

TO: James L. App, City Manager
FROM: Dick McKinley, Director of Public Works
SUBJECT: Engineer-In-Training for Capital Projects Engineering
DATE: November 17, 2015

NEEDS: For City Council to consider authorizing a change in staffing in Capital Projects Engineering from a part time Administrative Assistant II (which is currently vacant) to a full time Engineer-In-Training (Tech III).

- FACTS:**
1. As of October 23, 2015 the Administrative Assistant II in Capital Projects Engineering in the Public Works Department is vacant due to retirement.
 2. There is currently no engineering back up for Ditas Esperanza, Capital Projects Engineer, or for John Falkenstien, City Engineer (Community Development Department).
 3. There are \$28.9 million in repair & rehabilitation water projects identified in the 2014 Water Master Plan, and a like number of repair & rehabilitation projects for the wastewater utility.
 4. There are grant opportunities for water, wastewater, storm water, and transportation projects. It takes staff time and effort to apply for those grants, and if successful, to complete all of the grant paperwork during the projects.
 5. Public Works and Community Development work closely, so having an engineer-in-training on staff to learn from Ditas and John would be a very important part of succession planning for the City.
 6. The Engineer-In-Training (EIT) position will focus largely, but not entirely, on water and wastewater repair & rehabilitation capital projects and will report directly to Ditas Esperanza, Capital Projects Engineer. Over time the EIT will also learn to serve in other areas, like pavement condition rating, but is not expected to eliminate the need for contract engineering and inspection services. The City's model of using contract engineering and inspection services fits with current trends in the public works business, with many organizations finding it less expensive in the long run to pay for only the services you need at the time rather than keeping a large staff.
 7. An Engineer-In-Training generally has completed their 4-year degree in engineering, and passed a test to become and EIT. An EIT is a future Professional Engineer (PE).
 8. After discussions with an engineering professor at Cal Poly, the City should have no problem finding a suitable EIT who is looking to establish local roots.

**ANALYSIS &
CONCLUSION:**

An opportunity exists to eliminate a vacant Administrative Assistant II position and replace it with an Engineer-In-Training (Tech III) position. An EIT position will be able to provide significant support to completing capital projects in a positive and timely manner, to preparing grant applications, and to managing the repair & rehabilitation projects for the Water and Wastewater Funds. The position will be funded by the Water and Wastewater Funds, and will charge out time to other capital projects as needed. This action would reduce General Fund costs and provide a means to coordinate needed utility capital projects. The position would also provide some needed backup for the Capital Projects Engineer and the City Engineer, and would help in succession planning.

POLICY

REFERENCE: 2.44 Municipal Code

FISCAL

IMPACT: A full time Engineer-In-Training costs \$75,745 more per year than a 0.4 part time Administrative Assistant II. The Administrative Assistant II was funded from General Fund, and the Engineer-In-Training will be funded in the Water and Wastewater Funds. The Engineer-In-Training will be expected to charge time to capital projects when working on the projects. There is an increase to the Water and Wastewater Funds, and a decrease to the General Fund, but the increases to Water and Wastewater are funds that will help the repair & rehabilitation capital project efforts move forward.

OPTIONS:

- a. Adopt Resolution No. 15-xx allocating funds from the Water and Wastewater Funds for the addition of an Engineer-In-Training position (Technician III classification), and eliminating the Administrative Assistant II position from Capital Projects Engineering.
- b. Amend, modify, or reject the above option.

Attachments:

Resolution No. 15-xx
Engineer-In-Training (Technician III classification description)

RESOLUTION NO. 15-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
ALLOCATING FUNDS FOR THE CREATION OF AN ENGINEER-IN-TRAINING
POSITION IN CAPITAL PROJECTS ENGINEERING

WHEREAS, As of October 23, 2015 the Administrative Assistant II in Capital Projects Engineering in the Public Works Department is vacant due to retirement; and

WHEREAS, there is currently no engineering back up for Ditas Esperanza, Capital Projects Engineer, or for John Falkenstien, City Engineer (Community Development Department); and

WHEREAS, there are \$28.9 million in repair & rehabilitation water projects identified in the 2014 Water Master Plan, and a like number of repair & rehabilitation projects for the wastewater utility; and

WHEREAS, there are grant opportunities for water, wastewater, storm water, and transportation projects. It takes staff time and effort to apply for those grants, and if successful, to complete all of the grant paperwork during the projects; and

WHEREAS, Public Works and Community Development work closely, so having an engineer-in-training on staff to learn from the Capital Projects Engineer and the City Engineer would be a very important part of succession planning for the City.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of El Paso de Robles does hereby establish a position of Engineer-In-Training (Tech III) in the Capital Projects Engineering Division with a budget allocation of \$32,483 from the Wastewater Fund and \$26,577 from the Water Fund, and eliminating the position of Administrative Assistant II in Capital Projects Engineering from the General Fund.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 17th day of November 2015 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Steven W. Martin, Mayor

ATTEST:

Kristen L. Buxkemper, Deputy City Clerk

TECHNICIAN III

DEFINITION

Under general supervision, provides technical expertise and performs a variety of technical office and/or field support tasks involving the operation, enforcement, maintenance and problem resolution of departmental and/or City-wide systems and functions; provides lead direction and work instruction to assigned crew; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

This classification receives general supervision from assigned administrative and or management staff. Incumbents are responsible for indirect supervisory responsibilities involving authority over and review of the work produced as a technical expert but not direct supervision or evaluation of staff.

CLASS CHARACTERISTICS

This is the lead technician level. Incumbents may plan and conduct special projects and assignments involving difficult, critical, and/or technical work responsibilities that require practical knowledge and work background. Responsibilities differ depending upon the technical expertise required within the department or function assigned. This class is distinguished from the Technician IV in that the latter demonstrates advanced technical knowledge and skills allowing incumbents to function with greater independence.

ESSENTIAL JOB FUNCTIONS (Illustrative Only)

- Plans, leads and reviews the work product of staff performing technical support work.
- Initiates, conducts, and/or provides lead direction on support work for the most difficult, sensitive, and/or highly technical assignments, studies, or projects; monitors processes and timelines; and evaluates final products.
- Assists with developing and implementing new procedures, programs, trends, regulations, and guidelines related to functional operations, compliance and/or enforcement.
- Ensures that the technical functions of the department/division are effectively carried out.
- Monitors and coordinates the daily operation of assigned areas and maintains appropriate records.
- Provides quality control of City functions by reviewing reports, applications, studies, design and construction; performs enforcement actions to ensure that the quality standard of the City are achieved.
- Receives visitors and telephone calls; and/or provides factual information or problem resolution regarding City and departmental activities and functions that may require the interpretation and explanation of policies, rules, procedures and ordinances.
- Responds to written and verbal requests from a variety of agencies; provides information to City staff, regulatory agencies, other organizations and the public.
- Performs project research; may prepare and reconcile technical reports and documents; and performs other technical work related to City or department activities.
- Checks and tabulates standard arithmetic or statistical data; may summarize such information

- and prepare periodic numerical reports.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; and may operate a two-way radio or other department-specific equipment.
- Develops, organizes and maintains various administrative, reference and follow-up files, records and databases; purges as required.
- Coordinates activities with and provides information to contractors and service suppliers.
- May conduct inspections to evaluate compliance with City ordinances, state and federal governmental laws and other requirements; reports failures or operating difficulties and makes suggestions for correcting non-compliance.
- May operate, adjust and maintain mechanical or computer equipment to execute job-related responsibilities and to assure maximum efficiency of processes, standards, and regulations.
- May calculate, collect and account for fees and other monies collected using City ordinances and fee schedules.
- May secure and compare information regarding price, quality, availability and other pertinent data for material, supply and equipment purchases; analyzes and makes recommendations; ensures items are properly stored; updates inventory and generates inventory reports for reference.
- May coordinate special projects that vary depending on department to which assigned.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices and new developments in assigned work areas.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Federal, state, county, and City codes, regulations, policies, laws, rules, agreements, technical processes and procedures related to City and departmental activities.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Occupational safety and health rules and regulations.
- Computer applications related to the work, including word processing, database and spreadsheet applications.
- Records management principles and practices.
- Basic theories and methods associated with functional regulation and research.
- Business arithmetic and basic statistical techniques.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and City staff, in person and over the telephone.

Skill in:

- Learning the functions and procedures for the department to which assigned.
- Interpreting, applying, explaining and implementing policies, procedures, technical processes and computer applications related to the City, department or organizational unit to which assigned.
- Collecting, compiling, analyzing and summarizing varied information, proposing and considering alternatives and reaching sound conclusions.

- Responding to and effectively prioritizing multiple phone calls, visitors and other requests for service.
- Compiling information from varied sources and preparing accurate records and reports.
- Composing correspondence, informational materials and reports independently or from brief instructions.
- Making accurate arithmetic and statistical calculations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Taking a proactive approach to customer service issues.
- Word processing and entering data into standard computer formats and producing correspondence and reports with speed and accuracy sufficient to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

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:

Equivalent to graduation from high school. Completion of 12 semester units from an accredited college, university or trade school in a field related to work assigned is desired.

Four years of responsible experience dealing with the public and working in an organization which will have provided knowledge of the departmental function to which assigned. Experience working in a public agency is desirable.

Licenses and Certifications:

Must possess a valid California Class C driver's license and have a satisfactory driving record.

Wastewater Plant Operator III: Must possess a California class B driver's license, with a tanker and air brake endorsement. Requires the possession of or the ability to obtain a Grade III Wastewater Treatment Plant Operator certificate within a one-year timeframe. Also requires Confined Space Entry certifications.

Water Treatment Plant Operator III: Requires the possession of or the ability to obtain a Grade III Water Treatment and Grade II Water Distribution Certifications within a one-year timeframe. Also requires Confined Space Entry and Self Contained Breathing Apparatus certifications.

The one-year time frame for certification may be extended at the discretion of the Executive Manager.

Engineering Technician III: Possession of an EIT or licensed land surveyor certificate is desirable.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; or mobility to inspect various field sites; physical stamina to perform maintenance repair work, operate heavy equipment, work on uneven terrain and lift and carry equipment and materials weighing up to 60 pounds, unassisted; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio.

Other Requirements:

Attendance at off-hours meetings and response to off-hours emergencies may be required. May be exposed to inclement weather conditions, fumes, odors, dust, and potentially toxic chemicals and conditions.

Typical Working Titles included in this classification:

Building Inspector
Engineering Technician III
Information Systems Technician
Plant Operator III, Wastewater/Water

This class description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the class change.