

DATE SUBMITTED 8/14/2019
 SUBMITTED BY CITY MANAGER'S OFFICE
 DATE ACTION REQUIRED 8/21/2019

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS js

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: RECLASSIFICATION OF SALARY RANGE FOR PUBLIC SERVICES MANAGER 1. APPROVAL OF PUBLIC SERVICES MANAGER RANGE RECLASSIFICATION FROM 92 TO 96 ON MSPC SALARY SCHEDULE	
DEPARTMENT INVOLVED: CITY MANAGER'S OFFICE/PUBLIC SERVICES DEPARTMENT	
BACKGROUND/SUMMARY: It is recommended that the Public Services Manager be reclassified to a range and step to that of the other Manager positions. The position of Public Services Manager is currently occupied by Edgar Self. The position unfortunately was unable to participate in the Classification and Compensation Study.	
FISCAL IMPACT: Less than \$200.00 fiscal impact to Fiscal Year 2019-2020 Municipal Budget.	FINANCE INITIALS <u>js</u>
STAFF RECOMMENDATION: Upon review of the duties currently performed it is staff's recommendation to reclassify the Public Services Manager range.	DEPT. INITIALS <u>al</u>
MANAGER'S RECOMMENDATION:	CITY MANAGER'S INITIALS <u>cmo</u>
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED () REJECTED () DISAPPROVED () DEFERRED () REFERRED TO:

**CITY OF IMPERIAL
MSPC SALARY SCHEDULE
FISCAL YEAR 2019 - 2020**

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>10 YR STEP 8</u>
69	21.49	22.56	23.69	24.87	26.12	27.42	27.99	29.39
70	22.02	23.12	24.28	25.49	26.77	28.11	29.51	30.99
71	22.57	23.70	24.89	26.13	27.44	28.81	30.25	31.76
72	23.14	24.29	25.51	26.78	28.12	29.53	31.01	32.56
73	23.72	24.90	26.15	27.45	28.83	30.27	31.78	33.37
74	24.31	25.52	26.80	28.14	29.55	31.02	32.58	34.21
75	24.92	26.16	27.47	28.84	30.29	31.80	33.39	35.06
76	25.54	26.82	28.16	29.57	31.04	32.60	34.23	35.94
77	26.18	27.49	28.86	30.30	31.82	33.41	35.08	36.84
78	26.83	28.17	29.58	31.06	32.62	34.25	35.96	37.76
79	27.50	28.88	30.32	31.84	33.43	35.10	36.86	38.70
80	28.19	29.60	31.08	32.63	34.27	35.98	37.78	39.67
81	28.90	30.34	31.86	33.45	35.12	36.88	38.72	40.66
82	29.62	31.10	32.65	34.29	36.00	37.80	39.69	41.68
83	30.36	31.88	33.47	35.14	36.90	38.75	40.68	42.72
84	31.12	32.67	34.31	36.02	37.82	39.71	41.70	43.79
85	31.90	33.49	35.16	36.92	38.77	40.71	42.74	44.88
86	32.69	34.33	36.04	37.85	39.74	41.73	43.81	46.00
87	33.51	35.19	36.94	38.79	40.73	42.77	44.91	47.15
88	34.35	36.07	37.87	39.76	41.75	43.84	46.03	48.33
89	35.21	36.97	38.82	40.76	42.79	44.93	47.18	49.54
90	36.09	37.89	39.79	41.77	43.86	46.06	48.36	50.78
91	36.99	38.84	40.78	42.82	44.96	47.21	49.57	52.05
92	37.91	39.81	41.80	43.89	46.08	48.39	50.81	53.35
93	38.86	40.80	42.84	44.99	47.24	49.60	52.08	54.68
94	39.83	41.82	43.92	46.11	48.42	50.84	53.38	56.05
95	40.83	42.87	45.01	47.26	49.63	52.11	54.71	57.45
96	41.85	43.94	46.14	48.45	50.87	53.41	56.08	58.89
97	42.90	45.04	47.29	49.66	52.14	54.75	57.48	60.36
98	43.97	46.17	48.47	50.90	53.44	56.12	58.92	61.87
99	45.07	47.32	49.69	52.17	54.78	57.52	60.39	63.41
100	46.19	48.50	50.93	53.48	56.15	58.96	61.90	65.00
101	47.35	49.72	52.20	54.81	57.55	60.43	63.45	66.62
102	48.53	50.96	53.51	56.18	58.99	61.94	65.04	68.29

<u>POSITION</u>	<u>RANGE</u>
Accounting Technician	69
Engineer Technician / Inspector	74
Recreation Coordinator	75
Library Supervisor	77
Park Supervisor	77
Administrative Analyst	78
Human Resources Analyst	78
Building Inspector	80
Management Analyst	80
Library Administrator	81
Planner	84
Public Services Foreman	85
Wastewater Plant Chief Operator	85
Water Plant Chief Operator	85
Electrician Supervisor	90
Public Services Manager	92
Human Resources Director	96
Police Captain	96
Finance Manager	98
Project Manager	98
Community Services Director	101
Community Development Director	102
Public Services Director	102

2.9% COLA

Council Action on June 19, 2019

Implementation as of 1st payday July 2019

CITY OF IMPERIAL

JOB DESCRIPTION

PUBLIC SERVICES MANAGER

DEFINITION:

Under the direction of the Public Services Director, plan, organize and direct the daily operations and activities of the Public Services Department including general maintenance, water treatment, wastewater and City facilities; lead and oversee the construction, installation, maintenance and repair of streets, sidewalks, buildings and in the treatment and distribution of water, sewer and wastewater systems and equipment; coordinate and direct communications, information and personnel to meet organizational needs and ensure smooth and efficient department activities; train, supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and direct the operations and activities of the Public Services Department; establish and maintain department timelines and priorities; ensure optimal allocation of Department personnel and resources; ensure related activities comply with established standards, laws, codes, regulations, policies and procedures.
- Supervise the construction, installation, maintenance and repair of streets, sidewalks, buildings and in the treatment and distribution of water, sewer and wastewater systems and equipment.
- Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to ensure compliance with established standards, requirements and procedures.
- Estimate time, personnel and resource requirements for department projects and operations; monitor progress of projects and modify activities to meet established objectives and timelines as appropriate; review completed projects to ensure proper quality control.
- Coordinate and supervise installation and maintenance of street and traffic safety lights, signals, signs and markers.
- Coordinate and supervise the installation, maintenance and repair of City water and sewer lines and systems and various other fixtures, parts and equipment including pump repair; ensure proper cleaning, repair or replacement of related fixtures, parts and equipment; participate in underground construction and repair of water and sewer systems; monitor activities and projects to ensure smooth, efficient, healthy and safe water and sewer line flow, operations and services.
- Manage and schedule fleet maintenance and repairs; perform repairs on vehicles and heavy equipment to ensure proper operating condition.
- Troubleshoot and perform electrical diagnostics and repairs, welding and metal fabrication.
- Perform general plumbing duties; inspect and repair leaks, obstructions and general system failures; monitor traffic signals and street lighting operation and maintenance.
- Coordinate communications between administrators, staff, other departments, outside organizations and the public; ensure proper and timely resolution of issues and problems related to assigned Department services and activities; confer with personnel concerning Department or area operations, activities, needs and concerns; collaborate with local, State and Federal organizations in project planning and implementation.
- Inspect sites and facilities to ensure compliance with established standards, requirements and procedures; implement corrective actions as necessary.
- Operate a variety of specialized equipment such as meter testing devices, welding equipment and various hand and power tools.
- Operate standard office equipment including a computer and assigned software.

- Drive a vehicle to conduct work; operate heavy equipment and forklifts to haul and transport equipment, supplies and materials.
- Prepare and maintain a variety of reports, purchase orders, records, correspondence and files.
- Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED supplemented by college-level coursework in a related field and five (5) years skilled experience in street construction and maintenance, including some experience in the construction and maintenance of wastewater and water systems. Previous supervisory experience is required.

Licenses and other Requirements:

- Valid California Class B driver's license and evidence of a safe driving record.
- Valid Forklift certification.
- Valid and appropriate California Operators Wastewater II Operation certification and Water Treatment II certification or higher.

Knowledge of:

- Management of operations and activities of the Public Services Department.
- Practices, procedures, standards and techniques involved in ensuring organizational compliance with established requirements.
- Applicable project design, development, construction and implementation policies and procedures.
- Water Treatment and Wastewater treatment practices, regulations, policies and procedures.
- Applicable local and State laws, codes, regulations, policies and procedures.
- Basic budget preparation and control.
- Principles and practices of administration, supervision and training.
- Operation of heavy equipment.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Plan, organize and direct the operations and activities of the Public Services Department.
- Coordinate and direct communications, information and personnel to meet organizational needs and ensure smooth and efficient department activities.
- Train, supervise and evaluate the performance of assigned personnel.
- Monitor, review and evaluate assigned department services and projects for accuracy, completion and design soundness.
- Establish and maintain department, program and project timelines and priorities as assigned.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate standard office equipment including a computer and assigned office equipment.
- Operate heavy equipment
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work.

- Participate in the preparation and maintenance of a variety of reports, records and files.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil/grease and gases.
- Noise from equipment operation.
- Variable work hours including evenings or weekends.

Physical Demands: The physical demands described here are representative of those that 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.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard and maintenance equipment.
- Standing or sitting for extended periods of time.
- Seeing to read a variety of materials.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders.
- Walking and climbing to inspect sites.

Hazards:

- Contact with dissatisfied individuals.
- Working around and with machinery with moving parts.
- Exposure to chemicals and fumes.
- Working from heights.
- Infectious materials from wastewater.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

