



MEMORANDUM

TO: CITY COUNCIL

FROM: DEBBIE MALICOAT, DIRECTOR OF ADMINISTRATIVE SERVICES

SUBJECT: CONSIDERATION OF A RESOLUTION AMENDING THE TITLE AND JOB DESCRIPTION OF THE CAPITAL PROJECTS ENGINEER POSITION

DATE: DECEMBER 8, 2015

RECOMMENDATION:

It is recommended the City Council adopt the attached Resolution amending the title and job description of the current Capital Projects Engineer position.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

There are no recommended changes to salary and benefits for the position.

BACKGROUND:

The City's current salary and classification system strives to accomplish the following goals:

- Ensure that the City has the ability to attract and retain well-qualified personnel for all job classifications;
- Ensure that the City's compensation practices are competitive with those of comparable employers;
- Provide defensibility to City salary ranges based on the pay practices of similar employers; and
- Ensure pay consistency and equity among related classes based on the duties and responsibilities assumed.

As part of a review of the currently vacant Capital Projects Engineer position and the needs of the City relative to capital projects, staff recommends minor modifications to the essential duties of the job description. Along with these changes, staff recommends changing the title to be more reflective of the duties, functions and experience needed for the position. The position does not require a registered Professional Engineer. While it is desirable that an employee has this designation, it is not required; therefore, including the word Engineer in the title may not appropriately reflect the duties and essential functions of this position. Staff recommends the title be changed to "Capital Improvement Project Manager."

ANALYSIS OF ISSUES:

The proposed job description has been updated to reflect the current duties, requirements and skills necessary for the position. No change to the current salary

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range is recommended at this time. The position is currently vacant and a recruitment effort is immediately pending.

ALTERNATIVES:

The following alternatives are provided for City Council consideration:

1. Adopt the attached resolution;
2. Modify and adopt the attached resolution;
3. Do not adopt the attached resolution; or
4. Provide direction to staff.

ADVANTAGES:

The City will have an updated job description and title for an approved position that reflects the job duties, assignments, skills, knowledge and experience required by the position. Recruitment and retention of the position will be more successful if the job description accurately reflects the position's duties and assignments.

DISADVANTAGES:

No disadvantages have been identified.

ENVIRONMENTAL REVIEW:

No environmental review is required for this item.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted in front of City Hall on Thursday, December 3, 2015. The Agenda and report were posted on the City's website on December 4, 2015. No public comments were received.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARROYO GRANDE AMENDING THE TITLE AND JOB DESCRIPTION OF THE CAPITAL PROJECTS ENGINEER POSITION

WHEREAS, an evaluation of the job description for the existing Capital Projects Engineer position resulted in modifications of essential functions; and

WHEREAS, the essential functions are more accurately reflective of a position with the title Capital Improvement Project Manager.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Arroyo Grande does hereby modify the title of the position to "Capital Improvement Project Manager," to perform the duties and responsibilities set forth in the job description attached as Exhibit "A". The position shall receive the rate of pay as follows:

POSITION: Capital Improvement Project Manager
Range MANAGEMENT 49
\$6,885 - \$8,370/month

BE IT FURTHER RESOLVED that this Resolution shall become effective as of December 8, 2015.

On motion of Council Member _____, seconded by Council Member _____, and on the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

the foregoing Resolution was passed and adopted this 8th day of December, 2015.

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JIM HILL, MAYOR

ATTEST:

KELLY WETMORE, CITY CLERK

APPROVED AS TO CONTENT:

DIANNE THOMPSON, CITY MANAGER

APPROVED AS TO FORM:

HEATHER WHITHAM, CITY ATTORNEY

CAPITAL IMPROVEMENT PROJECT MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, coordinate and supervise the planning, development and administration of City's Capital Improvement program including budgeting, design, management, and inspection of construction of capital projects.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Public Works.

Exercises direct supervision of professional consultants as well as technical, clerical and intern staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Manage the City's Capital Improvement Project programming, budgeting, scheduling, updating and monitoring.
2. Plan, prioritize and schedule construction of public works projects involving maintenance and upgrade of the City's infrastructure, including but not limited to building, street, water, sewer and storm drain systems.
3. Participate in the preparation and updating of various infrastructure related Master Plans.
4. Facilitate the timely and efficient completion of planned projects in accordance with established regulatory requirements, planning guidelines, technical specifications and budgetary constraints.
5. Prepare budget estimates, funding strategies and manage construction budgets of public works projects.
6. Perform and/or coordinate the design, bidding, and inspection of public works projects; review and approve progress payments to contractors on City projects.
7. Form and lead project teams with staff from other divisions and departments to coordinate planning and design of public works projects.
8. Perform field investigation and prepare feasibility reports on proposed public works projects.
9. Prepare, coordinate and administer contracts and requests for proposals for consultant services and prepare agreements for design and construction projects.
10. Participate in the development and administration of the department's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
11. Prepare and present staff reports and other necessary correspondence to the City Council, boards and commissions.

Essential Functions: (Continued)

12. Coordinate the filing and digital scanning of project records and documents.
13. Participate in meetings to coordinate issues related to public works projects and infrastructure issues.
14. Coordinate update of infrastructure master plans and asset evaluations and replacement schedules.
15. Provide responsible staff assistance to the Director of Public Works; may assume responsibility for management of the department in the absence of the Director.
16. Conduct a variety of organizational and operational studies and investigations; recommend modifications to public works programs, policies and procedures as appropriate.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works.
18. Monitor the activities of other governmental entities and regulatory agencies and coordinate interagency relations related to capital projects and infrastructure management.
19. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
20. Respond and perform assigned duties in the event of a City declared emergency.
21. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of construction management with emphasis on scheduling and construction techniques and methodologies.

Codes, laws and regulations pertaining to public facilities and public works project bidding.

Operational characteristics, services and activities of a public works program, including streets, water, sewer and storm drain functions.

Principles and practices of civil engineering and Computer-Aided Design.

Engineering mathematics, theories, principles and formulas used in the design and construction of public works projects.

Methods and equipment used in engineering construction and inspection.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Independently plan, budget, design, bid and manage capital projects.

Perform field investigation of construction projects.

Participate in the development and administration of department goals, objectives and procedures.

Assist in the preparation and administration of large and complex budgets.

Prepare clear and concise staff reports.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Supervise, train, evaluate and direct professional, technical and clerical staff.
Establish and maintain effective working relationships with residents, other City staff and Departments, public groups, agencies and the media in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasing responsible public works/engineering experience including two years of project management responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering, construction management or related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of registration as a professional engineer in the State of California is desirable but not required.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; exposure to computer screens, noise, dust and inclement weather conditions; work around heavy construction equipment; operate vehicles.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting, standing, and walking for prolonged periods of time; climbing stairs and ladders; operating motorized equipment and vehicles; light to moderate lifting.

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