

## MEMO

**TO:** Human Resources Committee  
Finance Committee  
Municipal Services Committee

**FROM:** Nate Loper, Deputy Director of Public Works - Operations

**DATE:** January 17, 2018

**SUBJECT:** Changes to the Department of Public Works Table of Organization – Operations Division

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The Department of Public Works is proposing to modify the Operations Division Table of Organization by reclassifying three (3) positions in our Operations Pool. These positions are currently vacant and the new positions will be filled using our standard, competitive hiring process.

<u>Current FTE</u>		<u>Proposed FTE</u>	
Laborer	6.5	Laborer	5.5
Operator I	29	Operator I	28
Operator II	<u>24</u>	Operator II	<u>26</u>
<b>Total</b>	<b>59.5</b>	<b>Total</b>	<b>59.5</b>

By making these changes we expect to improve employee retention and attraction rates by paying employees the appropriate wage for the work they are performing and by providing more opportunities for future career advancement within the department. We also feel these changes are consistent with the City's Strategic Plan by "responsibly delivering excellent services" (Key Strategy #1) and "recognizing and growing everyone's talents" (Key Strategy # 3).

### PROPOSED CHANGES

#### **Sanitation Operator I to Operator II**

The employee in this position primarily operates a highly specialized, industrial wood chipper to grind wood material, yard waste and leaves. They are also required to perform most of the maintenance on this machine and therefore are required to have a strong mechanical background. There are also many risks associated with the operation of a large chipper which range from severe personal injury to very expensive mechanical repairs if the machine is not operated properly. In the winter months they are also expected to operate heavy equipment

for plowing operations which is a function of the Operator II position. On average, this Operator I performs Op II duties 70% of the year. The cost to implement this change is expected to be \$9,173.

#### **Laborer to Sanitation Operator I**

The employee in this position works alongside the Operator I's and performs the same tasks as them for the majority or entirety each day. They drive overflow trucks and automated garbage trucks, pick bulky overflow, plow snow and perform all other work associated with an Operator I classification. On average, this Laborer performs Op I duties 75% of the year. The cost to implement this change is expected to be \$3,474.

#### **Street Operator I to Operator II**

This employee in this position works alongside the Operator II's for the entire construction season (7 months each year). They form a crew that does all of the City concrete and mason work. Their tasks include forming, pouring and finishing concrete panels, repairing or replacing inlets and manhole sections, repairing curb damage, asphalt paving and various other street maintenance related tasks. In the winter months they are also expected to operate heavy equipment (loaders, graders, etc.) for plowing operations which is also a function of an Operator II position. On average, this Operator I performs Op II duties 70% of the year. The cost to implement this change is expected to be \$9,173.

#### **Funding**

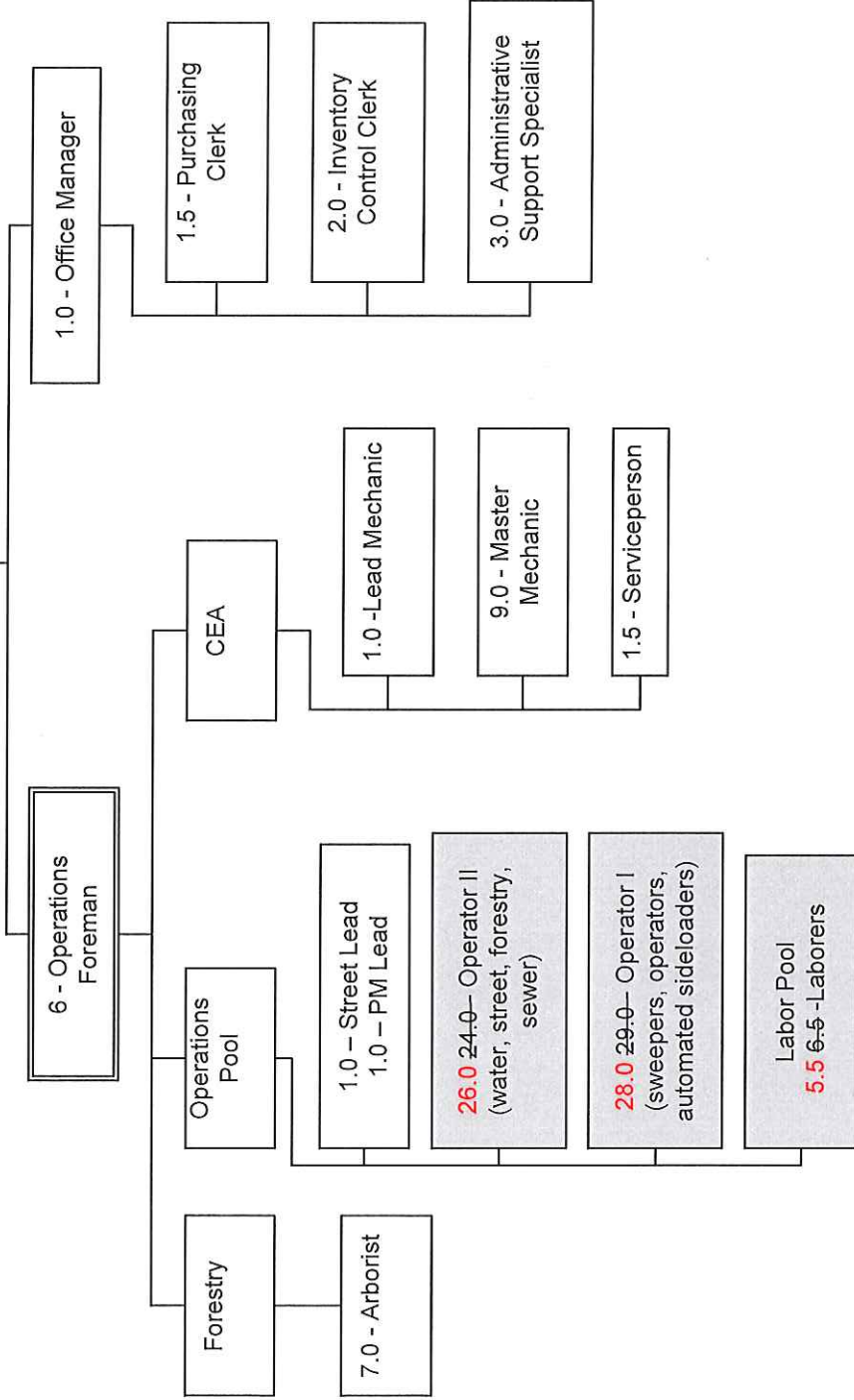
The increased salary expenses for these changes will be offset by utilizing unused 2018 salary dollars that have accrued while filling several vacant positions from recent DPW retirements. Any resulting future salary increases will be subject to future departmental budget requests.

These cost projections take into account the maximum impact of the proposed changes. We anticipate the initial implementation cost to be much less (less than 1/2) based on actual wages of the employees that vacated these positions and the wages of potential promotable employees.

Attachment: Table of Organization

C: Paula Vandehey, Public Works Director  
Tony Saucerman, Finance Director  
Sandy Matz, Human Resources Director

1.0 - DPW Deputy Director Operations



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