



DATE: September 15, 2016

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: New Job Description for Utilities Engineering Manager

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Utilities Engineering Manager to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/DISCUSSION

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. Furthermore, Human Resources staff makes any adjustments to the job requirements as provided by the department prior to initiating a recruitment process.

The Utilities Engineering Manager is a new classification created in the FY 2017 adopted budget to provide professional level management of the Engineering division of the Utilities and Environmental Services Department and to provide management oversight to project conceptualization, planning, design, and services during construction of utilities projects. The new classification will report to the Director of Utilities and Environmental Services and will be represented by the Hayward Association of Management Employees (HAME).

With the expansion of regulatory requirements on drinking water, including water distribution, wastewater collection, wastewater treatment, and recycled water, as well as the transition to using renewable and green energy, utilities engineering has become increasingly complex and specialized. For example, wastewater treatment plants are transitioning to water resource recovery and renewable energy production facilities, employing very complex systems to perform the tasks efficiently and with minimal impact on the environment. The City's water distribution system infrastructure requires ongoing replacement, renewal, and improvement to ensure continued reliable delivery of water that meets all federal and state standards.

The Utilities Engineering Manager will oversee implementation of the Utilities Capital Improvement Program, directing the work of Senior Utilities Engineers and Assistant/Associate Civil Engineers. The following are examples of responsibilities to be assigned to the Utilities Engineering Manager:

- Perform long-range planning for water distribution, sewer collection, wastewater treatment, and recycled water systems.
- Work closely with Utilities Operations and Maintenance and Water Pollution Control Facility Divisions to assess their infrastructure needs, and include needed projects in the Utilities Capital Improvement Program.
- Plan, design, prepare bid documents, and provide engineering services during construction of all utilities engineering projects.
- Supervise, train, and evaluate all assigned staff in the Utilities Engineering division.
- Prepare and submit applicable required regulatory reports to state and federal agencies.
- Issue requests for qualifications (RFQ) and requests for proposals (RFP) for selection of professional engineering consultants, select consultants, guide their work to develop professional reports and plans, specifications, and cost estimates for construction of utilities projects and guide them to provide engineering services during construction of facilities.

Candidates for the Utilities Engineering Manager position will have proven skills in developing and managing utilities engineering activities, including water distribution, sewer collection, wastewater treatment, recycled water, and clean and renewable energy systems. They will also have extensive technical knowledge and abilities, and be capable of addressing complex legislative, environmental and regional issues in water and wastewater. A bachelor's degree in civil engineering or closely related engineering field and possession of a Professional Engineer registration will be required.

The salary range for the Utilities Engineering Manager position is \$64.07 at Step 1 and \$77.88 at Step 5, which is set internally to be comparable to the Transportation Manager salary range. This salary range is competitive, while still lower than the average of similar positions in other water and wastewater agencies. Nonetheless, the range should enable the City to attract qualified candidates.

FISCAL IMPACT

The Utilities Engineering Manager position results in a net fiscal increase of approximately \$243,000 per year. This position will be funded entirely from the City's Enterprise Funds with no impact to the General Fund and was included in the FY 2017 budget.

Prepared by: Vanessa Lopez, Senior Human Resources Analyst

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:



Kelly McAdoo, City Manager