



**DATE:** March 27, 2025

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Review Revisions to the Job Description for the Senior Utilities Engineer Classification and Adopt the Revised Classification into the City's Classification Plan

### **RECOMMENDATION**

That the Personnel Commission reviews and approves the proposed revisions to the Senior Utilities Engineer classification and adopts the revised classification into the City's Classification Plan.

### **SUMMARY**

The proposed revisions to the Senior Utilities Engineer classification ensures that the job description accurately reflects current operational needs, improves clarity in reporting relationships, and aligns with industry best practices. Specifically, the Supervision Received and Exercised sections have been updated. Additionally, updates have been made to the job definition and essential duties to more accurately reflect the role's involvement in planning, designing, and constructing complex Capital Improvement Projects (CIP) related to potable water, recycled water, sanitary sewer systems, stormwater management, and wastewater treatment systems. These revisions were developed in collaboration with subject matter experts from the Public Works & Utilities Department and the Human Resources Department. No changes have been made to the minimum qualifications, education, experience, licenses, or certifications for this classification.

### **BACKGROUND/DISCUSSION**

In addition to adopting and approving 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. The Human Resources Department reviews all job descriptions with the respective operating departments, updates each to align with the City's Classification Plan, and ensures the department's needs are included prior to recruitment.

As part of our agreement in the Memorandum of Understanding (MOU) between HAME and the City, the City conducted a review of specified classifications to determine whether the job specification accurately reflects the classification. The Senior Utilities Engineer was included as part of the study, and Bryce Consulting (Bryce) was retained to review and make recommendations for changes. In consultation with incumbents in the position and their supervisor(s), Bryce made recommendations, which were reviewed by the operating department and HR and are included as attached.

The Senior Utilities Engineer plays a critical role in overseeing complex engineering projects, including the planning, design, and implementation of water and wastewater infrastructure improvements. Given the increasing complexity of infrastructure projects and the City's commitment to sustainable water management, the proposed revisions enhance the classification's alignment with industry best practices and City priorities.

The proposed updates to the Senior Utilities Engineer job specification provide greater clarity in supervision, essential duties, and overall role expectations. The Supervision Received and Exercised section has been revised to specify that the position reports directly to the Utilities Engineering Manager and Assistant Director of Public Works, while maintaining direct supervisory responsibilities over professional and technical staff. Updates to the Essential Duties expand the language to include planning, design, and construction of complex Capital Improvement Projects (CIP) related to potable water, recycled water, sanitary sewer, stormwater, and wastewater treatment infrastructure. Additionally, the revisions emphasize the importance of mentoring staff, overseeing regulatory compliance, and coordinating with outside agencies. Finally, the job definition and responsibilities have been refined to ensure consistency with other engineering classifications and departmental expectations, reinforcing the role's impact on operational efficiency, sustainability efforts, and public safety.

These updates ensure the Senior Utilities Engineer classification remains accurate, competitive, and aligned with evolving industry standards while maintaining clear expectations for candidates and current employees.

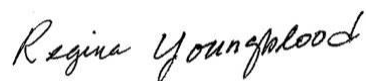
## **STRATEGIC ROADMAP**

This agenda item supports the City Council's Strategic Roadmap initiative of Strengthening Organizational Health by allowing for strategic repositioning and structure of the City's Classification Plan to address operational needs.

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*Approved by:* Regina Youngblood, Assistant City Manager



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