



CITY OF WASHINGTON, ILLINOIS

Finance and Personnel Committee Agenda Communication

Meeting Date: December 16, 2019

Prepared By: Ray Forsythe, City Administrator

Agenda Item: Job Descriptions: City Engineer, Engineering Technician, Director of Public Works, Utilities Superintendent, and Distribution & Collections Foreman.

Explanation: The City Administrator recommended a Public Works Department and City Engineer Reorganization Proposal at the December 9th Committee of the Whole. As a follow up to this proposal job descriptions have been revised to reflect the proposed changes. The Director of Public Works and City Engineer have been revised to reflect the changes; The Engineering Technician, Utilities Superintendent and Foreman job descriptions have been created.

Fiscal Impact: Addition of two new positions – Engineering Technician and Utilities Superintendent. Planned internal promotions will result in the addition of an entry level laborer along with the Engineering Technician, thus minimizing the fiscal impact. In addition, the new MFT funds can be used for a portion of the Engineering Technician's salary and benefits.

The Director of Public Works and Utilities Superintendent positions will be filled with internal candidates with an anticipated January 1, 2020 start date. The Engineering Technician position will be posted once approved and filled with an internal candidate if possible or in the next several months if an outside candidate is required. The City Engineer position will be posted immediately with a March 1 target for start. The Foreman position will be budgeted in the FY 2020/2021 budget and filled May 1, 2020.

Recommendation/

Committee Discussion Summary: The City Administrator recommends approving the proposed revised and new job descriptions. The Committee of the Whole discussed the proposed reorganization at the December 9th Committee of the Whole Meeting. The Proposed revised and new job descriptions will be presented by the City Council on December 16th.

Action Requested: Recommendation for approval of Job Descriptions.

Additional Documentation: Job Descriptions

CITY OF WASHINGTON
POSITION CLASS SPECIFICATION

CITY ENGINEER

NATURE OF WORK

Appointed by and under the supervision, and direction of the City Administrator, this exempt position performs a variety of routine and special project professional civil engineering services.

Work in close cooperation with the City's management team including: Director of Public Works, Finance Director, Chief of Police, and Planning & Development Director.

Work involves responsibility for providing engineering services related to a variety of city functions, public works facilities, including but not limited to, public works capital project design and construction; street, water main and sewer maintenance and replacement programs; storm water management, maintenance and upgrades; and plan review of all public improvements. Informs and responds to citizen inquiries relating to areas of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist the City Administrator in the development of Multi-Year Capital Improvement Plan and annual Operating Budget relating to areas of responsibility. Prepare quantity and cost estimates for labor and materials for proposed Public Works capital projects and operations.

Responsible for development and implementation of stormwater management programs, flood plain regulations, backflow prevention and other related special projects.

Has principal responsibility in close cooperation with the Director of Public Works to identify and recommend project limits for annual water main and sewer line repair/replacement, MFT program, street repair sidewalk, curb/gutter replacement, and other major infrastructure maintenance and upgrade programs. Prepares appropriate paperwork and bid specification documentation, including that required by applicable State agencies.

Oversee project management for the construction of major municipal public works capital projects.

Oversee assigned projects to ensure contractor compliance with time and budget parameters for each project.

Coordinate the preparation of reviews, inspections and updates to the sanitary sewer, water, storm drainage, and street system maps, bridge inspections, data base, and comprehensive plans.

Maintain regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding municipal activities and services.

Maintain updated City water main, sanitary sewer, storm sewer, and other infrastructure atlases.

Oversee or prepare legal descriptions and plats of easement, as necessary, and reviews all construction plans for subdivision development.

Confer with and assists, as needed, any consulting engineer providing contractual services to the City.

Provide staff support to City Administrator, City Council, the Public Works Committee, and advisory boards and commissions, when appropriate.

PERIPHERAL DUTIES

Assist in the implementation and maintenance of GIS and computer mapping program.

Perform other related work as required.

REQUIREMENTS OF WORK

Education and Experience

Graduation from an accredited college or university with a Bachelor of Science in Civil Engineering or equivalent, with a minimum of five years related professional experience. Prior supervisory experience, or any equivalent combination of education and experience.

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of civil engineering.

Working knowledge of drafting, surveying, computer mapping and geographical information systems.

Working knowledge of street, water treatment and distribution systems and sanitary sewer collection and treatment systems.

Skilled in oral and written communication.

Ability to establish and maintain effective working relationships with City work force, City officials and the general public.

SPECIAL REQUIREMENTS

Maintain a valid Illinois driver's license or equivalent.

Must be a registered Professional Engineer with the State of Illinois, or able to obtain within six months of date of employment.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and computer-aided mapping software; plotter; motor vehicle; calculator; telephone; copier; and fax machine.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to speak or hear; sit; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move objects up to twenty-five pounds in weight. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee usually works indoors and occasionally works in outdoor weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

CITY OF WASHINGTON
POSITION CLASS SPECIFICATION

ENGINEERING TECHNICIAN

NATURE OF WORK

Appointed by the City Administrator, and under the general supervision and direction of the City Engineer this non-supervisory position performs technical work in computer-aided design (CAD), surveying, data collection, material testing and construction observation on municipal public works projects.

Work involves the development of independent work sequences within established procedures, methods and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepare CAD drawings of a wide variety of capital improvement projects including streets, water mains, and sewers.

Provide construction observation on municipal public works projects of routine difficulty. Perform inspections of new water supply, sanitary sewer and sump pump service connections and repairs to existing service connections to determine that such connections are made in a satisfactory manner and to document the field location of such services, including preparation of necessary plan drawings.

Assist with driveway and sidewalk inspections.

Monitor and inspect all utility construction work performed by private contractors within the City's streets, alleys and right-of-ways to ensure that repair and restoration of all City property is completed in a satisfactory manner.

Perform quarterly inspection and inventory of all City traffic control signs to identify signs that are missing, damaged, faded or not clearly visible due to vegetation or other obstructions. Order necessary replacement signs and materials, prepare work orders and call for utility locates.

Assist with the continuous updating of the City's utility mapping. Work on field locating and documenting physical features of the various utilities.

Assist the City Engineer with projects included in the Capital Improvement Plan, annual updates and inspections including bridges and other infrastructure as needed.

Manage the Motor Fuel Tax (MFT) documentation and program with the assistance of the City Engineer.

Assist in the City's snow plowing and ice control operations.

Perform other duties as may be assigned from time to time.

PERIPHERAL DUTIES

Assist in training City personnel in Department and Division policies, procedures, methods and techniques.

Assist with preparation of bid documents for the purchase of various equipment used by the Department.

REQUIREMENTS OF WORK

Education and Experience:

A minimum of an associate's degree in civil engineering technology or a related field or a minimum of four years public works or civil engineering experience.

Knowledge, Skills and Abilities:

Ability to follow acceptable safety practices and work safely.

Ability to understand and carry out written and oral instructions.

Ability to acquire a working knowledge of City ordinances, policies and procedures pertaining to the care and function of the City streets, water supply distribution, sanitary sewer collection and storm water conveyance systems.

Ability to review and understand and interpret standard construction plans.

Ability to use critical thinking, writing complex reports, spreadsheets, budgeting and completing State and Federal paperwork and reporting.

Ability to accurately measure and record the location of physical features such as valve boxes, manholes and underground pipes and denote the types of materials, sizes and dimensions and depth below ground.

Ability to neatly and accurately draw plan view sketches of water and sewer pipe locations and the physical features of typical water supply distribution, sanitary sewer collection and storm water conveyance systems.

Ability to communicate effectively, verbally and in writing, with fellow employees, City officials and the general public.

Ability to establish and maintain effective working relationships with the public, fellow employees and other City personnel.

SPECIAL REQUIREMENTS

Maintain a valid Illinois driver's license and a valid Commercial Driver's License (CDL), or ability to obtain within one month of employment.

TOOLS AND EQUIPMENT USED

Motor vehicles, including pick up truck and dump truck with snow plowing equipment.

Personal computer, using word processing and spreadsheet software; phone; mobile radio; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee is occasionally exposed to outside weather conditions.

The noise level in the work environment is usually quiet.

CITY OF WASHINGTON
POSITION CLASS SPECIFICATION

DIRECTOR OF PUBLIC WORKS

NATURE OF WORK

Appointed by and under the supervision and direction of the City Administrator, this exempt, managerial position performs a variety of complex supervisory, managerial and administrative work in overseeing the day-to-day operations of the Washington Department of Public Works and associated planning, organizing, and directing of departmental programs, services and activities.

Work in close cooperation with the City's management team including: City Administrator, City Engineer, Finance Director, Chief of Police, and Planning and Development Director.

Work involves directing, administering and coordinating the activities of the Public Works Department in support of policies, goals and objectives established by the City Administrator and the City Council by performing the following duties personally or through subordinate managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Direct the preparation of short-term and long-range plans and budgets based on broad administrative goals and growth objectives.

Maintain a sound plan of departmental organization establishing policies to ensure adequate management development and to provide for capable management succession.

Develop and install procedures and controls to promote communication and adequate information flow.

Establish operating policies consistent with the City Administrator's broad policies and objectives and ensure their execution.

Evaluate the results of overall operations regularly and systematically and report these results to the City Administrator.

Ensure that the responsibilities, authorities and accountability of all direct subordinates are defined and understood.

Ensure that all organization activities and operations are carried out in compliance with local, state and federal regulations and laws and conformance to acceptable standards and practices.

Serve as member of management committees.

Provide timely, accurate responses to requests for services and information.

Hire, transfer, suspend, lay off, recall, promote, discharge, direct, evaluate, reward and discipline employees; adjust employee grievances; or recommend any of these actions.

Prepare legal and highly confidential information, including information related to collective bargaining.

Develop budget estimates based on anticipated needs and administer assigned budgets.

Explain, apply and enforce City and department policies and labor contract provisions.

Other duties may be assigned.

PERIPHERAL DUTIES

Assist in the training of City personnel in Public Works systems and techniques.

Assist in the establishment and implementation of loss control and job safety.

Assist in the performance and implementation of special Public Works projects.

Attend meetings of the City Management Team, Public Works Committee, the City Council, and/or advisory boards and commissions, when necessary.

REQUIREMENTS OF WORK

Education and Experience:

Bachelor's degree in Public Administration, Business Management, Engineering or other related field from an accredited college or university, plus ten (10) years of service in public works, including five (5) years of supervisory and administrative experience in public works administration; or equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities:

Comprehensive knowledge of acceptable practices and standards of public works administration; thorough knowledge of the laws and regulations that impact the work performed and supervised; good knowledge of civil engineering, design and construction of capital improvement projects and infrastructure and facility maintenance programs; knowledge of the techniques and methods of street maintenance, storm drainage, fleet acquisition and maintenance, and traffic control systems.

Exceptional skill in public, employee and labor relations; in maintaining effective working relationships and resolving conflict; excellent skill in directing the operations of a multi-functional department; and in effectively supervising and leading employees; skill in making public presentations to a variety of audiences; written and oral communications; contract administration; and operating Microsoft Office software programs.

Ability to maintain absolute confidentiality of the materials and situations encountered on the job; read, analyze and interpret the most complex documents; respond effectively to the most sensitive inquiries or complaints; write materials using original or innovative techniques or style; make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups and elected officials; define problems, collect data, establish facts and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SPECIAL REQUIREMENTS

Maintain a valid Illinois driver's license or equivalent.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone; radio; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee is occasionally exposed to outside weather conditions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious

places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

CITY OF WASHINGTON
POSITION CLASS SPECIFICATION

UTILITIES SUPERINTENDENT

NATURE OF WORK

Appointed by the City Administrator, and under the supervision and direction of the Director of Public Works, this supervisory position performs a variety of complex supervisory and administrative work in planning, organizing, and directing the programs and activities of the Operations Division of the Public Services Department.

Work involves managing, administering and coordinating the activities of the Utilities Operations Division in support of policies, goals and objectives established by the Director of Public Works by performing the following duties personally or through subordinate supervisors and employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plan, organize, direct, coordinate and control the activities of water treatment employees engaged in the treatment, pumping, and metering of water, as well as wastewater treatment employees engaged in the treatment, pumping and solids handling of wastewater.

As Chief Operator or Operator in Charge as required by the State of Illinois, manage daily operations and provide active onsite support and supervision to ensure proper performance and operation of the water treatment facility and distribution and collection systems.

Develop operating policies, procedures and programs consistent with parameters set by the Director of Public Works to promote communication and adequate information flow.

Ensure that the responsibilities, authorities and accountability of all direct subordinates are defined and understood.

Review analyses of activities, costs, rates, operations and forecast data to determine division progress toward stated goals and objectives and report findings to the Director of Public Works.

Ensure that all organization activities and operations are carried out in compliance with local, state and federal regulations and laws and conformance to acceptable standards, practices and safety procedures.

Provide technical advice and guidance to the public, elected officials and other city departments and divisions as appropriate.

Review construction plans and exercises project management over water utility improvement projects.

Serve as member of management committees.

Provide timely, accurate responses to requests for services and information.

Hire, transfer, suspend, lay off, recall, promote, discharge, direct, evaluate, reward and discipline employees; adjust employee grievances; or recommend any of these actions.

Prepare legal and highly confidential information, including information related to collective bargaining.

Ensure maintenance of reports and records required by the federal and state environmental protection agencies.

Develop budget estimates based on anticipated needs and administer assigned budgets.

Explain, apply and enforce appropriate city ordinances, city and department policies and labor contract provisions.

Other duties may be assigned.

PERIPHERAL DUTIES

Assist in the training City personnel in public services systems and techniques.

Assist in the City's snow plowing and ice control program, as needed.

Assist Department Head in the performance of special public services projects.

Attend meetings of the Public Services Committee, the City Council, or advisory boards and commissions, when necessary.

REQUIREMENTS OF WORK

Education and Experience:

Bachelor degree in Science, Engineering Technology or related field from an accredited college or university, supplemented by training courses and experience in the principles of water distribution systems and preferably training courses and experience in the principles of wastewater collection systems, municipal and industrial wastewater treatment processes; and five years progressively responsible experience in water or wastewater utility work, of which two years shall have been in management or supervision, and including experience in treatment plant operations and maintenance, distribution and collection systems operations and maintenance; or equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities:

Thorough knowledge of good management practices, materials, methods and practices related to the construction, operation, maintenance and repair of a utility system that encompasses water and wastewater treatment facilities; broad knowledge of methods and practices of budgeting, municipal accounting, procurement, rates and rate structures, long-range planning and organizational structures; and of the laws and regulations that impact the work performed.

Exceptional skill in public, employee and labor relations and in maintaining effective working relationships; advanced skill researching and analyzing information, reporting on results and multitasking; skill in preparing professional reports, agreements and other instruments; interpersonal relations, oral and written expression of facts and ideas clearly and concisely and exercising good professional judgment; using Outlook, Word, Excel, Access, PowerPoint.

Ability to make decisions, recognize established precedents and practices and to use resourcefulness and tact in meeting new problems; assist in formulating plans, budgets and related departmental policies and reports; communicate effectively, both orally and in writing; administer provisions of labor agreements and respond effectively to grievances; read, analyze and interpret complex documents; respond effectively to sensitive inquiries or complaints; write reports, business correspondence and procedure manuals; effectively present information and respond to questions from groups of managers, elected officials, employees and the general public; define problems, collect data, establish facts and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

SPECIAL REQUIREMENTS

Maintain a valid Illinois driver's license or equivalent.

- Illinois Environmental Protection Agency's Class B Water Treatment Certificate
- Illinois Environmental Protection Agency's Class 1 Certificate of Competency.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base; motor vehicle; phone; radio; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

CITY OF WASHINGTON
POSITION CLASS SPECIFICATION

DISTRIBUTION & COLLECTIONS FOREMAN

NATURE OF WORK

Appointed by the City Administrator, and under the supervision and direction of the Distribution and Collections Supervisor, this field technical position as Foreman is to direct the day-to-day activities of the Distribution and Collections Division in the absence of the Distribution and Collections Supervisor.

Work involves responsibility for the effective and efficient maintenance and repair of the City's potable water supply distribution system and sanitary sewage collection system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Take direction from the Distribution and Collections Supervisor and supervises subordinates in the Supervisor's absence.

Maintain harmony among workers at all times.

Follow safety precautions and assures subordinates are as well.

Determine daily and weekly work plan in the Supervisor's absence.

Monitor ongoing status of accomplishments of the work plan.

Work to improve efficiencies when and where appropriate and with the Supervisor's approval.

Perform various inspections of construction and repairs to the water supply distribution and sanitary sewage collection.

Also perform all the duties and responsibilities required by other members of the Distribution and Collections Division.

PERIPHERAL DUTIES

Assist in the City's snow plowing and ice control program.

Assist with maintenance of City buildings and grounds.

Assist with storm damage control and clean-up activities within the City.

REQUIREMENTS OF WORK

Education and Experience:

Graduation from a standard senior high school or GED equivalent.

Knowledge, Skills and Abilities:

Ability to work safely.

Ability to operate various equipment including dump truck, sewer jetter/vacuum truck, portable engine driven pump, jackhammer, air compressor, concrete saw, chain saw, and pipe cutter.

Ability to perform basic math computations using addition, subtraction, multiplication and division.

Ability to perform linear measurements.

Ability to make plan and profile view sketches of water mains and sewer lines.

Ability to communicate effectively, both verbally and in writing.

Ability to understand and carry out written and oral instructions.

Ability to work un-scheduled overtime, including weekends and holidays.

Ability to work independently with minimum oversight.

Ability to establish and maintain effective working relationships with fellow employees under the Foreman's supervision, and other departments and the public.

SPECIAL REQUIREMENTS

Maintain a valid Illinois driver's license and valid Commercial Driver's License (CDL), or ability to obtain within one month of employment.

Must live within proximity of the City of Washington to enable employee to report to work within 15 minutes of being contacted during off-duty hours.

Must also have or the ability to obtain the following certifications within 1 year of being assigned to the Foreman position:

- Class D - Requires graduation from high school or equivalent and six months responsible experience in a Class D water supply operation (pumpage, storage or distribution).
- Collection System Operator: 1-year collection system operating experience and high school education or equivalent.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

Work is performed primarily in an outdoor setting. Hand-eye coordination is necessary to operate the tools and equipment.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is often required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to one hundred fifty (150) pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee often works near moving mechanical equipment and in open excavations up to 15 feet in depth and is often exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is often moderate to loud.