

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

DEPARTMENT: Human Resources

AGENDA DATE: 10/23/07

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

DISTRICT(S) AFFECTED: N/A

SUBJECT:

APPROVE: Resolutions for the creation of Job Specifications for Stormwater Engineering Division Manager & Stormwater Operations Manager

BACKGROUND / DISCUSSION:

The creation of these job classes was requested by the El Paso Water Utilities General Manager to implement operational efficiencies. No current specifications adequately describe 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/2008
Funding Source: 702-340

BOARD / COMMISSION ACTION:

Per Civil Service Commission approval on 10/11/07

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*****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 **Stormwater Operation Manager** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **20235**. The Grade is **EX 5**.

PASSED AND APPROVED this day of October, 2007.

THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

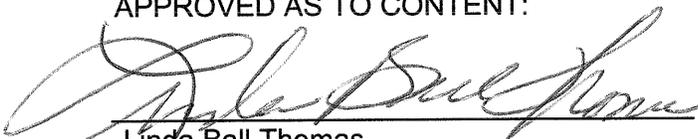
Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:



John R. Batoon
Assistant City Attorney

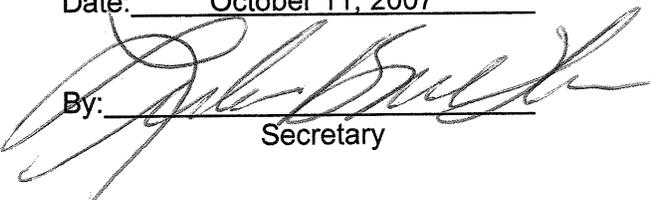
APPROVED AS TO CONTENT:



Linda Ball Thomas
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: October 11, 2007

By: 

Secretary

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JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

LINDA BALL THOMAS
HUMAN RESOURCES DIRECTOR



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HUMAN RESOURCES DEPARTMENT

DATE: October 4, 2007
TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director 
SUBJECT: Proposed Changes to the Classification and Compensation Plan: New/Revised Job Specifications

1.5

The Human Resources Department requests that the Civil Service Commission recommend the following changes to the City Council for acceptance and approval. See attached proposed job specification.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED	Stormwater Engineering Division Manager	20225	EX 3
PROPOSED	Stormwater Operations Manager	20235	EX 5

The creation of the proposed job class was requested by the El Paso Water Utilities Director to implement operational efficiencies. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and reviewed by the El Paso Water Utilities Director and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2 a. & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."

Attachment (Proposed Job Specification)

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JOB SPECIFICATION

Code 20235

Grade EX 5

STORMWATER OPERATIONS MANAGER

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General Purpose

Under direction, plans, schedules, coordinates and supervises personnel and equipment engaged in the construction and maintenance of the City's storm water infrastructure.

Typical Duties:

Organize and direct the construction and maintenance of storm water facilities and infrastructure. Involves: Plans, develops, and implements storm water construction, maintenance, and rehabilitation projects. Develop, implement, and administer the EPWU Master Storm Water Management Plan. Develop and implement the EPWU Storm Water Capital Improvement Plan. Administer the Storm Water Quality Program to ensure compliance with the City's National Pollutant Discharge Elimination System (NPDES) Phase II general permit. Coordinate and develop the City-wide drainage system inventory, Storm Water Master Plan, and Drainage Area Master Plans. Coordinate projects with the Texas Department of Water Resources (TDWR), Texas Commission on Environmental Quality (TECQ), Texas Division of Emergency Management (TDEM), and the US Army Corps of Engineers. Administer, develop, and implement a Best Management Practices Manual, and Storm Water Management policies and drainage design criteria. Prepare the Storm Water Utility annual budget, and participation in annual utility-wide budget process.

Plan and implement a preventive storm water maintenance program. Involves: Direct the administration of a Development Review Program, which includes grading and drainage inspection, review of drainage reports, engineered grading and drainage plans, erosion and sediment control plans, public improvement plans, and project specifications for conformance with federal, state, and City regulations, standards, policies and design criteria, and other generally accepted engineering principles and practices. Schedule and manage drainage maintenance and annual general drainage work programs.

Provide customer service related to storm water operations. Involves: Assist citizens, developers, and contractors with questions, problems, and concerns that require technical response, research, and/or recommendations. Participate in joint City-County Emergency Management and Response programs and activities. Provide customer service to internal and external customers.

Supervise assigned personnel. Involves: Scheduling, assigning, instructing, guiding, checking, and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; ensuring adherence to applicable regulatory and departmental standards; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants; recommend hire, termination, transfers, discipline, merit pay, or other employee status changes.

Knowledge, Skills, and Abilities

- Application of considerable knowledge of architectural and engineering practices related to construction, maintenance, and rehabilitation of storm water facilities and infrastructure.
- Application of considerable knowledge of federal, state, and city rules, regulations, and guidelines related to storm water management.
- Application of good knowledge of supervisory and operational administration policies practices and controls.
- Calculation of budgetary projections for projects, capital equipment outlays, materials, supplies, and personnel for the area of assignment.
- Interpret construction designs, plans, and specifications and detect potential engineering problems and non-conformance to standards, codes, and specifications.

Effective

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As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines



JOB SPECIFICATION

Code 20235

Grade EX 5

STORMWATER OPERATIONS MANAGER

- Establish and maintain effective working relationships with coworkers, government officials, customer departments, vendors, contractors, developers, consultants, and outside agencies.
- Clear and concise, oral and written communication skills to prepare and present training, reports, and public speaking presentations.

Other Job Characteristics

- Frequent exposure to hazardous conditions, uneven or unstable terrain, climbing ladders, entering enclosed spaces or trenches, hazardous materials, air and/or water borne pathogen during construction site supervision and/or inspections.
- Frequent walking, bending, stooping, squatting, and moving or lifting equipment, tools, and materials weighing up to 50 pounds.
- Regular operation of a motor vehicle through City traffic.
- Required to be on-call to respond to emergencies.

Minimum Qualifications

Education and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Civil, Sanitary, or Environmental Engineering or related field, and four years of progressively responsible experience in stormwater construction and/or maintenance, including two years of supervisory experience.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state. Registration as a Professional Engineer in Texas or equivalent registration in another state.

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