

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Approval of Ordinance No. 443 Reclassifying the City Engineer
DEPARTMENT: Human Resources
PRESENTED BY: Marci Wright, Human Resources Director Paul Haines, Public Works Director

ISSUE STATEMENT: We currently have a vacancy in the City Engineer position. In analyzing current operational needs, the Public Works Department has determined service delivery can be improved by reassigning some code based duties and revising the classification specification for this position. The resulting proposed classification, Capital Project Administrator, would focus primarily on managing the staff of the Capital Project Division and on delivering the City's capital projects on-time, on budget and on target. The Public Works Director would assume the additional title and code responsibilities of City Engineer.

ANALYSIS: The Capital Project Administrator would no longer serve as the City Engineer and thus, while desirable and preferred, will no longer be required to be a licensed as a Professional Engineer. The most significant aspects of this change are the shifting of some roles of the City Engineer to the Public Works Director for code based responsibilities relating to engineering approvals and standards. The Public Works Director, as a professional engineer, will assume the role of City Engineer for these tasks. The Capital Projects Administrator will be able to devote more time to overseeing the budgets, schedules, funding and construction of the major capital projects programmed by the City. These are in the area of streets, surface water and parks. This position will also have the responsibility to stay in touch with other utilities and WSDOT to ensure their programmed construction projects have been coordinated with other City projects and are executed with safety and quality as priorities in Shoreline. Opening the field to other professionals who have expertise in construction, design and project management will provide value to the City and our need for added project delivery efficiency and effectiveness.

The Capital Project Administrator will continue to manage the staff and budget in the Capital Project Division.

In recognition of these changes, we are recommending a slight decrease in salary, moving the revised classification two salary ranges from Range 66 to Range 64. This recommendation is based upon an internal salary comparison within the Public Works Department: this change will maintain an appropriate salary range differential between the Administrator and subordinate Capital Project Manager II positions (12.5%) and will also align the Administrator with the Aurora Corridor Project Manager, who has a similar level of responsibility.

FINANCIAL IMPACT: Because there will be slight decrease in salary, there will be a salary savings and thus no significant 2006 cost impact. The 2007 budget will be adjusted to incorporate this reclassification.

RECOMMENDATION

Staff recommends that Council adopt Ordinance No. 443 reclassifying the City Engineer and amending the City of Shoreline Classification and Compensation Plan.

ATTACHMENTS

Attachment A – Ordinance No. 443 Reclassifying the Capital Project Administrator

Attachment B—Capital Project Administrator classification specification

Attachment C—Public Works Director classification specification

Approved By:

City Manager  City Attorney 

ORDINANCE NO. 443

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, RECLASSIFYING THE CITY ENGINEER IN THE PUBLIC WORKS DEPARTMENT AND AMENDING ORDINANCE NO. 418, BY AMENDING THE 2006 EXEMPT SALARY TABLE

WHEREAS, Ordinance No. 418 amended the 2006 Final Budget for the City of Shoreline (hereafter "2006 Budget"); and

WHEREAS, City staff have determined it is appropriate to reclassify the City Engineer to a revised classification specification, Capital Project Administrator; and

WHEREAS, a salary range should be set which is commensurate with the revised classification; and

WHEREAS, the position shall continue to work in the Public Works Department and no amendments to the Department's 2006 budget are needed;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Amendment to the 2006 Budget Summary. The City hereby amends Section 1 of Ordinance No. 418 by making the following revisions to the 2006 Exempt Salary Table, 2006 Adopted Budget Tables:

The classification "City Engineer" is removed from Range 66 and a new classification Capital Project Administrator is added to Range 64 of the 2006 Exempt Salary Table.

Section 2. Effective date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City and the ordinance shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL ON OCTOBER 9, 2006.

Robert Ransom, Mayor

ATTEST:

APPROVED AS TO FORM:

Scott Passey
City Clerk

Ian Sievers
City Attorney

Date of Publication:
Effective Date:

CITY OF SHORELINE

CAPITAL PROJECTS ADMINISTRATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist and oversee the development, funding, scheduling, interagency coordination, design, bidding, construction, and close-out of the City's capital improvement projects; to oversee and manage the staff assigned to the Capital Projects Division of Public Works; to lead the development and update of contract management standards, critical path scheduling, planning and budget estimating, and construction period protocols and standards; to provide highly responsible and complex professional level administrative support to the Public Works Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Public Works Director.

Exercises direct supervision over professional staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Oversee the delivery of local project management services including development review, capital projects, transportation and drainage.
2. Serve as manager for the Capital Project Division; represent technical project issues to the City Council.
3. Develop and maintain positive relationship with all city departments and outside service agencies, utilities, and other project stake holders.
4. Oversee City capital improvement projects; provide estimates and forecasts of costs for long-range improvement projects.
5. Provide professional project and construction management assistance to all City departments.
6. Respond to citizen complaints relating to capital projects and related engineering activities; recommend modifications to projects as necessary.
7. Prepare clear and concise technical reports, understandable by a variety of technical, administrative, and community based audiences, on various capital projects including those receiving Federal financial aid, state, regional, interagency, and local funds.
8. Select, train, motivate and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
9. Oversee and participate in the development and administration of the annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
10. Update existing and establish new street construction standards, codes and regulations.
11. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

12. Negotiate, and recommend for adoption, complex agreements and subsequent changes with engineers, contractors, and funding agencies.
13. Provide assistance with right-of-way and easement acquisitions needed to implement the City's Capital Improvement Program.
14. Provide responsible staff assistance to the Public Works Director.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of project and construction management.

Marginal Functions:

1. Provide assistance in the development of long-range plans for City facilities and Master Plans.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a capital project program.
 Advanced principles and practices of civil engineering, construction, and contract management.
 Methods and techniques of field inspection, surveying, drafting and design.
 Principles and practices of local budget preparation and administration.
 Principles of business letter writing and basic report preparation.
 Principles of supervision, training and performance evaluation.
 Pertinent Federal, State and local laws, codes and regulations.
 Right-of-way acquisition principals and laws.

Ability to:

Oversee and participate in the management of a comprehensive project and construction management program.
 Develop and review Capital Improvement Projects plans and specifications.
 Inspect project management work for completeness and proper work methods.
 Oversee City capital improvement projects.
 Oversee, direct and coordinate the work of project engineering staff.
 Respond to requests and inquiries from the general public.
 Prepare clear and concise technical project reports.
 Interpret and apply Federal, State and local policies, laws and regulations.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in the course of work.
 Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible civil engineering, architecture and/or construction management experience including project management experience.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, architecture, construction technology, or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, extensive contact with City staff and community; some travel to project sites

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time, and for site review; extensive public interaction; extensive use of computer keyboard.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date

CITY OF SHORELINE

PUBLIC WORKS DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Public Works Department including streets, storm drainage and traffic control; to serve as City Engineer; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Deputy City Manager.

Exercises direct supervision over management, supervisory, technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all Department services and activities including streets, storm drainage and traffic control; recommend and administer policies and procedures; serve as City Engineer.
2. Manage the development and implementation of Departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Assure the effective maintenance of streets, lighting, water, sewer and drainage systems, buildings and parks, and traffic systems.
7. Negotiate and administer contracts with outside agencies for City services as required; ensure adherence to contract guidelines.
8. Coordinate the environmental review of design, construction and maintenance functions, drainage and land use issues, transportation planning and growth management.
9. Administer transportation and City utility capital improvement programs; develop and monitor utility franchises and rate structures.
10. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

11. Oversee and participate in the development and administration of the Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
12. Explain, justify and defend Department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
13. Represent the Public Works Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
14. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal Function Statement:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive public works program.

Principles and practices of public works administration.

Principles and practices of program development and administration.

Methods and techniques of street, storm drainage and traffic control.

Principles and practices of traffic planning.

Principles and practices of local budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage and direct a comprehensive public works program including street and storm drainage maintenance and traffic control.

Negotiate and administer contracts.

Develop and administer Departmental goals, objectives and procedures.

Analyze and assess programs, policies and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Plan, organize, direct and coordinate the work of lower level staff

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Interpret and apply applicable Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible public works experience including two years of management and administrative responsibility.

Training:

Equivalent to a bachelors degree from an accredited college or university with major course work in engineering, business administration or a related field.

License or Certificate

Possession of registration as a Professional Engineer is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive contact with City staff and the community.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time, and for making site visits; extensive public speaking and interaction; extensive use of computer keyboard.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date