



**TO THE HONORABLE MAYOR AND COUNCIL:**

DATE: September 9, 2014

**SUBJECT: ADOPTION OF THE NEW CLASSIFICATION OF PUBLIC WORKS SUPERVISOR**

**Report in Brief**

The Human Resources Department periodically reviews classifications for modification based on the operational needs of the City. A recent review of the Public Works maintenance classification series generated the need to create a Public Works Supervisor classification in order to provide more flexibility for the assignment of supervisory duties and to enhance administrative responsibilities for the maintenance series.

Staff recommends that the City Council adopt Resolution No. 14-3493.1, approving the creation of the Public Works Supervisor job classification assigned to the Office and Professional Employees International Union (OPEIU) representation unit at pay grade 012 (market rate).

**Background**

Policy and Procedure No. 37.6 provides the rules and procedures for implementing sections of the Concord Municipal Code regarding creation, modification, and abolition of classifications within the City's workforce. The Human Resources Department is responsible for implementing the policy and procedure. In association with this responsibility, Human Resources staff members conduct classification and compensation studies for positions as requested by City departments or based on periodic reviews in response to the City's broad operational needs.

At the request of the Director of Public Works, staff conducted a classification study to identify and analyze supervisory and administrative functions performed within several Public Works positions. Upon the conclusion of the study, staff observed an operational need for front-line supervision of maintenance staff and advanced-level administrative functions. A thorough review of the City's current Classification Plan was unsuccessful in identifying an existing classification that reflected the duties and responsibilities analyzed in the study.

In an effort to align the City's Classification Plan with the acknowledged need for front-line supervision and advanced-level administrative functions within the Public Works Department, staff is recommending the adoption of the new Public Works Supervisor classification. Establishing this new classification would allow staff the ability to create a more progressive structure within the Public Works maintenance classification series.

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Moreover, as the City continues to face new operational challenges, the adoption of this classification will enable staff the flexibility to meet future operational needs.

## **Discussion**

Upon request, staff conducted a survey of the public works maintenance supervisory structure of various Bay Area municipalities considered comparable to Concord. The typical organizational alignment included a traditional three-tier structure of Lead Maintenance Worker, Maintenance Supervisor, and Maintenance Manager within their classification series. In analyzing Concord's current Classification Plan, only the unrepresented Maintenance Manager classifications assigned to the various Public Works divisions are providing supervision to maintenance staff. Staff recommends filling this identified gap by adopting the new Public Works Supervisor classification.

A compensation study has been conducted and internal alignment applied to the proposed Public Works Supervisor classification. The analysis resulted in the proposed classification's assignment to the Office and Professional Employees International Union (OPEIU) representation unit, pay grade 012 (market rate), (\$5,847 - \$7,462 per month). This pay grade falls in alignment between the existing Senior Maintenance Team Leader, pay grade 011 (\$4,557 – \$5,816 per month) and Maintenance Manager (Facilities/Infrastructure/Parks), pay grade M-8 (\$8,240 - \$11,329 per month).

In comparison, the proposed Public Works Supervisor would be a professional-level classification that may be populated with multiple incumbents who exercise a broad range of supervision over complex Public Works programs critical to the Department's mission. The next higher-level Public Works management positions are responsible for directing the work of entire Public Works divisions. The Public Works Supervisor would be distinguished from the next lower-level Public Works field position, Senior Maintenance Team Leader, by the level of supervisory, administrative, and budget responsibilities.

As the Public Works Supervisor classification would be part of the Public Works maintenance classification series, it is expected to provide competitive promotional opportunities for existing employees who possess the qualifying requirements. The intent of creating this career ladder is to establish more stability in delivering Public Works maintenance services and providing supervision to staff with an opportunity for development and growth within the organization.

## **Public Contact**

The City Council Agenda was posted. A copy of this report has been mailed to OPEIU, Local 29.

## **Fiscal Impact**

Creating the position of Public Works Supervisor facilitates a minor reorganization in the Public Works Department. Creating this classification will not increase the number of Full Time Equivalent positions. With the exchange of Maintenance Team Leader and Senior Maintenance Team Leader positions assigned to various Public Works divisions, combined with other organizational changes including the elimination of hours allocated for seasonal help, the Public Works Department's adopted Fiscal Year 2014-15 budget will remain status quo.

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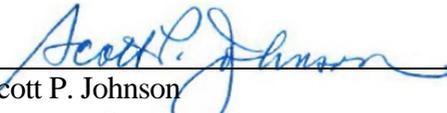
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Additionally, these changes present promotional opportunities for qualified employees which currently do not exist. Pursuant to Policy and Procedure No. 37.7, the promotional pay increase guidelines will apply to the selection process.

**Recommendation for Action**

Staff recommends that the City Council adopt Resolution No. 14-3493.1, approving the creation of the Public Works Supervisor classification assigned to the Office and Professional Employees International Union (OPEIU) bargaining unit at pay grade 012 (market rate).

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Attachment 1: Council Resolution No. 14-3493.1

Attachment 2: Public Works Supervisor classification specification, draft

**BEFORE THE CITY COUNCIL OF THE CITY OF CONCORD  
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA**

**A Resolution Adopting the Classification of  
Public Works Supervisor**

**Resolution No. 14-3493.1**

**WHEREAS**, pursuant to Policy and Procedure No. 37, The Personnel Rules, the Human Resources staff recommends approving the new Office and Professional Employees International Union bargaining unit classification of Public Works Supervisor (pay grade 012, market rate); and

**WHEREAS**, the City Council at its meeting of September 9, 2014, considered the recommendation of the Human Resources staff and approved the recommendation.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CONCORD DOES  
RESOLVE AS FOLLOWS:**

**Section 1.** Resolution No. 14-3493.1 is adopted, thereby approving the new classification.

**Section 2.** This resolution shall be effective immediately.

**PASSED AND ADOPTED** by the City Council of the City of Concord on September 9, 2014,  
by the following vote:

**AYES:** Councilmembers –

**NOES:** Councilmembers –

**ABSTAIN:** Councilmembers –

**ABSENT:** Councilmembers –

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**CITY OF CONCORD  
CLASS SPECIFICATION**

Date: TBD  
Code: TBD  
Range: 012 (Market)  
Unit: OPEIU

## Public Works Supervisor

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### **JOB CHARACTERISTICS**

#### **Purpose**

Under general supervision, a Public Works Supervisor supervises, assigns, and reviews the work of Public Works Division staff responsible for providing public works maintenance, repair, and construction services for an assigned section; and performs a variety of technical tasks relative to assigned area of responsibility; and performs related and other work as required all within the context of the City's Mission of providing responsive, cost effective, and innovative local government services through a collaborative effort with the community to make Concord a city of the highest quality.

#### **Supervisory Guidance Received/Given**

This position receives direction from a Public Works program or division manager. This position exercises direct supervision over maintenance staff.

#### **Equipment, Methods & Guidelines**

Uses federal, state and local laws, regulations, policies and procedures; reviews and interprets City policies, procedures, and administrative directives. Typically uses City vehicles, telephones, 2-way radios, calculators, and computers with specialized applications.

#### **Working Conditions**

Works indoors, works outdoors, exposure to extreme hot or cold temperature, works at heights (ladder), works around moving machinery, exposure to marked changes in temperature/humidity, exposure to dust, fumes, smoke, gases, odors, mists, or other irritating particles, exposure to toxic or caustic chemicals, exposure to excessive noise, exposure to radiation or electrical energy, exposure to solvents, grease or oil, exposure to slippery or uneven walking surfaces, working below ground, using computer monitor, exposure to vibration (power tools), exposure to flames or burning items (welding), works with and around others, works alone. Conditions may also involve attendance at meetings held during the workday and in the evenings. Also includes irregular hours as necessary to meet deadlines and achieve objectives.

#### **Physical Demands**

The work emphasizes speech and hearing sufficient to carry on a conversation with another individual (or groups of individuals) in person or over the telephone, vision ability sufficient to read and produce printed material and information displayed on a computer screen, ability to sit of long periods of time, stoop, kneel, reach, write, perform repetitive motions, exert force occasionally to lift, carry, push, pull, or otherwise move objects with the human body.

#### **Allocation Factors/Distinctions**

This professional-level classification may be populated with multiple incumbents who exercise a broad range of supervision over complex Public Works programs critical to the Department's mission. The next higher-level Public Works management positions are responsible for directing the work of entire Public Works Divisions. The Public Works Supervisor is distinguished from the next lower-level Public Works field position, Senior Maintenance Team Leader, by the level of supervisory, administrative, and budget responsibilities.

## Public Works Supervisor

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### Essential Job Functions

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Supervise, plan, prioritize, assign, and review the work of staff responsible for providing the construction, maintenance, and repair of public works facilities for an assigned area of responsibility encompassing parks, medians, facilities, fleet, sewer, streets, storm, sidewalks, signs, roadway markings, street sweeping services, street lighting, and traffic signal maintenance services.
2. Participate in the selection of maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; conduct performance evaluations.
3. Prepare various reports on operations and activities.
4. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing maintenance and repair services; implement policies and procedures.
5. Participate in the preparation and administration of the Public Works budget; submit budget recommendations; monitor expenditures.
6. Prepare specifications for material and equipment purchases; requisition supplies and materials.
7. Supervise the maintenance of time, material and equipment use records.
8. Inspect the work of crews while in progress; provide advice and assistance to crew members.
9. Ensure the adherence to City, departmental, and safety policies and procedures by personnel; conduct training sessions with employees regarding safety, equipment operation procedures, and related topics.
10. Investigate liability claims submitted to the City; provide information to appropriate staff; coordinate repair actions if required.
11. Assist in the preparation of maintenance contracts for work to be performed by outside contractors; assist in the preparation of public works construction or repair plans and specifications; oversee and inspect the work of contractors related to public works construction and maintenance services; ensure work is accomplished in a timely and appropriate manner; ensure compliance with applicable codes.
12. Assist in a variety of Department and Division operations; perform special projects and assignments as requested.
13. Inspect City facilities for needed maintenance and repairs; coordinate a system for preventive maintenance.
14. Inspect work sites before, during and after completion to assure work is completed in a satisfactory and thorough manner.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

## Public Works Supervisor

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### Non-essential Job Functions

1. Performs other duties as required.

### Knowledge, Skills and Abilities

Knowledge of operations, services and activities of a comprehensive public works maintenance, construction, and repair program; procedures, methods, practices, materials, and equipment commonly used in a public works maintenance, construction, and repair program; weed and pest control programs; wastewater collection; NPDES; occupational hazards and standard safety practices associated with a public works maintenance, construction, and repair program; principles and procedures of record keeping and reporting; basic principles of municipal budget preparation and control; principles of supervision, training, and performance evaluation; pertinent Federal, State, and local laws, codes, and regulations; modern office procedures, methods, and computer equipment.

Ability to supervise, organize, and review the work of maintenance personnel; select, supervise, train, and evaluate staff. Interpret, explain, and enforce departmental policies and procedures; ensure staff compliance with Federal, State, and local rules, laws, and regulations; maintain accurate records and prepare clear and concise reports; perform responsible and difficult work involving the use of independent judgment and personal initiative; conduct studies, prepare comprehensive reports and determine cost effective ways for conducting the assigned public works maintenance operations including weed and pest control; prepare reports and carryout programs related to waste water collection and storm water drainage; inspect trees to identify diseases and determine proper treatment; provide advice on selection of and proper maintenance plant materials; operate and maintain machinery and equipment related to the maintenance, repair and alterations of public works facilities; accurately determine work required and estimate the hours, materials and cost of such work; read and interpret engineering blueprints, specifications, and technical manuals; oversee the work of outside contractors; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

### DESIRABLE QUALIFICATIONS

#### Education/Experience/Certifications

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will require:

**Education:** Equivalent to completion of the twelfth grade supplemented by college or apprentice-level course work in public works maintenance, construction, and repair. Possession of an associate's degree in a closely related field is highly desirable.

**Experience:** Four years of related progressively responsible experience in the construction, maintenance, and repair of public works activities, including some lead responsibilities.

**Certifications:** Specialized certification related to job discipline (e.g. Wastewater Collection Certification; Qualified Applicator Certificate) is highly desirable.

#### Other Requirements

A valid California driver's license (Class C) and satisfactory driving record are conditions of initial and continued employment.