



**CITY OF STANWOOD  
CITY COUNCIL FINANCE COMMITTEE  
AGENDA STAFF REPORT**

<p><b>SUBJECT:</b></p> <p>Public Works Technician - Classification and Pay Schedule</p>	<p><b>FOR AGENDA OF:</b> June 27, 2013</p> <p><b>DEPARTMENT OF ORIGIN:</b> Executive</p> <p><b>DATE SUBMITTED:</b></p> <p><b>CLEARANCES: (check box)</b></p> <p><input type="checkbox"/> City Attorney _____</p> <p><input type="checkbox"/> City Clerk _____</p> <p><input type="checkbox"/> Community Development _____</p> <p><input type="checkbox"/> Fire _____</p> <p><input type="checkbox"/> Finance _____</p> <p><input type="checkbox"/> Human Resources _____</p> <p><input type="checkbox"/> Police _____</p> <p><input type="checkbox"/> Public Works _____</p>
<p><b>ATTACHMENT(S):</b></p> <p>A – PW Technician Job description B – Budgeted Classification and Pay Schedule C – Propose options for wage matrix</p>	
<p><b>COST OF PROPOSAL: \$4,500 – \$5,000</b></p>	<p><b>AMOUNT BUDGETED: \$0</b></p>

**ISSUE**

The issue in front of the finance committee is to discuss consolidating the Public Works Technician I through Public Works Technician IV classification into two classifications: Public Works Technician I and Public Works Technician II.

This proposal will require amending the job descriptions (Attachment A), and the classification and wage schedule in the 2012 labor contract with Teamsters Local 231 (Attachment B).

**SUMMARY STATEMENT**

The city has been working since last spring to fill vacant positions in the public works department. Part of the difficulty has been reconciling the job descriptions for the Public Works Technician and Operator classifications. The job descriptions are not fully reflective of the knowledge, skills and abilities needed to succeed in the position.

The city has four classifications in the public works technician series (Attachment A) and two classifications in the operator series (Attachment B). The number of classifications

and slight differences between classifications leads to confusion at the staff level. City staff mistakenly believe that they can move to the next class when they have served the city for the requisite number of years. This leads to morale issues because everyone in the public works technician series is essentially doing the same job.

City staff have been working on a proposal with Teamsters Local 231, the bargaining unit representatives for the public works department, to consolidate the public work technician series from four classifications to two classifications.

The purpose of the proposed change is to simplify the classification and pay schedule. If this effort is successful, the city and the bargaining unit may agree to consolidate other classifications including Operator I and II, Permit Specialist, Administrative Assistant, Accounting clerk and Deputing Clerk and Office Clerk.

## **DISCUSSION**

The proposal is to reduce the number of classifications by consolidating multiple classifications into a single job description and eliminating unnecessary and vacant classifications.

The City of Stanwood is a small organization with less than 20 union employees. Yet, the classification and pay schedule has 24 separate job classifications, half of which are vacant. Because the city is small, city staff are asked to do a variety of tasks. Work is not segregated. Job duties are very broad. Most employees are required to perform the job duties at the top of their classification.

Once an employee reaches the top of their pay scale they naturally anticipate moving from their current classification to the next classification in the series with higher pay. City staff are disappointed when the city chooses not to hire or promote to the next classification even though the employee may be able to work at the higher level.

Both the management team and the Teamsters believe the city can improve morale, reduce conflict and increase productivity by consolidating the job classifications with clear distinctions between the knowledge, skills and abilities needed for each classification.

Ideally, the city would consolidate the 24 job classifications into 7 position descriptions:

1. Public Works Technician
2. Water Treatment Plant Operator
3. Waste Water Treatment Plant Operator
4. Permit Specialist
5. Administrative Assistant
6. Accounting Clerk
7. Deputy Clerk

The first step is to consolidate the four public works technician job descriptions into PW Tech I and PW Tech II. If this proposal is successful, the city and Teamsters Local 231 may recommend expanding the project during next year’s labor contract negotiations.

**FISCAL IMPACT**

Job classifications are tied to compensation (pay and benefits) through the level of responsibility, risk and the knowledge, skills and abilities required to do a job. Consolidating the job classifications is a change in “wages, hours and working conditions”. The city is required to bargain the impacts of a change to the classification schedule.

City staff and Teamsters Local 231 evaluated two proposals to consolidate Public Works Technician I and II into a new PW Tech I and consolidating PW Tech III and IV into a new PW Tech II job description.

Attachment C shows the impact of the proposed change. Basically, Step I of the PW Tech I and Step 5 of the Pw Tech II become the new Step 1 and Step 5. What changes is the increase between each step.

Attachment C evaluates two scenarios, a 5 step pay schedule and a 6 step schedule. Table 1 shows the budget impact of the proposed pay schedules.

<b>Employee</b>	<b>Current Pay/month</b>	<b>5-Step Proposal</b>	<b>Difference/month</b>	<b>6-Step Proposal</b>	<b>Difference/month</b>
PW Tech I	Step 5 \$3,751	Step 4 \$3,859	\$108	Step 5 \$3,902	\$151
PW Tech II	Step 4 \$3,938	Step 5 \$4,074	\$136	Step 6 \$4,074	\$136
PW Tech III	Step 3 \$4,127	Step 3 \$4,282	\$155	Step 3 \$4,202	\$75
			\$399/mo		\$362/mo

**OPTIONS**

1. Discuss the proposed plan to consolidate job classifications. Provide direction to staff to bring the issue to the full city council at the next meeting for discussion.
2. Discuss the proposed plan to consolidate job classification. Direct staff to make changes and bring back an amended version for the finance committee to discuss at its next meeting in July.
3. Discuss the proposal. Direct staff to table the proposal until a later date.

**RECOMMENDED MOTION**

**DISCUSS THE PROPOSED PLAN TO CONSOLIDATE JOB CLASSIFICATIONS. PROVIDE DIRECTION TO STAFF TO BRING THE ISSUE TO THE FULL CITY COUNCIL AT THE NEXT MEETING FOR DISCUSSION.**

**CITY OF STANWOOD  
PUBLIC WORKS DEPARTMENT - MAINTENANCE DIVISION  
PUBLIC WORKS TECHNICIAN I - IV  
UNION/NON-EXEMPT POSITION**

**SALARY:** \$4,215-\$4,716

**GENERAL PURPOSE**

Performs a variety of skilled or semi-skilled maintenance/custodial work, and operates a variety of equipment in the operation, repair and maintenance of City streets, parks, storm drainage, recreation structures, and/or buildings/grounds at an entry-level.

**SUPERVISION RECEIVED**

Works under the immediate supervision of the Public Works Director, may receive assignments, performance review, training, and guidance from Lead Public Works Technician in the Maintenance Division.

**SUPERVISION EXERCISED**

NONE

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

As part of a crew performs maintenance, operation and construction activities as needed, designed to provide quality streets, parks, storm drainage service, and/or City buildings/grounds including but not limited to:

Maintaining park and open space areas such as baseball and soccer fields; mowing weeds, dragging ball fields, and lining fields for games;

Carrying out aspects of janitorial and preventative maintenance schedules for City parks, streets, and buildings/grounds including but not limited to cleaning sidewalks, trash pickup, lawn mowing, landscaping, painting, floor covering, plumbing, carpentry, mechanical work, trash pickup, and other skilled and semi-skilled work;

Inspecting, washing, and performing routine maintenance of park and City buildings/grounds drinking fountains and restrooms;

Sweeping, washing, painting, repairing, or replacing park tables slabs and other aspects of City owned buildings/grounds and facilities;

Carrying out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of parks, open spaces, and City grounds;

Performing asphalt repair and maintenance on City streets, park structures, and buildings/grounds including, but not limited to pavement cutting, hauling of sand and gravel, laying and backfilling;

Performing storm drainage development and maintenance activities including but not limited to vector services, ditch digging, main and pipe repair;

Maintain drainage facilities including but not limited to retention ponds;

Sweeping streets in assigned City sector;

Moving and setting up furniture and fixtures within City buildings, as needed and assigned.

Follows schedules and ensures the proper maintenance of all equipment and tools used in the maintenance, operation, and construction activities involving City streets, parks, storm drainage, recreation structures and/or buildings/grounds by cleaning and checking equipment and tools after use, and by performing routine inspection and preventive maintenance on assigned equipment and referring defects and needed repairs to Lead Public Works Technician or Public Works Director;

Makes purchasing recommendations on any material or equipment needed to carry out the duties of the Maintenance Division to Lead Public Works Technician or Public Works Director, and makes purchases upon approval;

Standby duty is an option at classification levels I and II, but is not required. Employees accepting standby duty must meet all requirements of relevant laws and regulations. Whether or not an employee is granted standby duty is the sole decision of the Public Works Director or designee.

Standby duty is required at levels III and IV.

Performs all duties in conformance with appropriate safety and security standards;

Performs other necessary duties as determined by the Lead Public Works Technician or Public Works Director.

## **MINIMUM DESIRED QUALIFICATIONS**

Education and Experience:

### *Level I:*

One year of related experience, high school diploma or GED, ability to earn CPR/First Aid, CDL, and flagger certification before the end of probationary period. Must earn Washington State Pesticide Applicator's certificate within twelve months. Any combination of education and experience to be able to perform the essential functions of the position.

### *Level II:*

All requirements of level II.

Three to six years of related experience (at least two years at Level I), flagger certificate, and confined space entry certificate, CDL, CPR/First-Aid, acceptable performance at lower level. Must have earned Pesticide Applicator's certificate and must earn Playground Safety Inspection certificate within twelve months. Any combination of education and experience to be able to perform the essential functions of the position.

### *Level III:*

Five to eight years of related experience (at least four years at levels I and II), flagger and confined space entry certificate, CDL, CPR/First-Aid, Pesticide Applicator's certificate, Playground Safety Inspection certificate, and exceptional performance at level II.

### *Level IV:*

All requirements of previous level.

Seven to ten years of related experience (at least 6 years at levels I, II, and III). Exceptional performance at level III.

Necessary Knowledge, Skills and Abilities:

- (a) Knowledge of equipment, materials, methods and procedures used in maintenance, construction and repair of streets, parks, storm drainage systems, and buildings/facilities;
- (b) Knowledge of hazards and safety precautions common to maintenance and repair activities;

- (c) Knowledge of the practices, methods, materials and tools used in modern equipment and facilities maintenance;
- (d) Skill in operation of listed tools and equipment.
- (e) Ability to perform heavy manual tasks for extended periods of time;
- (f) Ability to communicate effectively verbally and in writing;
- (g) Ability to handle stressful situations, maintaining composure while under pressure;
- (h) Ability to follow and implement City safety guidelines and procedures;
- (i) Ability to provide quality customer service to the public, demonstrating a professional and can-do attitude while administering City regulations;
- (j) Ability to perform at a level commensurate with length of service;
- (k) Ability to produce a quality work product in a timely and efficient manner;
- (l) Ability to manage multiple tasks at one time and follow through on commitments;
- (m) Ability to use good judgment in making decisions;
- (n) Ability to provide innovative solutions to difficult problems, taking initiative to take on assignments without being asked;
- (o) Ability to work as a member of and support a team, treating others fairly and consistently and exhibiting a positive attitude;
- (p) Ability to follow rules provided by the City's Code of Conduct and Personnel Policy.

## **TOOLS AND EQUIPMENT USED**

May operate motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, compressors, sander, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, etc.;

May use power and hand tools/equipment for carpentry, painting, plumbing, electrical, and cement finishing work;

May operate a variety of power construction and maintenance equipment used in the maintenance and repair of City streets and storm drainage systems including but not limited to tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, rollers, manlifts, and vector truck as needed.

## **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 use hands and fingers to handle, feel and operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch or crawl and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 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 the employee encounters while performing the essential functions of this job.

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

The noise level in the work environment is usually loud.

### **SELECTIONS GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and subject to change by the employer as the needs of the employer and requirements of the job change.

## 2013 Pay Schedule

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
Public Works Tech I	3,215	3,350	3,483	3,617	3,751
Public Works Tech II	3,536	3,671	3,805	3,938	4,074
Public Works Tech III	3,858	3,992	4,127	4,261	4,395
Public Works Tech IV	4,181	4,315	4,448	4,582	4,716
Public Works Lead Person	4,502	4,636	4,770	4,904	5,038
Water Treatment Plant Operator I	3,965	4,100	4,234	4,368	4,502
Water Treatment Plant Operator II	4,395	4,529	4,662	4,797	4,931
WW Treatment Plant Operator I	3,965	4,100	4,234	4,368	4,502
WW Treatment Plant Operator II	4,395	4,529	4,662	4,797	4,931
Permit Specialist I	3,714	3,847	3,980	4,113	4,245
Permit Specialist II	4,033	4,166	4,298	4,431	4,563
Administrative Asst I	3,608	3,741	3,873	4,007	4,139
Administrative Asst II	4,033	4,166	4,298	4,431	4,563
Administrative Asst Lead	4,457	4,590	4,723	4,855	4,988
Accounting Clerk I	2,971	3,105	3,236	3,370	3,502
Accounting Clerk II	3,290	3,423	3,555	3,688	3,820
Accounting Clerk III	3,502	3,635	3,767	3,900	4,033
Accounting Clerk IV	3,926	4,060	4,192	4,325	4,457
Police Records Clerk I	3,396	3,529	3,661	3,794	3,926
Police Records Clerk II	3,714	3,847	3,980	4,113	4,245
Office Clerk I	2,971	3,105	3,236	3,370	3,502
Office Clerk II	3,396	3,529	3,661	3,794	3,926
Deputy City Clerk I	3,714	3,847	3,980	4,113	4,245
Deputy City Clerk II	4,033	4,166	4,298	4,431	4,563

**5 step progression for positions PW I and PW II**

**PW I (using a 5 step progression to combine steps of current PW I and PW II)**

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
3215	3430	3644	3859	4074

**PW II (using 5 step progression to combine steps of current PW III and PW IV)**

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
3858	4073	4288	4502	4716

**6 step progression for positions PW I and PW II**

**PW I (using a 6 step progression to combine steps of current PW I and PW II)**

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
3215	3387	3559	3730	3902	4074

**PW II (using 6 step progression to combine steps of current PW III and PW IV)**

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
3858	4030	4202	4373	4545	4716

At the present time there are only 3 employees who will be affected by the proposed changes.

All Leads and WTP Op. positions are not affected by the above proposal and are only subject to step increases and the 2% COLA as indicated in the Collective Bargaining Agreement.

There are possible step increases as well as the COLA that may go into effect for employees. These changes are not included in the above information.