	22.61	24.12	25.63	27.14	28.64	30.15
WWT Senior Maintenance Operator (A)	238	22.61	24.12	25.63	27.14	28.64	30.15
Mechanic (A)	237	22.61	24.12	25.63	27.14	28.64	30.15
Engineering Technician (A)	215	21.53	22.97	24.40	25.84	27.27	28.71
Building Inspector I (A)	206	22.61	24.12	25.63	27.14	28.64	30.15
Police Records Clerk	203	21.53	22.97	24.40	25.84	27.27	28.71
Senior Maintenance Worker (A)	200	21.53	22.97	24.40	25.84	27.27	28.71
WWT Maintenance Operator (A)	200	21.53	22.97	24.40	25.84	27.27	28.71
Media Production Technician	199	21.53	22.97	24.40	25.84	27.27	28.71
WWT Plant Operator I (A)	192	21.53	22.97	24.40	25.84	27.27	28.71
Maintenance Technician (A)	181	21.53	22.97	24.40	25.84	27.27	28.71
Maintenance Worker (A)	172	19.91	21.24	22.57	23.90	25.22	26.55
Office Assistant/Receptionist	171	19.91	21.24	22.57	23.90	25.22	26.55
Community Service Officer	153	18.98	20.25	21.51	22.78	24.04	25.31
Liquor Sales Associate	149	18.98	20.25	21.51	22.78	24.04	25.31
Building Maintenance Worker	132	18.60	19.84	21.08	22.32	23.56	24.80
Building Custodian (Arena) (A)	119	10.94	11.66	12.39	13.12	13.85	14.58

Union Contract Positions

(A) AFSCME

(B) LELS 190 Patrol

(C) LELS 245 Police Supervisors

2020 Wage Rates

2020 Wage Rates

2020 Wage Rates

Draft 02/10/2020

Last Approved 10/22/2019

CITY OF MARSHALL WAGE SCHEDULE

2021 Wage Schedule

FULL-TIME EMPLOYEES

JOB CLASSIFICATION	Points	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
City Administrator	1142	55.22	58.90	62.59	66.27	69.95	73.63
Dir. of Public Works/City Engineer	920	45.95	49.01	52.07	55.13	58.20	61.26
Director of Community Services	654	44.98	47.98	50.97	53.97	56.97	59.97
Director of Public Safety	864	43.49	46.39	49.29	52.19	55.09	57.99
Director of Administrative Services	830	43.49	46.39	49.29	52.19	55.09	57.99
WWT Facility Superintendent	611	36.72	39.17	41.62	44.06	46.51	48.96
City Assessor	588	36.72	39.17	41.62	44.06	46.51	48.96
Finance Director	588	36.72	39.17	41.62	44.06	46.51	48.96
Assistant City Engineer/Zoning-Adm	588	36.72	39.17	41.62	44.06	46.51	48.96
Police Captain	588	36.72	39.17	41.62	44.06	46.51	48.96
Economic Development Director	568	35.96	38.36	40.76	43.16	45.55	47.95
Liquor Store Manager	551	34.16	36.44	38.72	41.00	43.27	45.55
Assistant City Engineer	496	34.16	36.44	38.72	41.00	43.27	45.55
Public Ways Superintendent	496	34.16	36.44	38.72	41.00	43.27	45.55
Human Resource Manager	464	32.24	34.38	36.53	38.68	40.83	42.98
Police Sergeant (C)	421	31.01	33.03	35.04	37.07	39.09	41.11
Parks Superintendent	421	30.35	32.38	34.40	36.42	38.45	40.47
WWT Facility Asst. Superintendent	388	28.78	30.70	32.61	34.53	36.45	38.37
Training Facility Coordinator (MERIT)	382	28.78	30.70	32.61	34.53	36.45	38.37
Senior Engineering Specialist (A)	382	28.78	30.70	32.61	34.53	36.45	38.37
Plans Examiner/Asst Zoning Adm (A)	382	28.78	30.70	32.61	34.53	36.45	38.37
Building Services Coordinator (A)	382	28.78	30.70	32.61	34.53	36.45	38.37
Police Corporal (B)	382	29.20	31.12	33.04	34.96	36.87	38.79
Police Detective (B)	382	29.20	31.12	33.04	34.96	36.87	38.79
Facility Maintenance Supervisor	342	27.40	29.22	31.05	32.88	34.70	36.53
WWT Collection Sys. Asst. Superintendent	329	26.54	28.31	30.08	31.85	33.62	35.39
Lead Maintenance Worker (A)	327	26.54	28.31	30.08	31.85	33.62	35.39
Police Officer (B)	317	26.70	28.46	30.20	31.95	33.71	35.46
Appraiser	310	25.51	27.21	28.91	30.61	32.31	34.01
Media Communications Specialist	308	25.51	27.21	28.91	30.61	32.31	34.01
Adult Community Center Coordinator	298	25.51	27.21	28.91	30.61	32.31	34.01
Executive Assistant	291	25.51	27.21	28.91	30.61	32.31	34.01
Engineering Specialist (A)	289	25.51	27.21	28.91	30.61	32.31	34.01
City Clerk	289	25.51	27.21	28.91	30.61	32.31	34.01
Community Education Coordinator	282	23.99	25.59	27.19	28.79	30.39	31.99
WWT Laboratory Specialist (A)	281	23.99	25.59	27.19	28.79	30.39	31.99
Accounting Specialist	275	23.99	25.59	27.19	28.79	30.39	31.99
Payroll/Benefits Specialist	275	23.99	25.59	27.19	28.79	30.39	31.99
Building Maintenance Supervisor	261	23.99	25.59	27.19	28.79	30.39	31.99
Recreation Coordinator	261	23.99	25.59	27.19	28.79	30.39	31.99
Building Inspector II (A)	257	26.54	28.31	30.08	31.85	33.62	35.39
Assessing Technician	252	23.35	24.90	26.46	28.02	29.57	31.13
WWT Technical Operator (A)	251	23.99	25.59	27.19	28.79	30.39	31.99
Administrative Assistant	247	23.35	24.90	26.46	28.02	29.57	31.13
WWT Plant Operator II (A)	239	23.35	24.90	26.46	28.02	29.57	31.13
WWT Senior Maintenance Operator (A)	238	23.35	24.90	26.46	28.02	29.57	31.13
Mechanic (A)	237	23.35	24.90	26.46	28.02	29.57	31.13
Engineering Technician (A)	215	22.23	23.71	25.19	26.68	28.16	29.64
Building Inspector I (A)	206	23.35	24.90	26.46	28.02	29.57	31.13
Police Records Clerk	203	22.23	23.71	25.19	26.68	28.16	29.64
Senior Maintenance Worker (A)	200	22.23	23.71	25.19	26.68	28.16	29.64
WWT Maintenance Operator (A)	200	22.23	23.71	25.19	26.68	28.16	29.64
Media Production Technician	199	22.23	23.71	25.19	26.68	28.16	29.64
WWT Plant Operator I (A)	192	22.23	23.71	25.19	26.68	28.16	29.64
Maintenance Technician (A)	181	22.23	23.71	25.19	26.68	28.16	29.64
Maintenance Worker (A)	172	20.56	21.93	23.30	24.67	26.04	27.41
Office Assistant/Receptionist	171	20.56	21.93	23.30	24.67	26.04	27.41
Community Service Officer	153	19.60	20.90	22.21	23.52	24.82	26.13
Liquor Sales Associate	149	19.60	20.90	22.21	23.52	24.82	26.13
Building Maintenance Worker	132	19.21	20.49	21.77	23.05	24.33	25.61
Building Custodian (Arena) (A)	119	11.29	12.04	12.79	13.55	14.30	15.05

Union Contract Positions
 (A) AFSCME
 (B) LELS 190 Patrol
 (C) LELS 245 Police Supervisors

2021 Wage Rates
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Draft 02/10/2020
 Last Approved 10/22/2019

CITY OF MARSHALL
Job Description DRAFT

POSITION TITLE: Assistant City Engineer/ Zoning Administrator	DATE: 9/11/2019 03/13/2018
DIVISION: Public Works/ Community Planning Engineering	FLSA STATUS: Exempt
ACCOUNTABLE TO: Director of Public Works-City Engineer-/ City Administrator	UNION STATUS: NA

SUMMARY OF POSITION

This position manages and oversees the programs and activities of the ~~Community Planning department and~~ Engineering personnel; ~~serve as the Zoning Administrator~~; review and approve plans, develop specifications and bids, direct inspection activities, contribute to the development and coordinate implementation of the City’s capital improvement programs, assists the Director of Public Works with Public Works Division operations management and provides highly responsible and complex administrative support to the Director of Public Works/City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage and direct all ~~Community Planning personnel and~~ Engineering personnel, contracted staff, and their activities.
 - a. Establish division goals and regularly monitor their implementation.
 - b. Provide oversight, planning, and direction for staff, and coaches and provides training for assigned employees.
 - c. Enforce City and Departmental policies and work rules.
 - d. Conduct employee performance evaluations and provide for training of employees. Evaluate and recommend employee training opportunities.
 - e. Research equipment, work processes, and procedures that improve staff performance.
 - f. Assist in hiring of permanent and temporary employees within the Department.
 - g. Establish and maintain a work environment to motivate employees and develop and maintain a proper level of employee discipline. Monitor employee performance and recommend discipline as necessary.
2. Provide management responsibility for all services and activities of the ~~Community Planning and~~ Engineering Departments including capital improvements implementation, construction projects and inspections, plan review and ~~contractual and~~ contractual agreements.
 - a. Plan, manage, coordinate and oversee engineering design, contract administration, and construction oversight for capital improvement and maintenance projects, with emphasis on water and storm water utility projects. Review and evaluate work products, methods and procedures. Evaluate work progress and methods in order to ensure maximum efficiency.
 - b. Provide MnDOT with information concerning annual certification of mileage, annual bridge inspection, and annual needs information on State Aid streets.
 - c. Coordinate contracted services relating to assigned work areas, including consulting, oversight, and project review with designers and contractors.
 - d. Develop, review, and approve plans, specifications, designs and related documents, reports and studies for City projects. Allocate resources necessary to oversee and ensure conformance with City requirements.
 - e. Oversee preparation of special assessment calculations, special assessments, and other detailed financial summaries.
 - f. Prepare reports for Director, City Administrator, and City Council as requested.
 - g. Manage review and approval of plans and specifications that require permitting from or coordination with the City. Allocate resources necessary to oversee and ensure conformance with City requirements.
 - h. Provide outreach to project stakeholders relating to improvement projects through the use of effective communications and meetings.
3. Manage the development and implementation of the ~~Community Planning and~~ Engineering Departments’ goals, objectives, policies, and procedures within each service area, and allocate resources to meet appropriate service levels.
 - a. Manage the development and implementation of the City’s Surface Water Management Program to meet MS4 Stormwater Permitting requirements.
 - b. Assist in developing operating and capital budgets, and maintain assigned work areas within established budgets.
 - c. Approve purchases and payroll within assigned work areas.
 - d. Evaluate needs for new facilities and equipment.
 - e. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods, procedures, and reporting relationships. Identify opportunities for improvement, and direct the implementation of

changes to meet goals and objectives.

~~4. Serve as the Zoning Administrator. Maintain general responsibility for compliance and enforcement of related Ordinances and the Minnesota State Building Code.~~

5.4. Provide responsible staff assistance to the Director of Public Works.

- a. Prepare and present staff reports and other necessary correspondence.
- b. Assist in developing, revising, and implementing Department programs, policies, and procedures.
- c. Contributes in developing the City's Capital Improvement Program.
- d. Coordinate service delivery with Public Works maintenance divisions and other City departments. Confers with City staff and advises on construction, maintenance, and repair of infrastructure.
- e. Provide innovative thinking and emphasizes the use of cost effective ideas to improve the productivity, safety, and performance of Public Works divisions.
- f. Serve as liaison for the ~~Community Planning and~~ Engineering Departments with other Public Works Departments, City departments, City Commissions, Marshall Municipal Utilities, outside agencies, and other stakeholders.
- g. Provide information and support to others and coordinate work with other Departments and Divisions, other government agencies, contractors, and other stakeholders.
- h. Respond to complaints, requests for service, and requests for information. Work with residents, businesses, contractors, developers, City officials, and other stakeholders to provide positive resolutions to a wide variety of concerns.
- i. Negotiate and tactfully resolve significant and controversial stakeholder issues and aspects of projects.
- j. Assume the duties of the City Engineer in his/her absence.

6-5. Perform other duties as assigned.

7-6. Attendance is an essential function of this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Contributes to coordination activities with Community Services, Public Safety, and other City departments through regular meetings and consultations.
2. Attend and participate in professional group meetings. Maintain professional development and stay abreast of new trends and innovations in the field of engineering and public works.
3. Report on work activities with the City Council and applicable Commissions as may be required.
4. Develop presentations, reports, correspondence, and communications to enhance understanding of all stakeholders.
5. Perform other duties and assumes other responsibilities that are apparent or assigned.

MINIMUM QUALIFICATIONS

1. Possession of an active Professional Engineer License issued by the State of Minnesota in the Civil Engineering discipline or licensure from another state offering documented reciprocity, and five years of increasingly responsible professional civil engineering, project management, construction management, and/or infrastructure management experience.
2. Excellent technical reasoning and problem solving skills.
3. Ability to communicate effectively both orally and in written form.
4. Experience in the use of computers, peripheral devices, instrumentation, and software including word processing, spreadsheets, and computer-aided design applications.
5. Possess a valid Minnesota Driver's License with a good driving history.
6. Successfully complete and pass a thorough criminal background check and reference check process.

DESIRABLE QUALIFICATIONS

1. Three years of supervisory responsibility of a technical and administrative staff.
2. Two years of experience in construction supervision and project management.
3. Experience in the use of computer-aided design software and extensions for civil engineering design.
4. Experience in the use of software for engineering design (e.g. hydraulic modeling software).
5. Experience in formal plan review.
6. Possession of specialty design certificates (e.g. Construction SWPPP) obtained through formal training.
7. Active involvement in professional organizations associated with the Engineering or Public Works fields.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Principles, practices, and techniques of civil engineering including surveying, geotechnical evaluation, estimating, permitting, engineering design, construction, and project budgeting and administration.
2. Relevant technical standards and resources and their application, including those developed by FHWA, AASHTO, MN/DOT, AWWA, CEAM, GLUMRB, EPA, and MPCA.
3. Public works operations including:
 - a. Water distribution, sanitary sewer collection, and storm water operations and best management practices.
 - b. Systems for water distribution, sanitary sewer collection, stormwater drainage, and stormwater treatment and associated maintenance procedures.
 - c. Utility, roadway, facilities, and other infrastructure asset design, construction, and maintenance methods.
4. Safety and regulatory principals in the public works field, including familiarity with pertinent Federal, State and local laws, codes and regulations and their application.
5. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
6. Modern and complex principles and practices of program development and administration.
7. Principles and practices of project management.
8. Principles and techniques of construction cost analysis and estimates.
9. Principles of business and technical letter writing and report preparation.
10. Engineering and business tools, including computerized equipment and software.
11. English usage, spelling, grammar and punctuation.
12. Thorough understanding of personnel rules and regulations including principles of supervision, training and performance evaluation.
13. Knowledge of teaching methods and ability to coach and mentor employees.
14. Principles and practices of effective customer service and communication.

Skilled in:

1. Analysis, engineering design, project management, and project administration of infrastructure maintenance and improvement projects including utilities, drainage, stormwater management, roadways, signage, and facilities.
2. Technical reasoning and alternatives analysis.
3. Good decision making and judgment.
4. Application of supervisory and employee motivation techniques.
5. Communication of technical ideas to a wide variety of audiences.
6. Providing effective customer service.
7. Use of computers, peripheral devices, instrumentation, and software including office and computer-aided design applications.

Ability to:

1. Manage the operations of a modern engineering ~~and building inspection~~ services division.
2. Monitor and oversee multiple complex projects.
3. Coordinate and manage the work of professional and technical personnel.
4. Develop, review and document specifications for capital improvement projects.
5. Administer engineering and construction contracts.
6. Recommend and implement goals, objectives and practices for providing effective and efficient engineering services.
7. Provide administrative and professional leadership and direction for the Engineering ~~and Building Inspection~~ Departments.
8. Select, supervise, train and evaluate staff.
9. Prepare clear and concise technical reports.
10. Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
11. Research, analyze and evaluate new service delivery methods, procedures and techniques to improve efficiency, safety, and service.

12. Operate various types of field equipment and instrumentation, and office equipment including computers and engineering-related software.
13. Interpret and apply Federal, State and local policies, procedures, laws, standards, codes, and regulations.
14. Communicate clearly and concisely, both orally and in writing.
15. Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
16. Deal with difficult situations and to bring positive resolutions to conflict.
17. Review engineering specifications and plans, read and write, monitor assigned activities and operations, operate assigned equipment, and communicate with others.
18. Apply sufficient technical judgment to make sound decisions, calculate cost estimates, analyze and review complex specifications and plans, and demonstrate intellectual capabilities
19. Maintain physical condition to meet the activity requirements of the position.

SUPERVISION EXERCISED

Supervision of Engineering ~~and Community Planning~~ staff.

SUPERVISION RECEIVED

General to limited supervision by the Director of Public Works-City Engineer ~~and City Administrator~~.

PUBLIC CONTACTS

Frequent contacts with City departments, property owners, developers, engineering firms, utility companies, contractors, and the general public.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performing the duties of this job require the use of equipment including but not limited to: computer, total station, global positioning system (GPS), data collector, electronic metal locator, level, electronic grade laser, calculator, color laserjet printer, large format plotter, regular and large format copiers, cell phones, slump cones, air meters, concrete strength cylinders, scales, shakers, sieves, burners, digital camera, video recorder, TV, survey/inspection vehicle, miscellaneous survey tools (e.g., rods, tapes and tripods), and safety equipment (e.g., vests, hard hat, traffic signs, etc.).

Work schedule may include evenings, weekends, and unplanned/emergency events. Work is mostly performed in office settings; some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.

See attached Physical Requirements and Working Conditions form.

NON-DISCRIMINATION/EEO POLICY

The City of Marshall provides equal employment opportunity in accordance with applicable state and federal laws, directives, and regulations. The City will not discriminate against any employee or applicant for employment on the basis of any class protected by state or federal law.