AGENDA ITEM

TO: Mayor and City Council
FROM: David Watson, City Manager / Drew Bontrager, Public Works Director
DATE: March 21, 2011
RE: Reorganization of Street Division of the Public Works Department

The current structure in the Street Division is a working foreman, supervising 5 street maintenance workers. The division had an opening created when a light equipment operator left over a year ago. This vacant full-time position presented an opportunity to reorganize the division to better utilize full-time employees.

Initially, a Street Superintendent position, at a grade 9, two steps above the Street Foreman, was created to better respond to office work, meetings and citizen concerns in a timely fashion and the ability to better supervise the crews on all projects. When the person hired to fill this position resigned, this once again presented an opportunity to evaluate this structure. This limited time with a Street Superintendent gave us enough experience to make the following changes.

The main focus of this department is street and storm water maintenance and capital projects. Using City employees on Capital projects gives the City a huge advantage in cost savings. However, to keep pace with the work additional work force and time is needed. This focus of saving costs on Capital projects comes with less effort made on maintenance. The effects of the Capital projects focus is showing in our Street maintenance. We believe this new organization may give us ability to keep our maintenance effort moving in sync with our Capital efforts.

This department could use additional staff in the field in order to maintain current maintenance needs. The addition of a Construction Foreman would provide more oversight on specific construction projects, allowing the Street Foreman to concentrate on the daily maintenance needs. The new Construction Foreman position is proposed to be a grade 7, which is one grade less than the reestablished grade of the Street Foreman.

The second proposed change in the division is to return the Street Foreman from a grade 7 back to a grade 8. The position had been regarded so as to align it under the Street Superintendent position. Because we are now eliminating the Street Superintendent position we can place the Street Foreman back to grade 8. Our plan is to retain Gary O'Grady in the Street Foreman position. Since he is at the top step, he will not lose or gain pay.

We will offer the option to promote from within first for the Construction Foreman position. If a qualified candidate is moved up to this position, an opening would be created in the Street Maintenance Worker position, which we will then advertise to fill.

Staff has been working on a new organizational structure for several months and have examined and reexamined until we have come to our proposal today. We held a meeting with the Personnel Committee and they recommend the change of creating a new position of Construction Foreman and eliminating the Street Superintendent position. However, the Committee did not review the recommendation of restoring the Street Foreman to the previous pay classification.

RECOMMENDATION:
Approve the three resolutions. They are presented in order so as to create the structure built on the previous action. Once action is made we expect to post and hire in time for the 2011 Capital construction season.