

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: August 6, 2024

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**To:** Honorable Mayor and City Councilmembers

**From:** Mary Gourley, Assistant City Manager  
Deborah Muchmore, Human Resources, Muchmore Than Consulting

**Subject:** Engineering Department Reorganization and Job Descriptions for Public Works  
Director/City Engineer and Engineering Technician

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**RECOMMENDATIONS:**

That the Council approve

- a) the reorganization plan that will merge the Engineering Department with the Public Works Department,
- b) New job description for a Public Works Director/City Engineer and salary schedule,
- c) New job description for an Engineering Technician and salary schedule,
- d) Authorize the City Manager to commence with recruitment of the Engineering Technician immediately, and
- e) Authorize the City Manager to commence with recruitment of the Public Works Director/City Engineer immediately.

**EXECUTIVE SUMMARY:**

On July 16, 2024, staff presented the Engineering and Public Works department budgets that proposed a cost-cutting measure when the current Public Works Superintendent is set to retire the end of this year. The Engineering Department Reorganization Plan is summarized below:

Reorganization Plan

- 1. Effective January 1, 2025, merge Engineering Department with the Public Works Department, and call the reorganized department "Public Works Department."
- 2. Effective January 1, 2025, do not hire a replacement Public Works Superintendent but instead hire a new Public Works Director/City Engineer.
- 3. Effective immediately, do not hire a replacement Permit Technician in the Engineering Department that vacated City employment on July 5, 2024 but instead hire an Engineering Technician. There is no proposed change in salary and benefits between the two positions.
- 4. If the City is not successful in recruiting a Public Works Director/City Engineer, recruit for a Public Works Director and hire a contract City Engineer.

A current and proposed organization chart for the new Public Works Department is found in Attachment 1.

**BACKGROUND AND DISCUSSION:**

The City historically, prior to 2015, had a Public Works Department that included responsibility for engineering activities. The City has always had a contract City Engineer and that position reported to the Public Works Department Head. In 2015, a new department was created called Engineering Department and the new department was led by a newly hired Engineering Manager and used the services of a contract City Engineer.

In early 2021, the Engineering Manager retired and in February 2021, GHD, an engineering firm, was hired to perform on call services for the Engineering Department and to take on the duties of the Engineering Manager. The GHD contract was limited to \$120,000 per year, which was the annual salary of the Engineering Manager at that time.

In January 2022, the contract City Engineer (Joe Gaffney) retired and GHD was hired to perform contract City Engineering services in addition to the duties of the Engineering Manager.

The GHD contract for Engineering Department services was intended to be an interim role until the City decided what to do with the Engineering Manager replacement. The annual contract for the interim city engineering services was also set at \$120,000 per year. The arrangement with GHD worked well and it was decided by the City Manager at the time, to hold off on making any changes knowing that he was going to be retiring in a year or two and desiring to allow a new City Manager to have a role in any reorganization plans or department head recruitments.

The job description and salary schedule for the Public Works Director/City Engineer has been designed to allow for flexibility should the City be unable to recruit a suitable candidate that is both a Public Works Director over Capital Projects, utilities, and maintenance but not a licensed professional engineer. If a suitable candidate meets the requirements except for the licensing requirement, then the candidate can be considered solely for the Public Works Director role, at a lower salary range, and if selected, the City would need to hire a (part time) contract City Engineer.

The Engineering Technician will support the Public Works Department and the City Engineer. This position will be the primary contact person aiding and providing referrals to visitors at City's Corporation Yard. The position may be assigned duties related to compliance programs and reporting, engineering projects, capital projects, which may include project management, development and plan review, calculating fees, issuance of permits, maintaining plan files and engineering records, field surveys, site inspections, information gathering, data analysis, performing mark and locate functions, participating in surveying activities, or other areas as needed.

#### **STAFF ANALYSIS:**

In reviewing organizations in municipal governments in Sonoma County, Public Works departments typically include engineering activities and do not have a separate Engineering Department. Typically, engineering activities in municipalities pertain to public infrastructure and rights of way matters and those activities make sense to be handled by the Public Works Department.

The proposed reorganization plan is basically how the City was organized prior to 2015. Prior to 2015, the Public Works Department was led by the Superintendent of Public Works. In 2015, the department was reorganized to its current structure with a Public Works Department headed by a Public Works Superintendent, and a new Engineering Department headed by an Engineering Manager.

In order to combine the two departments and reorganize under a new Public Works Director/City Engineer, certain job specific responsibilities of the Public Works Superintendent would need to be transferred to another employee within Public Works (for example, the Assistant Public Works Superintendent) or to the Public Works Director as appropriate. Staff is still in the process of reviewing these details and will bring those changes to the City Council during the next few months or by January 2025 as the transition to the newly reorganized department takes place. Below are examples of changes that will be coming to Council at future meetings if this reorganization plan is approved:

- Designation of Chief Water Operator as required under Title 22 § 63750.25 of the California Code of Regulations (CCR). Chief Operator “Chief operator” under the State regulations is the person who has overall responsibility for the day-to-day, hands-on, operation of a water treatment facility or the person who has overall responsibility for the day-to-day, hands-on, operation of a distribution system. The Chief Water Operator is the person of responsible charge and ensures compliance with drinking water regulations and is the signatory for monitoring and compliance reports to the State.
- Transfer Legally Responsible Officer (LRO) responsibility to Assistant Public Works Superintendent and backup LRO designation to the Public Works Director as designated under the City’s Sewer System Management Plan.
- Change the Municipal Code for references to the Public Works Superintendent to the Public Works Director.

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment on this item. However, if staff receives public comment from interested parties following the publication and distribution of this staff report, such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of this item.

**COMMUNITY OUTREACH:**

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date.

**FISCAL IMPACT:**

The draft Fiscal Year 2024-25 Budget presented and adopted by Council on July 16, 2024, and scheduled for ratification of budget adoption action on August 6, 2024, includes the proposed salaries for the Public Works Director/City Engineer and the Engineering Technician.

Public Works Director Only/No Engineer License: If a Public Works Director is the selected candidate, a contract City Engineer will need to be acquired at a 6 months cost of \$20,000. It is estimated for the 6-month period from January to July 2025. The Public Works Director (without a license) will be paid at a 10 percent differential less than the Public Works Director/City Engineer. The difference in salary and benefits will help defray the cost of the contract City Engineer.

Engineering Technician: There are no salary changes that will occur through the creation of the Engineering Technician II position as it will replace the current Permit Technician and will be paid in the same salary range as the vacant Permit Technician position.

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
Engineering Technician II	SEIU	A	\$ 35.41	\$ 2,832	\$ 6,137	\$ 73,644
		B	\$ 37.18	\$ 2,974	\$ 6,444	\$ 77,326
		C	\$ 39.04	\$ 3,123	\$ 6,766	\$ 81,195
		D	\$ 40.99	\$ 3,279	\$ 7,104	\$ 85,251
		E	\$ 43.04	\$ 3,443	\$ 7,460	\$ 89,519
Engineering Technician I	SEIU	A	\$ 31.86	\$ 2,549	\$ 5,523	\$ 66,276
		B	\$ 33.46	\$ 2,677	\$ 5,800	\$ 69,600
		C	\$ 35.13	\$ 2,810	\$ 6,089	\$ 73,068
		D	\$ 36.89	\$ 2,951	\$ 6,394	\$ 76,728
		E	\$ 38.73	\$ 3,099	\$ 6,714	\$ 80,568

Public Works Director/City Engineer: The Public Works Director/City Engineer salary and benefits have been budgeted for 6 months in FY 24/25 at \$131,003 (based on retirement in December of current Public Works Superintendent). Full year salary and benefits would be \$262,006 (the salary portion being \$198,000 (top step). During the budget hearing on July 16, 2024, staff had stated to Council that the amount set aside in the proposed Fiscal Year 2024-25 budget is a “placeholder” as the salary schedule was being prepared by the City’s HR consultant and was not yet completed and would be presented to Council on August 6 as part of the reorganization plan.

Based on the findings from the City’s HR consultant, the market average with benefits is \$268,025 (the salary portion being \$202,464/Top Step). If the City is unable to successfully recruit for this position with a civil engineering license, the Public Works Director is recommended to be a salary range that is 10% less at a proposed salary of \$182,220/Top Step. The savings related to hiring a Public Works Director who is not a Professional Engineer is \$20,244 and the savings can be used to hire a contract City Engineer.

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
Public Works Director/City Engineer	Unrepresented	A	\$ 80.08	\$ 6,406	\$ 13,881	\$ 166,568
		B	\$ 84.08	\$ 6,727	\$ 14,575	\$ 174,896
		C	\$ 88.29	\$ 7,063	\$ 15,303	\$ 183,641
		D	\$ 92.70	\$ 7,416	\$ 16,069	\$ 192,823
		E	\$ 97.34	\$ 7,787	\$ 16,872	\$ 202,464
Public Works Director	Unrepresented	A	\$ 72.07	\$ 5,766	\$ 12,493	\$ 149,913
		B	\$ 75.68	\$ 6,054	\$ 13,117	\$ 157,408
		C	\$ 79.46	\$ 6,357	\$ 13,773	\$ 165,279
		D	\$ 83.43	\$ 6,675	\$ 14,462	\$ 173,543
		E	\$ 87.61	\$ 7,008	\$ 15,185	\$ 182,220

Listed below are proposed salaries based on market averages for Council information:

		<b>Salary</b>	<b>Benefit</b>	<b>Total</b>
<b>Public Works Director/City Engineer</b>	<b>Market Average</b> <b>\$16,872/mo</b>	202,464	65,561	268,025
<b>Public Works Director</b>	<b>5% below Market</b> <b>Average \$16,028/mo</b>	192,336	62,281	254,617
<b>Public Works Director</b>	<b>10% below Market</b> <b>Average \$15,185/mo</b>	182,220	59,006	241,226

The Current Salaries for Comparison of the City’s Department Directors at the top step of the salary range are listed below:

- |                                      |           |  |
|--------------------------------------|-----------|--|
| 1. City Manager                      | \$245,000 |  |
| 2. Public Works Director/Eng         | \$202,464 | Proposed   |
| 3. City Attorney                     | \$194,000 | This position is now filled by a Contract Position |
| 4. Community Development Director    | \$190,000 |  |
| 5. Public Works Director             | \$182,336 | Proposed   |
| 6. Assistant City Manager/City Clerk | \$181,000 |  |
| 7. Administrative Services Director  | \$176,000 |  |
| 8. Police Chief                      | \$170,000 |  |
| 9. Fire Chief                        | \$167,000 | This position is now filled by a Contract Position |
| 10. Public Works Superintendent      | \$161,000 |  |
| 11. Building Official                | \$147,000 | This position is now filled by a Contract Position |

**OPTIONS:**

- Approve, or do not approve, the proposed Engineering Department reorganization plan as described in this report;
- Approve or do not approve the job description and salary schedule for the Public Works Director/City Engineer and if approved, authorize the City Manager to commence with recruitment immediately;
- Approve or do not approve the job description for the Engineering Technician and a salary schedule that is the same as for the Permit Technician, and if approved, authorize the City Manager to commence with recruitment immediately.
- If approved, salary schedule will be returned to the next City Council meeting as a consent calendar item.

**ATTACHMENTS:**

- Current and Proposed Reorganization Charts
- Job Description and Salary Ranges-for Public Works Director/City Engineer
- Job Description and Salary Ranges for Engineering Technician
- Resolution of proposed reorganization and new/revised job descriptions for Public Works Director/City Engineer and Engineering Technician

APPROVALS:

Department Head Approval: Approval Date: 7/31/24  
 CEQA Determination (Planning): Approval Date: 7/31/24  
 Administrative Services (Financial) Approval Date: 8/1/24

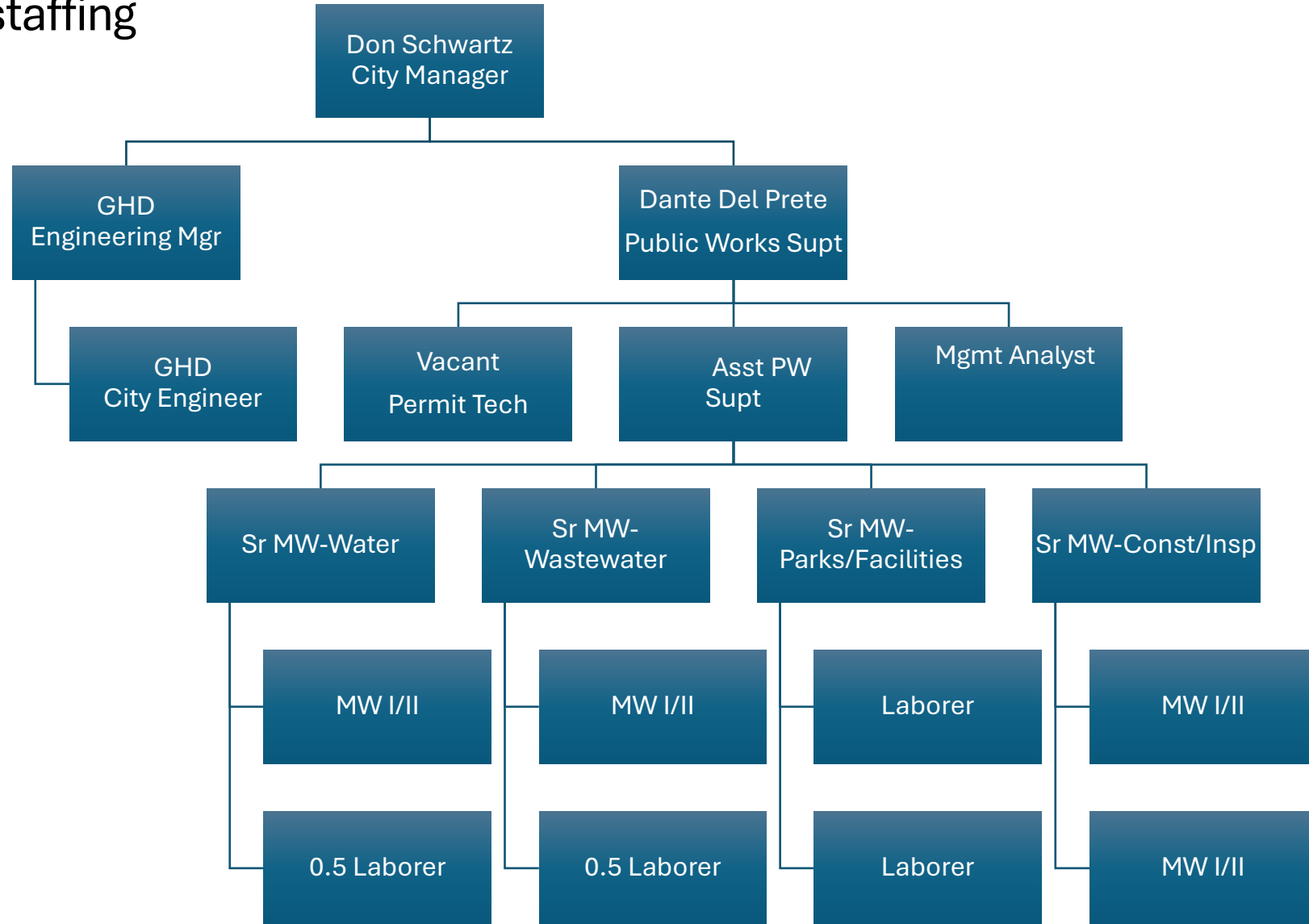
Costs authorized in City Approved Budget:  Yes  No  N/A

Account Code (f applicable) \_\_\_\_\_

City Attorney Approval: Approval Date: N/A  
 City Manager Approval: Approval Date: 8/1/24

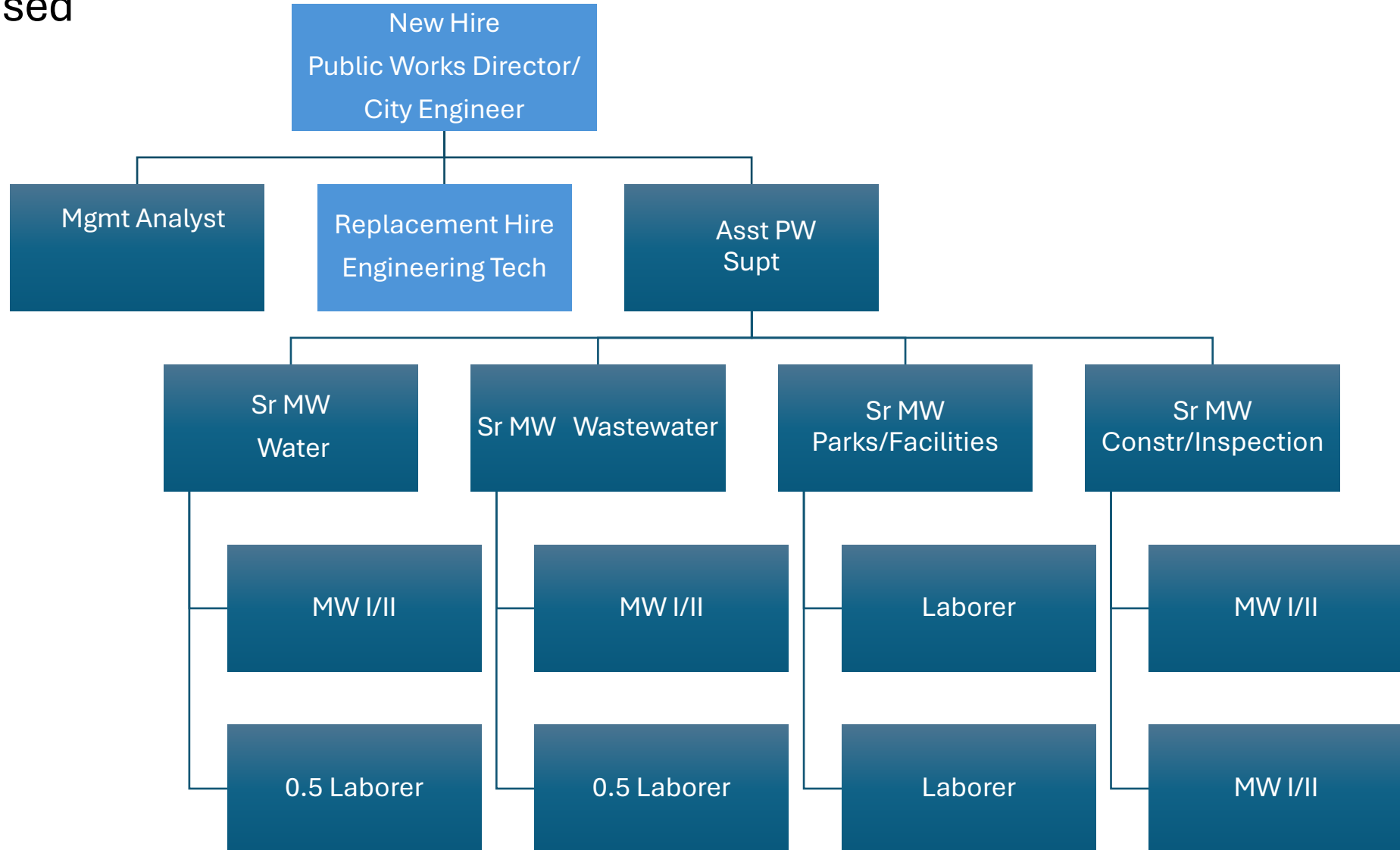
# Public Works and Engineering Departments

Current staffing



# Public Works Department

Proposed



## City of Sebastopol Job Description

<b>Job Title:</b>	Director of Public Works/Director of Public Works/City Engineer
<b>Division:</b>	Engineering
<b>Department:</b>	Public Works
<b>Location:</b>	Corporation Yard
<b>Shift:</b>	As Assigned
<b>Reports To:</b>	City Manager
<b>Prepared By:</b>	Human Resources Advisor
<b>Approved By:</b>	City Council
<b>Approved Date:</b>	8/XX/2024
<b>FLSA Status:</b>	Exempt

### **DEFINITION**

Under administrative direction to plan, organize, direct, and review the full range of activities and operations of the Department of Public Works, including engineering design, public works construction and inspection, repair and maintenance of City infrastructure and streets, and transportation programs; to serve as, or supervise the City Engineer; and to coordinate assigned activities with other departments and outside agencies. The Director of Public Works reflects a demonstrative cultural competency working with all community members regardless of cultural differences or circumstances, including race, ethnicity, religion, language, gender identity, age, marital and familial status, sexual orientation, diverse physical and learning abilities, socioeconomic status, and other identities. This position provides highly responsible and complex professional and administrative consultation to the City Manager and may serve as the City Manager or Assistant City Manager in either manager's absence or as assigned. Performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

This classification is "at will," serving at the pleasure of and receiving administrative direction from the City Manager. This role's duties allow for a broad scope of independent decision-making within legal, policy, and regulatory guidelines.

This classification exercises general direction and supervision over professional, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This classification is at the department director level in the City of Sebastopol. This classification is responsible for overseeing, directing, and engaging in all activities of the Department of Public Works, including serving as or supervising the City's Engineer, directing and developing personnel, serving as or providing staff support to various boards, committees, and commissions, and serving as a liaison to the community. The incumbent is responsible for achieving the Department's planning and operational goals and objectives while advancing the City's broader goals and objectives within established policy guidelines. Additionally, this position acts on behalf of the City Manager in various administrative, coordinative, analytical, and liaison capacities.

Director of Public Works is distinguished from Director of Public Works / City Engineer by the latter's requirement to be Registered as a Professional Civil Engineer with the State of California and the responsibility to serve as City Engineer whereas the Director of Public Works will oversee a Professional Engineer or Consultant providing City Engineer services.

This classification is distinguished from the Public Works Superintendent in that it is a department head responsible for overseeing all public works activities, including engineering, and the latter focuses on the day-to-day activities of maintenance and operations.



**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes full management responsibility and directs all public works department programs, services, and activities, including engineering design, public works construction and inspection, repair, and maintenance of City infrastructure, water and wastewater systems, public pools and playgrounds, streets, and transportation programs.
- Direct, manage, administer, oversee, plan, and review the work of multiple divisions in the Public Works Department, including engineering design, public works construction and inspection, contract maintenance, repair services, garbage franchise services, maintenance of City streets, storm and sanitary sewers, water distribution and wastewater collection infrastructure, stormwater and runoff mitigation, landscaped areas, facilities, equipment, public pools and playground equipment, and bicycle and pedestrian infrastructure.
- Oversees and manages the City's Capital Improvement Program and the Annual Capital Improvement Plan in conjunction with other assigned City departments (such as the Planning Department for Parks and Housing projects).
- Approves public works improvement projects for construction upon technical preparation by a licensed civil engineer or technical review by the City Engineer.
- Directs and participates in developing and administrating the Public Works and Department budget; forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
- Fosters an environment that embraces diversity, integrity, trust, and respect.
- Develops, directs, and implements department goals, objectives, and work standards for the Department; recommends the development and revision of and administers policies and procedures.
- Prepares, establishes, presents as assigned, and implements appropriate department budget, service, and staffing levels.
- Interprets, implements, directs, coordinates, enforces, recommends changes for, and reviews amendments to related ordinances, codes, and resolutions related to the maintenance of City assets and infrastructure.
- Works closely with the City Engineer in reviewing private development projects and preparing project conditions of approval.
- Conducts research and analysis of engineering principals and best practices; asset and infrastructure maintenance and installation; serves as or oversees the services of the City Engineer.
- May serve as City Manager or Assistant City Manager in either manager's absence, as assigned.
- Coordinates department activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager and City Council; prepares and presents accurate, informative, and compelling staff reports and other necessary correspondence.
- Receives, coordinates, investigates, maintains records for, and resolves questions and complaints about right of way, encroachment, water and sewer infrastructure and services, public pools and playgrounds, and other department functions.
- Manages efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships;

assesses, evaluates, and identifies opportunities for improvement; directs the implementation of change.

- Analyzes fees and participates in and/or oversees water and wastewater fee studies and hearings.
- Oversees professional service agreements and public contracts, including requests for proposal development, advertising, distribution, selection, award administration, public contract law hiring and reporting requirements, the work performance of consultants and contractors, contract compliance, and project completion audits.
- Conducts various departmental and technical organizational and operational studies and investigations, prepares technical and administrative reports, and recommends appropriate modifications to programs, policies, and procedures.
- Represents the Department at and participates in professional group meetings; provides technical assistance as necessary; stays abreast of new trends and innovations related to the assignment area.
- Monitors laws, regulations, and technology changes that may affect City or departmental operations; implements policy and procedural changes as required.
- Interprets and communicates departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Performs other duties as assigned.

Public Works Director / City Engineer

*In addition to the above duties, is also responsible to*

- Serve as the City Engineer, planning for City public and capital improvement projects, assists the Public Works Director in overseeing project budgets, performs technical observation of project personnel or contractors, presenting construction progress reports, and assuring compliance with all federal, state, and local laws, codes, and ordinances.
- Stamp and affixing their seal to plans and specifications for City public improvement projects, if the City Engineer is the Engineer of Record.
- Manage environmental aspects of city capital improvement and other public projects
- Design or oversee the design of roads, bridges, and other infrastructure projects.
- Provide engineering guidance, approval of exemptions, and revisions to City Standards for public improvements.
- Perform development review of private development projects' improvement plans, Final Map, Parcel Map, Lot line Adjustments, Record of Surveys and other related land surveying documents.
- May sign Final Maps, parcel maps, Lot Line Adjustments, Record of Surveys and other related land surveying documents if a licensed Land Surveyor.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of public facility construction, maintenance, engineering, and transportation infrastructure in a municipal setting.
- Principles and practices of governmental administration and organizational management, planning, goal setting, oversight, project management, implementation, and contract administration.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Pertinent local, state, and federal laws, rules, and regulations.

- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration, and personnel management.
- Principles and practices of public agency budget preparation and administration.
- Theories, principles, laws, and regulations relating to public contracting and right-of-way.
- Administrative and supervisory principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff.
- Principles and practices of planning, engineering, construction, installation, and maintenance for public facilities and equipment, water and wastewater collection systems and pump stations, and public pools and playgrounds.
- Processes for efficient operation of facilities, streets, roads, water delivery, and wastewater collection processes.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and techniques of conducting site planning, grading, engineering review, runoff and pollution prevention, land use, and other analytical studies, evaluating alternatives, and making sound recommendations.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to the assigned area of responsibility.
- Technical, legal, financial, and public relations problems associated with the management of public works and engineering programs.

**Ability to:**

- Plan, direct, organize, direct, coordinate, and control the work of field, professional, technical, and administrative support personnel and the administration and operations of the Public Works Department; delegate authority and responsibility.
- Analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes, and procedures; observe performance and evaluate staff; problem-solve department-related issues; and explain and interpret policy.
- Sit at desk and in meetings for long periods; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use the telephone; write or use a keyboard to communicate through written means; and lift or carry the weight of 10 pounds or less.
- Prepare and administer large and complex budgets; allocate limited resources cost-effectively.
- Assess and recommend revisions for, interpret, implement, and apply city and department policies, procedures, rules, and regulations; develop department policies and procedures.
- Supervise, mentor, develop, evaluate, and hold assigned personnel accountable; manage projects, programs, and consultants promptly and effectively.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations supporting goals.
- Establish and maintain effective working relationships and work with all individuals and groups tactfully and effectively regardless of cultural differences or circumstances, including race, ethnicity, religion, language, gender identity, age, marital and familial status, sexual orientation, diverse physical and learning abilities, socioeconomic status, and other identities.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the Department and assigned program areas.
- Provide administrative and professional leadership and direction for the Department and the City.

- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct effective negotiations and effectively represent the City and the Department in stakeholder meetings.
- Effectively and persuasively convey thoughts and ideas.
- Discern and interpret governmental regulations related to public works and engineering programs and activities.
- Develop and inspire staff to meet department and city objectives and benchmarks in an often changing and challenging environment.
- Explain complex ideas in easily understood terms patiently and effectively.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Gain cooperation through discussion, persuasion, and influence.
- Use English effectively and communicate clearly and concisely, orally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment, including computer equipment and specialized software applications and programs.

#### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:** Equivalent to graduation from an accredited four-year college or university with major coursework in civil, electrical, mechanical, hydrology, systems control engineering, or a related field.

**Experience:** Five (5) years of professional experience in asset and infrastructure management, public project and facilities maintenance management, engineering, or utilities management, and administrative and leadership experience in public works, including two (2) years of supervisory experience.

#### **Licenses and Certifications:**

- A certificate of registration in one or more areas issued by the State of California is desired: Engineer-in-Training, Water Distribution/Water Treatment, Wastewater Collections, Storm Water Pollution Control.
- The ability to convey oneself between multiple geographic locations daily and timely is required or possession of, or the ability to obtain a valid California Driver's License by the time of appointment.

#### **For Public Works Director / City Engineer – The following is required**

- A certificate of registration as a Professional Civil Engineer issued by the State of California

#### **PHYSICAL DEMANDS**

Positions in this classification primarily work in an office environment using standard office equipment with moderate noise levels, controlled temperature, and no direct exposure to hazardous physical substances. Positions in the classification may interact with difficult or challenging staff and public and private representatives in interpreting and enforcing City policies and procedures. Incumbents must possess the mobility to inspect City construction and work sites, operate a motor

vehicle, and visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person before groups and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Access, use, and apply mechanical and operational equipment. Positions in this classification often bend, stoop, kneel, reach, push, and pull items during work. Employees must be able to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

#### **ENVIRONMENTAL ELEMENTS**

Positions in the classification must possess the mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City project/development field sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, and to visit various City and meeting sites; vision sufficient to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This position is primarily in a sedentary office environment, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. While performing the duties of this job, the employee occasionally works near moving mechanical parts, in high, precarious places, and in outside weather conditions and riparian environments and is occasionally exposed to wet and humid conditions, hot and cold temperatures, mechanical and electrical hazards, confined space hazards, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

## City of Sebastopol Job Description

<b>Job Title:</b>	Engineering Technician I/II
<b>Division:</b>	Engineering
<b>Department:</b>	Public Works
<b>Location:</b>	Corporation Yard
<b>Shift:</b>	As Assigned
<b>Reports To:</b>	City Engineer or PW Supervisor
<b>Prepared By:</b>	Human Resources Advisor and City Engineer
<b>Approved By:</b>	City Council
<b>Approved Date:</b>	8/XX/2024
<b>FLSA Status:</b>	Non-Exempt

### PURPOSE

Under direction, performs a variety of tasks in the office and field, both technical and administrative, in support of the Public Works Department and the City Engineer. This position will be the primary contact person providing assistance and referrals to visitors at City's Corporation Yard. The position may be assigned duties related to compliance programs and reporting, engineering projects, capital projects, which may include project management, development and plan review, calculating fees, issuance of permits, maintaining plan files and engineering records, field surveys, site inspections, information gathering, data analysis, performing mark and locate functions, participating in surveying activities, or other areas as needed.

### DISTINGUISHING CHARACTERISTICS

Engineering Technician I: This is the entry-level class of the Engineering Technician series. Initially under close supervision, incumbents are provided with training to enable them to gather, analyze, and monitor routine engineering-related data and formulate recommendations based on established criteria in the area of assignment. Generally, work is observed and reviewed both during performance and upon completion. Changes in procedures or exceptions to rules are explained in detail as they arise.

Engineering Technician II: This is an journey-level classification that performs the full range of technical work to ensure the coordination of engineering projects, including map and plan review, updating drawings and maps, field observations, research of engineering and public capital project topics, performing basic engineering calculations, permit processing and issuance, review, processing and providing comments for development applications, may perform site inspections, gather information and organize data, calculate fees, perform plan checks and administrative work, staff a public counter, and support other public works and engineering programs and activities. Responsibilities require the use of tact, discretion, and independent judgment and frequent interaction with the public. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This is a flexibly staffed classification. Positions in this class are normally filled by advancement from the class of Engineering Technician I, or when filled from the outside, require prior related work experience. The Engineering Technician I incumbent is expected to learn and be able to perform all duties and responsibilities of this classification. Advancement from level I to level II is based on successful performance of the full range of level II job duties and the existence of an approved and budgeted level II allocation.

This class is distinguished from the Engineering Technician I in that the routine technical work assignments of this class are performed more independently. This class is distinguished from the professional engineering series in that the latter is a professional level requiring completion of a four- year degree and professional civil engineering registration). This class is distinguished from other permit or planning technicians in its engineering and public works focus and technical complexities as necessary for assigned tasks.



**SUPERVISION RECEIVED AND EXERCISED**

The Engineering Technician I initially receives close supervision and as skills and abilities increase supervision gradually lessens. The Engineering Technician II receives general supervision. Supervision is provided by the City Engineer, the Public Works Director or a Public Works supervisor as assigned.

**TYPICAL JOB DUTIES** include but are not limited to the following. Other duties may be assigned.

- Serve as first line of contact to internal and external customers on engineering, development plan and map review, permit application issues, and provide information and direction to the public related to the permit process via phone, email, and counter work
- Prepare or assist in the preparation of and interpret specifications, plans, permits, estimates, and reports pertaining to the construction, maintenance, and operation of a variety of engineering, land development, utility, and other Capital Improvement Program (CIP) projects
- Maintain engineering and traffic/transportation files, including plans, studies, inspections, surveys, maps, and other data related to engineering and transportation projects; prepare, update, reproduce, and distribute maps, drawings, blueprints, and other information recorded in the Geographic Information System (GIS)
- Utilize GIS or Computer Aided Design (CAD) software to create and/or modify plot plans, topographic maps, improvement plans, and illustrative graphics, such as charts, illustrations, and graphs for reports, drawings for design manuals, and other projects
- Perform basic field review, design, drafting and inspection duties in connection with CIP, maintenance and development projects
- Perform field, office, and computer-aided studies and prepares periodic and special reports based on findings from research, studies, and surveys; and makes recommendations on findings
- Receive, tag, log, and review submitted engineering plans, maps, and related documents for plan check including review of insurance; route documents to consultants or developers for preceding and following plan review; track status of plan checks and original documents; advise parties of revisions and assists with the development and issuance of project conditions
- Receive and respond to information requests for base maps, parcel maps and improvement plan information, encroachment permits, benchmarks, and other geographical data, soils reports, as-builts, and street improvements; retrieve plans, reports, permits, and files as necessary to comply with requests; respond to complaints from the public and resolves conflicts between owners, architects, contractors, developers, utility companies, and others
- Prepares reports of findings and makes recommendations for resolution of issues found
- Receive, review, and process various permits including construction, excavation, water and wastewater utilities, encroachment, and drainage., review applications for completeness and compliance with appropriate regulations and policies
- Calculate fees for and track submittals payments by customers and issue permits
- Maintain and update department records, tracking lists, permit records, and files of engineering plans, including grading, encroachments, improvements, storm drain, landscaping, and final maps
- Assist in compliance with the City's records retention and management schedules
- Review, interpret, and provide information and direction to the public regarding applicable local, State and Federal regulations, codes, ordinances, documents, standards, and guidelines.
- Perform a variety of routine and complex office, administrative, and technical support tasks, and duties, including organization and coordination of work
- Assist with project management and contract administration as required, including setting priorities and meeting deadlines
- May perform mark and locate functions or serve as instrument person or on a survey team
- May attend meetings of various commissions, committees and other bodies or pertaining to special projects, and may serve as staff liaison to committees
- Prepare and distribute public hearing notices, ensuring that required notice requirements are met

- Establish positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and members of the public
- Work collaboratively with other City employees and foster an environment that embraces, diversity, integrity, trust, and respect
- Perform other duties as assigned

## KNOWLEDGE, SKILLS and ABILITIES

### Knowledge of:

#### Engineering Technician I

- Basic and technical mathematical and statistical principles
- English usage, spelling, grammar, and punctuation
- Office methods and equipment including filing systems
- Computer software such MS Office, Adobe Acrobat
- Terminology, methods, practices, and techniques of graphics and printing
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

#### Engineering Technician II:

*In addition to the knowledge required for Engineering Technician I the following is required:*

- Basic civil engineering principles, practices, and methods applicable to office and field work involving the design, construction, and maintenance of public works projects
- Basic design and construction practices and methods of public works infrastructure, engineering plan types, review practices, and permit filing and approval procedures
- Researching and reporting methods, techniques, and procedures
- Basic and technical engineering mathematical and statistical principles
- Technical report writing practices and procedures
- Methods of assessing and documenting specifications and project conditions
- Applicable federal, state, and local laws, codes, and regulations, including administrative and departmental policies and procedures
- Use of GIS, CAD, and other mapping and aided drawing software

### Ability to:

#### Engineering Technician I

- Deal tactfully and courteously with prudence and respect, when serving the public, coworkers, and others in providing information, answering questions, and providing customer service
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials. Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests. Effectively and efficiently operate office equipment and computer applications related to the work.
- Understand and follow oral and written instruction
- Organize own work, set priorities, and meet critical time deadlines.
- Operate a variety of common and specialized office machines
- Establish and maintain effective working relationships with a broad cross section of people
- Communicate orally and in writing clearly, concisely, and effectively in English
- Deal tactfully and courteously with prudence and respect with City visitors, planning department customers, other stakeholders, and City and County staff

#### Engineering Technician II:

*In addition to the skills and abilities required for Engineering Technician I the following is required:*

- Understand and explain City policies, procedures, fees, and basic engineering regulations to the



- general public, developers, contractors, and City staff.
- Read and interpret engineering plans, technical drawings, specifications, maps, elevations and related figures, symbols, notations, and map coordinates, accurately
- Understand, follow, interpret, and explain field notes, drawings, maps, specifications, and sketches.
- Make sound, independent decisions within established policy and procedural guidelines.
- Graphically convey data and plot data on a variety of maps, charts, and graphs
- Make, understand, and record accurately technical engineering mathematical and statistical computations accurately.
- Convey ideas in a persuasive and understandable manner

## **EDUCATION and EXPERIENCE**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **LEVEL I**

#### **Experience:**

Some experience in construction, technical drawing, drafting, creating or reviewing plans, or performing computer-aided drafting along with at least six months of customer service experience.

#### **Education:**

High School Diploma or equivalent supplemented by courses in trigonometry and computer aided design and drafting. College-level course work or other formal training in mathematics, construction practices, surveying, or computer-aided design are desirable.

### **LEVEL II**

#### **Experience:**

Two (2) years of responsible experience performing technical civil engineering support work involving the use of CAD or GIS, extensive public contact and document processing of which one (1) year involves reading and interpreting plans, preparing permit application files for review, or other permitting activities, preferably with a public agency.

#### **Education:**

High School Diploma or equivalent and post high-school coursework, training, or experience in civil engineering, drafting, geography, plan review, construction management, or a similar area.

An Associate's degree, or the completion of two years of college-level coursework in civil engineering, geography, architecture, landscape design, or public administration is desirable.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of, or ability to obtain, a valid California Driver's license. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

## **PHYSICAL DEMANDS**

When operating office equipment such as a computer keyboard, mouse, and/or calculator, incumbents make fine, highly controlled, repetitive arm/hand movements. When operating a computer, incumbents sit for extended time periods with the ability to move at will. Incumbents raise arms overhead and/or bend and stoop to retrieve documents from file drawers. When performing field inspections and office duties, incumbents climb stairs and/or ladders, walk and stand for extended periods of time, and stoop and crouch with the ability to change positions as needed. Incumbents file documents in numerical, alphabetical, chronological and/or reverse chronological order. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use

hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work is performed indoors in an engineering office environment and outdoors in field conditions involving heavy traffic, steep terrain, muddy construction sites and exposure to poison oak. Field work frequently is performed outdoors in a variety of weather conditions and involves walking on rough, uneven or rocky surfaces. Incumbents communicate with others orally, face to face and by telephone and/or two-way radio. Incumbents are given oral direction or graphic information such as blueprints, schematic drawings, layouts or other visual aids when receiving assignments.

RESOLUTION NUMBER: XXXX-2024

CITY OF SEBASTOPOL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEBASTOPOL

WHEREAS, the City of Sebastopol maintains a classification plan that includes classification specifications for all positions within the City; and

WHEREAS, the City Council of the City of Sebastopol authorizes allocations for each position within the City as part of the annual budget process; and

WHEREAS, any substantive change to a classification specification or position allocation must be approved by the City Council; and

WHEREAS, the City's Public Works Superintendent will retire on December 31, 2024 and the City's Permit Technician position in Public Works is currently vacant, the City Manager and City Council desire to reorganize the Public Works Department to again include the engineering functions of the City and establish the classification of Public Works Director/City Engineer, reclassify the position of Permit Technician in Public Works to Engineering Technician; and approve the related classification specifications and pay ranges; and

WHEREAS, the Council desires to authorize the City Manager to recruit for the new positions and make any non-substantive changes to the classification and related lists and schedules to affect the establishment of the position and rename the Department; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Sebastopol hereby:

- 1.) Approve the new Reorganization Plan for Public Works which includes:
  - a. Effective January 1, 2025, merge Engineering Department with the Public Works Department, and call the reorganized department "Public Works Department."
  - b. Effective January 1, 2025, do not hire a replacement Public Works Superintendent but instead hire a new Public Works Director/City Engineer.
  - c. Effective immediately, do not hire a replacement Permit Technician in the Engineering Department that vacated City employment on July 5, 2024 but instead hire an Engineering Technician. There is no proposed change in salary and benefits between the two positions.
  - d. If the City is not successful in recruiting a Public Works Director/City Engineer, recruit for a Public Works Director and hire a contract City Engineer.
- 2.) Establishes the new classifications of Public Works Director/ City Engineer and Public Works Director and Approves the related specification and pay ranges as shown here.

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
Public Works Director/City Engineer	Unrepresented	A	\$ 80.08	\$ 6,406	\$ 13,881	\$ 166,568
		B	\$ 84.08	\$ 6,727	\$ 14,575	\$ 174,896
		C	\$ 88.29	\$ 7,063	\$ 15,303	\$ 183,641
		D	\$ 92.70	\$ 7,416	\$ 16,069	\$ 192,823
		E	\$ 97.34	\$ 7,787	\$ 16,872	\$ 202,464
Public Works Director	Unrepresented	A	\$ 72.07	\$ 5,766	\$ 12,493	\$ 149,913
		B	\$ 75.68	\$ 6,054	\$ 13,117	\$ 157,408
		C	\$ 79.46	\$ 6,357	\$ 13,773	\$ 165,279
		D	\$ 83.43	\$ 6,675	\$ 14,462	\$ 173,543
		E	\$ 87.61	\$ 7,008	\$ 15,185	\$ 182,220

3.) Establishes the new classification of Engineering Technician and approves the reclassification of the vacant position of Permit Technician in Public Works to Engineering Technician and

Job Classification	Group	Step	Hourly	Bi-Weekly	Monthly	Annually
Engineering Technician II	SEIU	A	\$ 35.41	\$ 2,832	\$ 6,137	\$ 73,644
		B	\$ 37.18	\$ 2,974	\$ 6,444	\$ 77,326
		C	\$ 39.04	\$ 3,123	\$ 6,766	\$ 81,195
		D	\$ 40.99	\$ 3,279	\$ 7,104	\$ 85,251
		E	\$ 43.04	\$ 3,443	\$ 7,460	\$ 89,519
Engineering Technician I	SEIU	A	\$ 31.86	\$ 2,549	\$ 5,523	\$ 66,276
		B	\$ 33.46	\$ 2,677	\$ 5,800	\$ 69,600
		C	\$ 35.13	\$ 2,810	\$ 6,089	\$ 73,068
		D	\$ 36.89	\$ 2,951	\$ 6,394	\$ 76,728
		E	\$ 38.73	\$ 3,099	\$ 6,714	\$ 80,568

4.) Authorizes the City Manager to recruit for the Public Works Director/ City Engineer and Engineering Technician positions and to make the necessary staff assignments and changes to documents and schedules to effect the change.

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 6<sup>th</sup> day of August 2024.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the City of Sebastopol City Council by the following vote:

**VOTE:**

Ayes:

Noes:

Absent:

Abstain:

APPROVED:

Dianna Rich, Mayor

ATTEST:

Mary Gourley, Assistant City Manager/City Clerk, MMC