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.

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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

**********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 Engineering Division Manager** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **20225.** The Grade is **EX 3**.

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

CITY COUNCIL
ANN MORGAN LILLY, DISTRICT 1
SUSANNAH M. BYRD, DISTRICT 2
J. ALEXANDRO LOZANO, DISTRICT 3
MELINA CASTRO, DISTRICT 4
RACHEL QUINTANA, DISTRICT 5
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STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

HUMAN RESOURCES DEPARTMENT

1.5

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

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.

	TITLE	CODE	GRADE
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 allocate, and submit for recommendation and approval in accordance with Section 2a."

Attachment (*Proposed* Job Specification)

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SERVICE WITH HONESTY & RESPECT
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JOB SPECIFICATION

Code 20225
Grade EX 3

STORMWATER ENGINEERING DIVISION MANAGER

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General Purpose

Under general direction, plan, direct and coordinate professional stormwater engineering and construction services by supervising professional engineering staff.

Typical Duties:

Direct, plan administer, and evaluate stormwater utility engineering capital projects and programs. Involves: *Engineering Services:* Manage, direct, and supervise the Stormwater Utility Engineering Division. Develop design criteria consisting of procedures and standards for the preparation of construction documents of street and drainage improvements. Provide technical consultation with contractors and design engineers regarding plans and specifications, and coordinate construction with Federal, State, and City agencies. Produce plans and specifications for stormwater construction projects, streets, and drainage structures. Prepare, assemble, issue, and affix professional engineering and surveying seals to engineering drawings and technical specifications. Liaison with City departments, contractors, and regulatory agencies on construction projects. *Construction Services:* Administer selection of consultants and private engineers and architects to perform stormwater construction services for the Utility to include negotiating fees on all design agreements. Monitor stormwater construction projects for compliance with design specifications and cost and schedule stipulations. Review plans and specifications prepared by staff and consultants for design problems and compliance to standards. Inspect new construction. Resolve conflicts. Assure quality control. Reviews drainage reports, engineered grading and drainage plans, erosion and sediment control plans, public improvement plans, and specifications for conformance with EPWU and City of EL Paso standards, stormwater policies and design criteria, floodplain management regulations, the Uniform Building Code, and other generally accepted principles and practices. Provides analysis and/or design of stormwater infrastructure such as streets, inlets, storm drains, culverts, open channels, detention facilities, and erosion control measures. Meet with City officials and interested parties to present storm water utility issues, rezoning requests, master plan development, site plan review, and city ordinances.

Manage projects and compliance with pertinent regulations. Involves: Oversee adherence to divisional policies, City, state, and federal regulations. Prepare letters to regulatory agencies, consultants, and contractors regarding Notice to Proceed. Review plans and specifications for construction projects, purchase orders, change orders, and grant requests. Make decisions affecting public safety and large expenditures. Utilize computerized engineering and mapping information. Assist in formulating and maintaining the EPWU Master Stormwater Management Plan, drainage area plans, and watershed models. Assist in maintaining and updating EPWU's Stormwater Management Design Manual. Perform field investigations, assess divisional issues and prepare related records and statistical reports. Conduct meetings and represent department in advisory comities. Make recommendations to department head regarding application of new materials or construction methods.

Prepare and administer Stormwater Engineering Section annual operating budget, administer and review contracts. Involves: Monitor fiscal expenditures of funds for personnel and materials. Oversee multi-million dollar projects. Set technical specifications and design contract agreements, construction contract agreements, sign off on recommended approval of plans and technical specifications. Monitor adherence to contract technical provisions and deadlines. Administer design agreements for compliance with scope, budget and contract terms. Discuss and resolve issues related to project management and funding.

Supervise assigned professional, supervisor, and administrative support personnel. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance and review evaluations by subordinates. Provide for training and development; enforce personnel rules and regulations, and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applications. Recommend hiring, terminations, transfers, discipline, merit pay or other employee status changes. Enforce safety rules and regulations.

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

Knowledge, Skills, and Abilities

- Application of comprehensive knowledge of civil engineering principles, standards, and practices as they relate to stormwater infrastructures and control systems, allied federal, state and local safety, environmental compliance and inspection.
- Application of comprehensive knowledge of methods, materials, tools, and equipment used in stormwater design, construction, compliance and inspection
- Application of considerable knowledge of Municipal Code, Subdivision Ordinance, Engineering Design Standards, Building code, Environmental Protection Act, Clean Water and Clean Air Acts, safety management, stormwater management and professional engineering practices and principles.
- Application of considerable knowledge of project management, cost estimating, personnel rules and regulations and supervisory techniques.
- Application of good knowledge of computer aided drafting and design (CADD) techniques, and geographic information systems (GIS).
- Application of good knowledge of public relations practices.
- Application of some knowledge of recorded management systems, work processing, database spreadsheet programs.
- Established policies, budget, division goals, and objectives.
- Operation of standard civil engineering, testing and surveying instruments.
- Read, comprehend and interpret technical engineering laws, rules, regulations, and documents.
- Clear and concise oral and written communications to effectively explain technical and regulatory standard practices in reports, correspondence, speeches and discussions.
- Establish and maintain effective working relationships with City officials, customers, consultants, subordinates, co-workers, contractors, regulatory agencies, and the general public.

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 pathogens during construction site supervision and/or inspections.
- Frequent walking, bending, stooping, squatting and moving.
- Regular operation of a motor vehicle through City traffic.
- Required to be on-call to respond to emergencies.

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Minimum Qualifications

Education and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Civil, Sanitary, or Environmental Engineering and six years of public or private professional engineering experience in public works programs, including four years of professional experience in storm water engineering/management and three years of supervisory experience. A Master's Degree in Engineering with an emphasis on Hydraulics or Hydrology is desirable.

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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