



"...meeting community needs...enhancing quality of life."

MEMO

TO: Municipal Services Committee
Human Resources Committee

FROM: Paula Vandehey, Director of Public Works *PAV*

DATE: December 12, 2014

SUBJECT: **Proposed Department of Public Works Table of Organization modification related to Utility Locator and Engineering Technician Positions.**

The Department of Public Works has pending vacant positions which have provided us an opportunity to review our current organizational structure for providing utility locator and engineering technician services.

CURRENT STRUCTURE

As shown on the attached Table of Organization, we currently have 2 part-time (0.67 FTE) Engineering Technicians and 1 full-time (1.0 FTE) Utility Locator. The effort to train Engineering Technicians is significant as their job responsibilities are diverse including construction survey, AutoCAD drafting and construction inspection. Because part-time positions typically tend to have a higher turnover rate, the training efforts are not realized to their full potential.

The Utility Locator's job responsibilities, on the other hand, are very focused on field locating public works sanitary sewer, storm sewer, watermain and lateral infrastructure. The workload for utility locating is significantly higher during the construction season than during the winter season.

The proposed Table of Organization change shifts 0.34 FTE's from the overall pool of Engineering Technicians to the overall pool of Utility Locators as this better reflects the workload and allows us to pay at a more appropriate wage based on that workload.

PROPOSED STRUCTURE

Based on the above factors, we propose to modify our Table of Organization to have the full-time position be an Engineering Technician and the 2 part-time (8 month) positions Utility Locators. The anticipated financial implications are as follows:

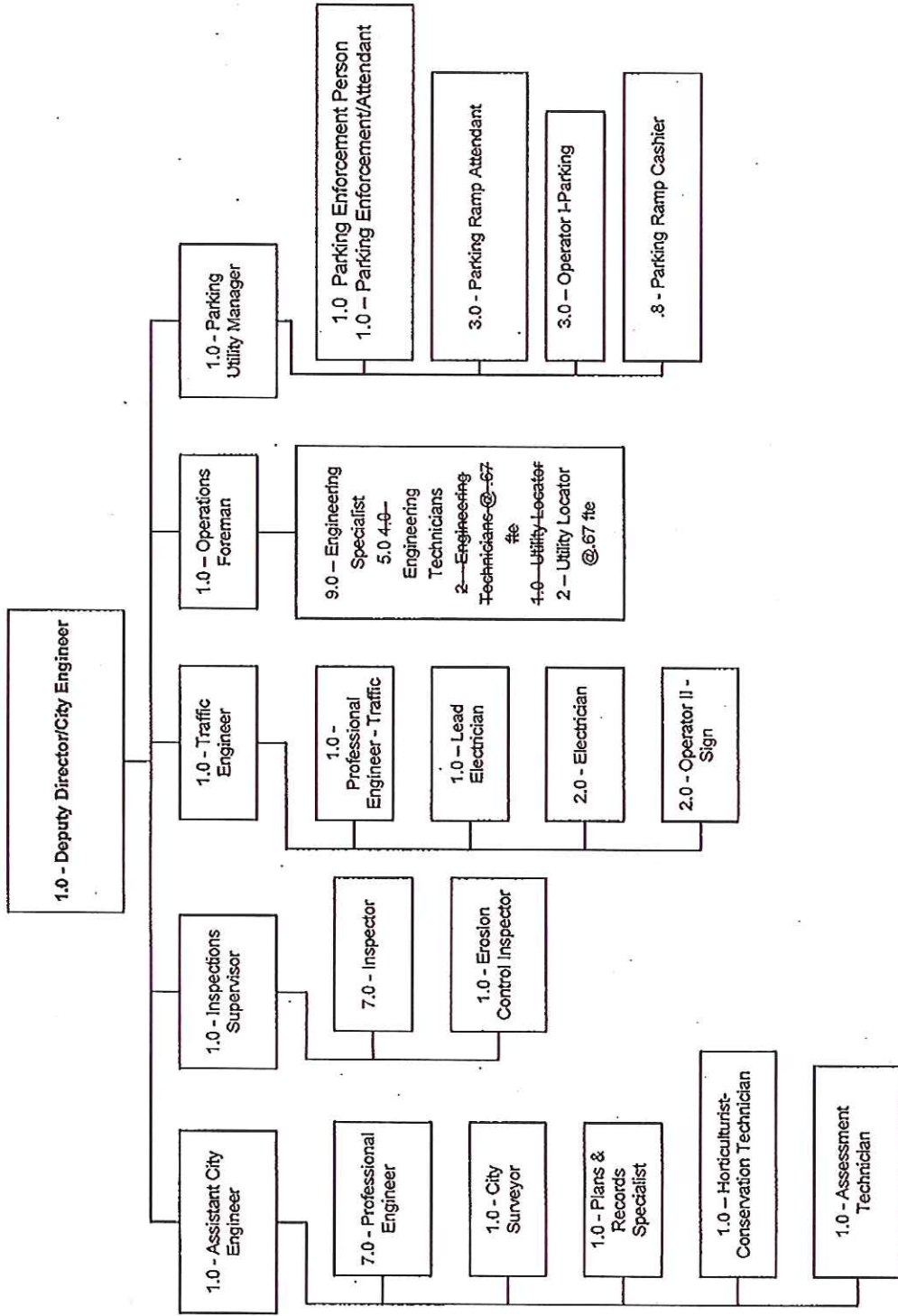
<u>CURRENT</u>	<u>CONTROL POINT</u>
1 FT (1.0) Utility Locator	\$41,121.60 (\$19.77/Hour)
1 PT (.67) Engineering Tech	\$33,348.85 (\$23.93/Hour)
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2.34 FTE's	\$107,819.30 annual salary

<u>PROPOSED</u>	<u>CONTROL POINT</u>
1 FT (1.0) Engineering Tech	\$49,774.40 (\$23.93/Hour)
1 PT (.67) Utility Locator	\$27,551.47 (\$19.77/Hour)
1 PT (.67) Utility Locator	\$27,551.47 (\$19.77/Hour)
2.34 FTE's	\$104,877.34 annual salary

Therefore, I request approval of the proposed modifications to the Department of Public Works Table of Organization to one full time Engineering Technician and two part-time Utility Locator positions.

Attachment

C: Tony Saucerman, Finance Director
 Sandy Behnke, Human Resources Director
 Bev Matheys, Managerial Accountant Coordinator



Draft 12/22/14