

RESOLUTION NO. _____

**A RESOLUTION OF THE COUNCIL OF THE CITY OF MILPITAS AMENDING
RESOLUTION 1626, THE CLASSIFICATION PLAN**

WHEREAS, the City of Milpitas has a Classification Plan adopted as Resolution No. 1626 on December 17, 1968, in accordance with the Personnel Rules and Regulations of the City of Milpitas (Resolution No. 792 as amended); and

WHEREAS, amendments to the Classification Plan are necessary to account for changes within the organization, transfer of duties, new job responsibilities, and adjustments to salary ranges.

NOW, THEREFORE, the City Council of the City of Milpitas hereby finds, determines, and resolves as follows:

1. The City Council has considered the full record before it, which may include but is not limited to such things as the staff report, testimony by staff and the public, and other materials and evidence submitted or provided to it. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.
2. Resolution No. 1626 is hereby amended effective October 2, 2012, as follows:

Salary Range Establishment for New Classification

<u>Title</u>	<u>Proposed Range</u>
Public Works Manager	\$104,162 - \$126,609

PASSED AND ADOPTED this _____ day of _____ 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

Mary Lavelle, City Clerk

Jose S. Esteves, Mayor

APPROVED AS TO FORM:

Michael J. Ogaz, City Attorney

CITY OF MILPITAS
Public Works Maintenance Manager

CITY OF MILPITAS
Effective: October 2, 2012
EEOC: Officials/Admins.
FLSA: Exempt
Unit: Unrepresented
Physical: 1

PUBLIC WORKS MAINTENANCE MANAGER

DEFINITION

To direct, plan, organize, supervise, coordinate, and evaluate the maintenance operations of the Public Works Department including streets, utilities, facilities, fleet, and street landscape maintenance; to provide high level staff and technical support relative to departmental maintenance operations; assist in the determination of overall policy for the department and individual functions; ensure all activities are performed in compliance with all applicable regulatory, operational, procedural and budget guidelines; and coordinate necessary activities with other City departments, outside agencies and the general public.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director.

Exercises direct and indirect supervision over supervisory and staff personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Supervise, schedule, and coordinate the maintenance activities for streets, utilities, facilities, fleet, and street landscape maintenance.

Develop and implement goals, objectives, policies, procedures, priorities, and work standards of the department.

Direct, oversee and participate in the development of the department work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

Establish, advise, and review goals of each assigned maintenance section with the respective department personnel.

Ensure safe, efficient, and effective compliance with local, state and federal laws, rules and regulations.

EXAMPLES OF DUTIES

Implement City, department and division rules, regulations, policies, procedures, and practices.

Ensure that department personnel conduct regular safety training, maintain accurate records of all training, and maintain a safe work environment.

Directs the preparation of a variety of studies and reports relating to current and future public infrastructure, facility, and utility operation needs, including equipment and repair needs; develops specific proposals and recommendations to meet these needs; provides technical assistance to staff.

Propose, develop, and manage capital projects and contracts.

Prepare periodic reports on routine operations and special reports/studies as required.

CITY OF MILPITAS
Public Works Maintenance Manager

Assist in the deployment and coordination of personnel and equipment in emergency situations.

Respond to Service Requests regarding field maintenance operations.

Confer with department personnel, other appropriate City staff, and other agencies with regard to projects and special events.

Represent the City and/or the Public Works Director when dealing with various private and public organizations regarding maintenance activities or projects.

Respond to inquiries and/or complaints from the public and regulatory agencies; develop and implement solutions to complex and sensitive technical and public relations situations.

Prepare reports and make presentation to the City Manager, City Council, or other commissions.

Prepare the division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing; equipment, materials and supplies; administer the approved budget.

Prepare and/or review and approve purchase requisitions for assigned maintenance sections.

Supervise, train, and evaluate supervisory and other assigned staff.

Participate in recommending the appointment and termination of personnel; work with employees to correct deficiencies; implement discipline procedures.

Develop and maintain good working relationships with department personnel, coworkers, elected officials, professional peer groups, and the public.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Materials, methods, tools, and equipment used in the construction, operation, and maintenance of City infra-structure and related facilities.
- Applicable Federal, State, and local laws, rules, and regulations governing assigned operations.
- Report writing techniques.
- Basic municipal accounting and budgeting practices, including fiscal management and expenditure controls.
- Principles and practices of management and supervision, including techniques of personnel administration.
- Safety principles, practices, and procedures.

Ability to:

- Manage the day-to-day maintenance operations of the Public Works Department; assist in preparation and administration of divisional and sectional budgets; perform responsible personnel and administrative duties.
- Effectively schedule, supervise, train, and evaluate work performance of subordinates.
- Exercise sound and independent judgment within policy guidelines.
- Monitor and maintain a high level of performance in the maintenance functions of the department.
- Plan, communicate, delegate, and monitor a variety of concurrent projects.
- Administer the various industrial safety regulations as they apply to assigned operations.

CITY OF MILPITAS
Public Works Maintenance Manager

- Implement budget preparation and expenditure control requirements for the assigned maintenance operations group.
- Maintain accurate records, and prepare clear and concise reports.
- Perform technical research work, detailed analyses and preparation of comprehensive reports.
- Interpret and explain applicable laws, regulations, policies, and practices.
- Read plans, blueprints, sketches, and technical manuals.
- Carry out oral and/or written instructions. Read and interpret manuals, plans and specifications.
- Establish and maintain effective work relationships with City staff and the general public.

EXPERIENCE AND EDUCATION

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

Experience: Twelve years of increasingly responsible experience involving the construction and maintenance of a variety of public facilities and equipment including two years of significant supervisory responsibilities.

Education: Completion of High School, supplemented by professional development activities such as training classes or specialized programs related to the maintenance or management fields or an Associates Degree is highly desirable.

LICENSE OR CERTIFICATE:

- Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California driver's license is required.
- When assigned to Utilities: possession of a valid Water Treatment Operator certificate will be required.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment.

Typically, work is performed in an office environment and at construction sites; exposure to outdoor elements; extensive use of the telephone and radio; repetitive keyboarding on a computer; ability to walk on uneven ground; sit for extended periods; maintain concentration and focus for extended periods; drive daily to various locations within and outside the City of Milpitas; ability to work safely in a hard-hat construction zone; some exposure to construction related chemicals and products.

Approved by:

City Manager

Date

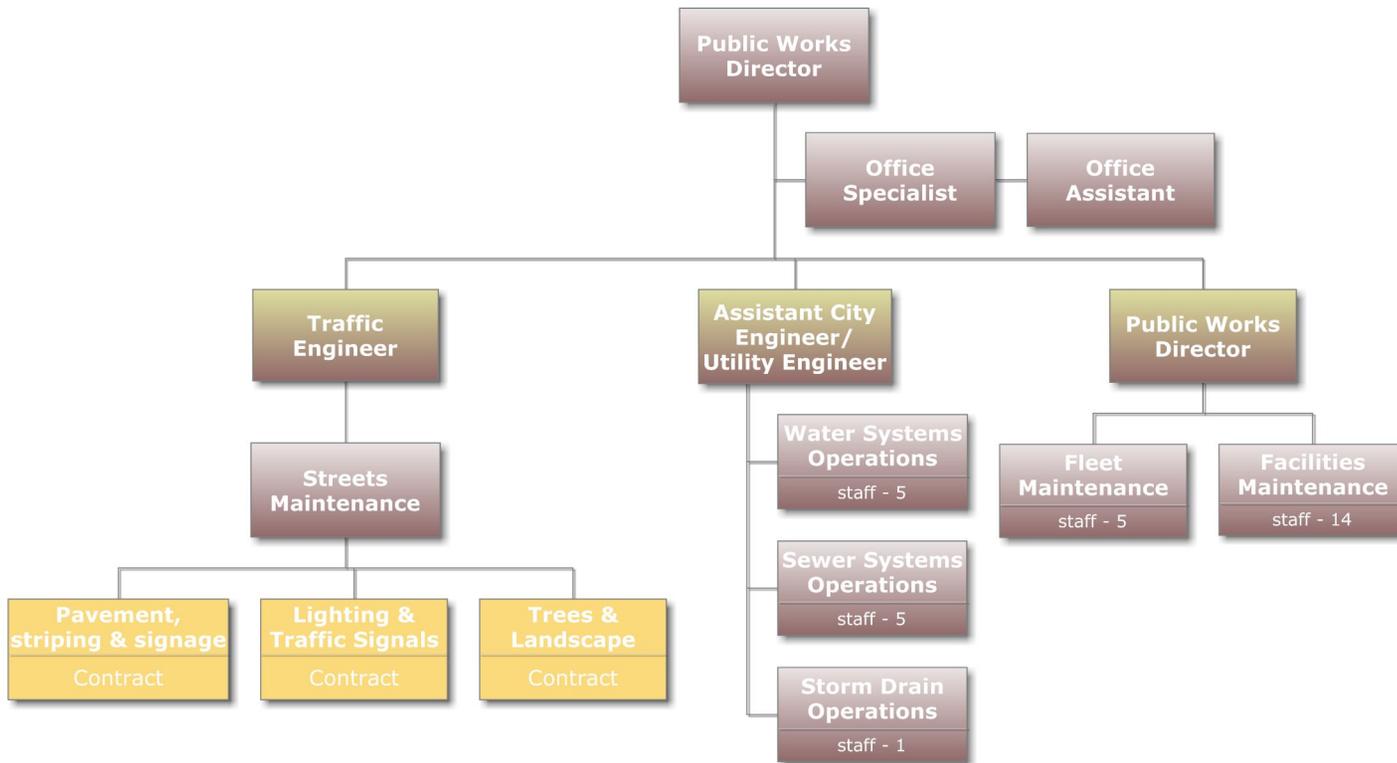
Human Resources Director

Date

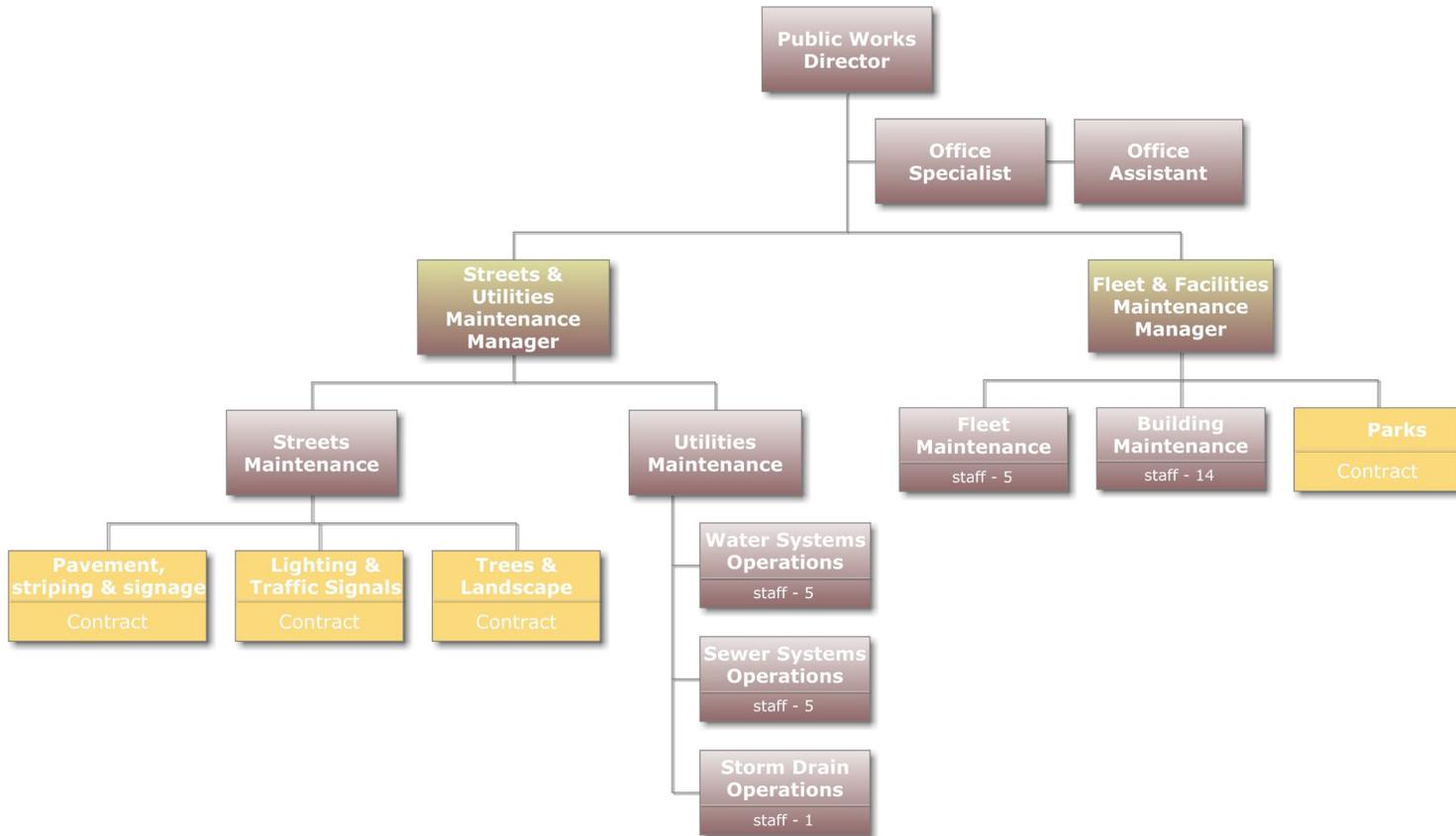
Agency	Classification Title	Top Step Monthly Salary	PERS - Employer Paid Member Contribution	Deferred Comp	Medical	Vision	Dental	Career Allowance	Uniform Allowance	Holiday Pay	Total Compensation
Livermore	Assistant Public Works Director	12,675.00	253.50	-	1,688.00	-	-	-	-	-	14,616.50
Walnut Creek	Public Services Manager	11,991.00	-	208.33	1,532.90	12.54	109.70	-	-	-	13,854.47
Mountain View	Streets and Landfill Closure Manager	10,559.00	-	-	2,452.03	13.71	200.76	-	-	-	13,225.50
Pleasanton	Assistant Director of Operation Services	10,882.00	435.28	-	1,606.62	21.99	151.94	-	-	-	13,097.83
San Leandro	Street Maintenance Manager	10,439.00	835.12	-	1,820.07	-	-	-	-	-	13,094.19
South San Francisco	Superintendent of Public Works	10,098.00	-	-	2,176.30	25.95	163.27	-	-	-	12,463.52
Union City	Public Works Superintendent	11,263.00	-	100.00	737.50	-	-	-	-	-	12,100.50
Palo Alto	Manager, Maintenance Operations	8,989.00	539.34	-	1,727.54	15.77	220.99	-	-	-	11,492.64
Fremont	Street Maintenance Manager	9,041.00	-	180.82	1,670.13	-	-	-	-	-	10,891.95
San Jose	Maintenance Manager	9,580.00	-	-	1,125.12	-	102.90	-	-	-	10,808.02
Milpitas	Public Works Mgr	10,550.80	-	75.00	1,587.14	17.40	220.17	-	-	-	12,450.51

Median 12,778.86
Top Third 13,098.21
Top Quartile 13,193.58

3 month Interim Public Works Organization - draft 1.07.12



Final Public Works Organization - draft 1.07.12



City of Milpitas, California

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:				
<input checked="" type="checkbox"/> Budget Appropriation	400-2970	\$ 85,000	400-400-4111	\$ 85,000
<input type="checkbox"/> Budget Transfer	450-2970	85,000	450-400-4111	85,000

Explain the reason for the budget change:

Background: As part of the overall City of Milpitas budget reduction plan, that was necessary due to the State of California eliminating redevelopment and taking \$7 million from the City's General Fund annually, the Fiscal Year 2012-13 budget resulted in significant cuts and reorganization strategies. Particularly, five Public Works Supervisor positions were eliminated with those duties to be consolidated and provided through the creation of two Public Works Manager Positions.

Staff is seeking approval from the City Council to commence with the FY 2012-13 reorganization strategies for the Public Works Department by adding the two Public Works Manager Positions to the City's job classification plan. The duties of the two managers are detailed in the job description (in Council agenda packet) and their responsibilities will be divided into two divisions: one will be responsible for the Utility (water and sewer) divisions and the other will have management responsibilities for the Corporation Yard, including building maintenance, facility maintenance, fleet maintenance and street divisions.

The Utility Manager will be funded through the water and sewer enterprise fund and the Corporation Yard manager will be funded through the General Fund. The recommended salary for the two positions ranges from \$104,162 to \$126,609 (salary) with a fully loaded cost ranging from \$144,000 to \$170,000. These two manager positions will be allocated to the exempt/unrepresented employee group.

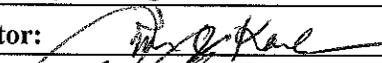
At this time, it is recommended that the City pursue hiring of the Utility Manager immediately. The Corporation Yard Manager will be retained upon the City's ability to fund as a result of positive General Fund revenue increases. At the time the General Fund can absorb the cost, staff will return to the City Council for authority to fill the second Public Works Manager position.

Fiscal Impact: Maximum annual fiscal impact is \$170,000 to water and sewer funds and \$170,000 to the City's General Fund.

Recommendation: Adopt a resolution adding the job classification and pay range for two Public Works Managers and direct the City Manager to commence with hiring the Public Works Utility Manager.

Check if City Council Approval required.

Meeting Date: October 2, 2012

Requested by:	Tom Williams, City Manager	Date:	September 26, 2012
Reviewed by:	Finance Director: 	Date:	9/26/12
Approved by:	City Manager: 	Date:	9/26/12
Date approved by City Council, if required:		Confirmed by:	