

COTTINGHAM & BUTLER

Total Rewards Consulting

August 20, 2024

MEMORANDUM

TO: Lisa Schwartz, Human Resources Coordinator, City of Watertown

FR: Ashley McCluskey, Compensation Analyst

RE: Classification Reviews: IT Technician, Media Productions Manager, Water Systems Maintenance & Facilities Foreman, Water Systems Operator I

The city requested that a classification review be completed for four positions. The positions were evaluated, and the recommendations follow below.

IT Technician: The IT Technician primarily performs day to day technological operations for the city providing help desk support, troubleshooting, preventative maintenance, and deploying new systems and software. The position requires a technical or bachelor's degree, and at least three years of experience. The position was evaluated using our points-factor job evaluation system, and we recommend this position be placed in **Grade H**.

Media Productions Manager: The Media Productions Manager is responsible for the creation, production, technical maintenance and troubleshooting of audio and video equipment and online media based on established policy and procedure. The Media Productions Manager creates videos, graphics, and other types of media that engage the community via the City's public access channels, social media, and website. The position requires a two-year degree and at least three years of experience. The position was evaluated using our points-factor job evaluation system, and we recommend this position be placed in **Grade H**.

Water Systems Maintenance & Facilities Foreman: The Water Systems Maintenance & Facilities Foreman is responsible for maintaining the wastewater treatment plant, collection system, lift stations, and all associated equipment along with overseeing the job site and direction of other maintenance operators to ensure compliance with state permits and public health. This position requires a high school degree with six years of experience along with additional certifications and specialized maintenance training. The position was evaluated using our points-factor job evaluation system, and we recommend this position be placed in **Grade N**.

Water Systems Operator I: The Water Systems Operator is a skilled and technical position involving controlling, monitoring, and operating both water and wastewater treatment facilities. Responsibilities include preventative maintenance of machinery, equipment, plumbing, electrical systems, and mechanical systems used in water and wastewater processes. This position requires a high school degree with four to five years of experience

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along with the expectation to acquire certifications and specialized maintenance training. The position was evaluated using our points-factor job evaluation system, and we recommend this position be placed in **Grade J**.

Please contact me with any questions on these reviews.