

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Human Resources

AGENDA DATE: 08/30/05

CONTACT PERSON/PHONE: Human Resources, Linda Thomas, (915) 541-4509

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Resolution for the creation of Chief Street Operations Officer, Ombudsman, Business & Customer Service Manager, Deputy Director – Building Permits & Inspections, and Development Services Director

BACKGROUND / DISCUSSION:

The creation of the proposed job classes were requested by the Deputy City Manager for Building and Planning Services to implement the strategic restructuring plan for the Building and Planning portfolio that is being presented through the budget process. No current specification adequately describes the nature, scope and level of the assignments and requirements for these positions.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Budgeted for FY/2006

Funding Source: 32010159-01101-32000, 33010034-01101-33000 & 36010318-01101-36000

BOARD / COMMISSION ACTION:

Per Civil Service Commission approval on August 25, 2005.

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Chief Street Operations Officer** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **5432**. The Grade is **PM 80**.

PASSED AND APPROVED this 30th day of August, 2005.

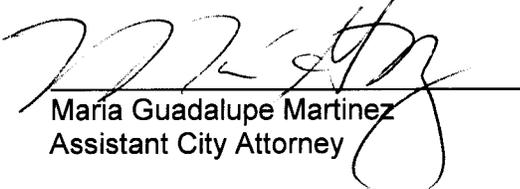
THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

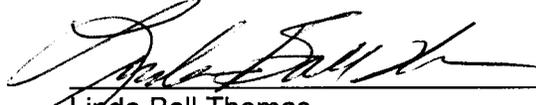
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



Maria Guadalupe Martinez
Assistant City Attorney

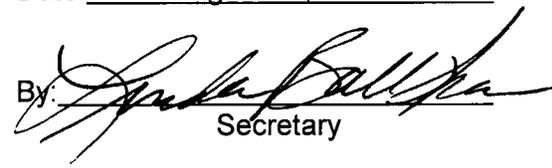
APPROVED AS TO CONTENT:



Linda Ball Thomas
Interim Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: August 25, 2005

By: 

Secretary

Professional and Managerial Branch
Street Group
Operations Series

CHIEF STREET OPERATIONS OFFICER

08/05 (VZ)

General Purpose

Under general direction, plan, manage and coordinate diverse street department maintenance, flood control operations, and manage the City's after hours emergency response program for Street Department Maintenance and Flood Control directly and through assigned subordinate division/section supervisors and staff support to provide highly responsible and technical staff assistance.

Typical Duties

Plan, organize, implement, direct and evaluate street maintenance and flood control in-field activities. Involves: Direct the program of street maintenance repair and construction activities including activities like repairing and patching, street and sidewalk cleaning, replacement and removal of curb and gutter, weed control, and storm drain maintenance and construction. Coordinate street maintenance activities with other City departments, divisions, sections and outside agencies. Develop and assess plans to meet projections and costs. Prepare resource request forecasts and project equipment, materials and personnel requirements to meet budgeted project completion standards. Schedule multi-year utilization of allocated resources and assets in conjunction with staff and department head, and monitor usage and the reallocation of assets to meet planned and emergency work. Establish and evaluate construction controls, maintenance and condition of equipment assuring that construction meets the planning standards. Initiate and oversee emergency actions as authorized. Develop specific project action, including documentation for approved projects, cost and ensure technical compliance with mandated standards. Respond to agency and citizen complaints and inquiries.

Supervise, coordinate and manage a variety of maintenance and construction functions and special projects related to the establishment of division performance goals, objectives, policies, procedures and priorities, long-range planning and budget development. Incumbent supervises technical and maintenance staff, and manage special projects within and across divisions/sections. Involves: Direct and integrate fiscal controls and administrative support activities into plans, projects and operational needs. Monitor, examine and approve project costs and requisitions. Oversee the preparation of final budget documents including the projection of capital acquisition needs and prepare acquisition budget data. Write equipment bid specifications and responses, recommend contract award, evaluate contract execution and follow-up on purchasing processes, warranty compliance and verifying delivery and payment. Prepare contract bid input documentation. Verify scope of work, schedules, materials, costs and burden sharing arrangements in request for proposal documents.

Perform professional and incidental duties. Involves: Substitute, if assigned, for coworkers, subordinates and supervisor, as qualified, to sustain overall continuity and coordination of ongoing projects and functions. Refer unprecedented problems that may necessitate deviation from general City policies to next higher level of executive or official available for decision or guidance. Prepare and disseminate departmental directives. Provide technical and planning guidance support to projects involving other City departments and personnel by explaining and demonstrating work to assist and train less knowledgeable employees. Prepare and maintain records and reports. Prepare and deliver presentations. Represent the department as assigned. Serve on ad hoc committees.

Supervise assigned supervisory and non-supervisory personnel. Involves: Assign duties, and issue written and oral instructions. Check work for service effectiveness, quality and quantity acceptability, and policy and procedural conformance. Guide subordinates to overcome difficulties encountered, correct errors and rectify complaints. Appraise employee performance. Coach to motivate competency improvement and career advancement. Arrange for or conduct internal orientation, job training, and employee development activities. Enforce personnel rules and regulations, and conduct, courtesy, attendance, appearance and safety standards. Counsel subordinates to maintain harmony within unit and with other organizations, and resolve conflicts and grievances. Recommend staffing and employee status changes. Interview applicants and recommend selection.

Knowledge, Abilities and Skills

- Comprehensive knowledge of administrative, budgetary and managerial policies and procedures applicable to street maintenance and construction.
- Considerable knowledge of street and roadway planning processes, urban planning techniques, grading, drainage and environmental control requirements.
- Ability to understand and interpret street and drainage construction blueprints, schematic drawings, layouts, and laboratory reports.
- Ability to supervise, train and evaluate assigned personnel.

- Ability to prepare equipment, materials and supplies specifications.
- Ability to communicate clearly and concisely, both orally and in writing to prepare reports and maintain records.
- Ability to establish and maintain effective working relationships with city employees and the public.
- Ability to enforce safe working practices and procedures, standards of conduct and work attendance.
- Skill in the safe operation and care of personal computer or network workstation, generic business productivity, and specialized accounting and project management software.

Other Job Characteristics

- Occasional moving over uneven terrain and expose to inspect construction sites.
- Occasional driving through city traffic.

Minimum Qualifications

Training and Experience: Equivalent to an accredited Bachelor's Degree in Business or Public Administration, Construction Management or related field, plus five (5) years progressively responsible professional experience in street maintenance and construction, and flood control operations, including two (2) years in a supervisory position.

Licenses and Certificates: Valid Texas Class "C" driver's license or equivalent issued by another state.

Human Resources Director

Department Head