

**REPORT NO: 07-34**  
**DATE: May 3, 2007**  
**ANALYST: Betty J. Stanifer**

**CLASSIFICATION REPORT**

**PROPOSED TITLE:** Director, Surface Water and Sewers (Appointed)

**CURRENT TITLE:** New Position

**INCUMBENT:** Vacant

**REASON FOR REQUEST:** Evaluation to ensure proper placement of an Appointed position that will eliminate the Director, Winter Operations and take some responsibilities currently performed by the Director, Engineering Services and the Director, Field Services.

**DATE QUESTIONNAIRE SUBMITTED:** 4-25-07

**DATE OF PREVIOUS STUDY:** ---

**DISPOSITION OF PREVIOUS STUDY:** ---

**PERSONS INTERVIEWED:** Steve Kotke; Director, Public Works  
Heidi J. Hamilton; Deputy Director, Public Works

**RECOMMENDATION:** Establish the Director, Surface Water and Sewers Division (Appointed), allocated to Grade 15 with 703 Total Points and eliminate the Director, Winter Operations (Appointed) to fund the position.

The proposed position will assist the Director and Deputy Director with the day to day operations and strategic planning for the Public Works Department. The proposed position will be responsible for planning, programming, coordinating, designing, managing financial resources and satisfying various

State and Federal Laws, mandates and regulations involved in the sewers and ponds of the City's infrastructure. Reporting to the Deputy Director, Public Works the position will be responsible for but not limited to the performance of the following specific duties and responsibilities.

- Management of Sewer Construction, Operations and Maintenance to include cleaning and repair of storm and sanitary sewers/tunnels; construction and rehabilitation of storm and sanitary sewers/tunnels, outlets and holding ponds; and operation and maintenance of lift stations.
- Responsibility for personnel and administrative issues for the Surface Water and Sewers Division, including staffing, discipline, labor relations, performance appraisals, grievances, etc. at all levels.
- Responsibility for financial and budgetary issues for all division activities, including short and long term planning, organization and facility planning, performance measurement and costing.
- Oversee the development and management of long-term plans and the five year capital improvement plan for sanitary sewer and surface water capital projects from inception to construction.
- Prepare reports, requests, Committee letters, resolutions, ordinances and other City Council Committee documentation.
- Prepare and administer operations budgets for various functional responsibilities of the Sanitary Sewer and Surface Water Services Division.
- Respond to requests, queries, and complaints/concerns from the public, various City Officials and City staff regarding various sanitary sewer and surface water issues.
- Represent the City with Federal, State, County, various quasi governmental units, and neighborhood groups in the administration and coordination of sanitary sewer and surface water issues and the Capital Improvement Programs for sewer, and flood control programs.
- Oversee the preparation of various permits and regulatory requirements that are mandated as being the owner of sanitary sewer and surface water infrastructure.
- Supervise, direct and administer the division's employees.

### **POSITION ANALYSIS**

The position will have overall supervision of sanitary sewer and surface water engineering functions within the Public Works Department, including planning, programming, budgeting, complete design, surveying, construction and project management of all storm and sanitary sewer, flood mitigation, capital improvement projects. The position is being factored to ensure proper placement in the hierarchy.

### **PRE-REQUISITE KNOWLEDGE**

Candidates for the position are required to have a Bachelor's Degree in Civil Engineering and Registration as a Professional Engineer in the State of Minnesota. They must also have a minimum of ten years of progressively responsible experience in a public works environment, which has included design, construction management, operations and maintenance of sanitary and storm sewer systems; and a minimum of three years of supervisory and management experience. The incumbent must have knowledge of engineering principals and practices as they apply to aspects of the job; knowledge of all departmental and City policies and procedures; knowledge maintenance operations and/or planning;

knowledge of the design of sanitary and surface water infrastructure; and of accounting and funding mechanisms, including budgets and budget preparation. Additionally, the incumbent would need demonstrated ability to plan and organize; the ability to manage change; the ability to formulate and make difficult engineering and administrative decisions; ability to develop long range plans and work programs for a variety of projects; strategic and business planning abilities; excellent oral and written communication skills; and strong management skills.

The Directors in the Public Works Divisions that are required to have Engineering Degrees are rated the same on this factor primarily because of the pre-requisites required for knowledge in specialized fields of engineering; the broad-based management and administrative knowledge needed; the Registration as a Professional Engineers; and the minimum experience needed. The pre-requisites required in the position under evaluation are comparable to those of the Deputy Director Public Works, the Director Water Works, the Director, Engineering Services and the Director, Field Services. A rating of 80 is appropriate on this factor.

## **DECISIONS AND ACTIONS**

The incumbent hired in this position will have freedom of action in developing and implementing division policies and procedures; in developing capital needs assessments for the division; in making hiring decisions; in regulatory enforcement actions; in the approval of all expenditures for the division within approved appropriations; in ensuring compliance with all water resources and sanitary sewer regulations; and in the approval of operational and maintenance standards. Problems handled most frequently without supervisory input revolve around resolving regulatory disputes between the City and those we regulate; the City and agencies who regulate the City; operational problems and construction issues; correct actions to ensure project schedules and budget; and correction of unsafe employee behavior; and addressing resident and policy maker questions and concerns.

The most important decisions and actions taken that need review or approval of the supervisor are the development of operational and capital budgets for the division; recommendations of discharge of an employee; proposed ordinance and department policy changes and recommended staffing levels and position classifications.

Most frequently used resources in addressing problems and making decisions are consultation with the Director or Deputy Director of Public Works or division directors; consultation with supervisors and foremen, Human Resources or the City Attorney; and review of ordinances and other local, state and federal regulations.

The area of Decisions and Actions would not be as high as that of the Deputy Director, Public Works that the position will reports to; ultimate responsibility for the proposed position's actions rests with the supervisor. The position is comparable on this factor to other division directors in the department where poor judgment or decisions could result in significant expense to the City and its residents and lead to safety issues on engineering projects (i.e., Director, Field Services, Director, Engineering Services, or Director, Property Services). A like rating of 75 is being applied.

## **SUPERVISORY RESPONSIBILITY**

The incumbent hired will directly supervise two Principal Professional Engineers; the Water Resource Administrator and the Supervisor, Utility Connections. Indirectly the position will have supervisory responsibility for the twenty-six employees in Design; sixty-three employees in Operations, Maintenance and Construction; seven in Water Resources Administration; seven and one-half in Utility Connections; and seven in Rain Leader Disconnect. Based on the total of one-hundred forty-four and one-half employee a rating of 60 is being assigned on this factor.

## **RELATIONSHIPS RESPONSIBILITY**

The incumbent in this position will have daily contacts with the Director Public Works, the Deputy Director Public Works and other Division Directors for reporting, information exchange of information and coordination of issues. Other internal contacts will be on a weekly to monthly basis with Regulatory Services to coordinate environmental, enforcement and budget issues; with HR to address personnel and labor issues; with the Assistant City Attorney to obtain legal advice; with CPED to plan projects, activities and strategies; and with Finance to plan and address budget issues and financial strategies. There will also be relationships experiences with Elected Officials to answer questions and provide information weekly; with Department Heads to address inter-related issues occasionally, with Park Board personnel to coordinate project plans monthly, and with Union Representative to address labor-management issues monthly.

Externally, the incumbent will work with Watershed District Personnel and State Agency personnel on regulatory issues monthly.

The level of contacts would not be as broad or in-depth as those of Division Directors that get involved in negotiating with neighborhood groups and in directing the public involvement process concerning projects so that information can be effectively exchanged. Although many of the contacts are similar to those experienced by other Division Directors, the rating assigned here is slightly less due to minimal public involvement. A rating of 65 is being assigned.

## **WORKING CONDITIONS**

The incumbent hired in the position will work primarily in an office setting with minimal exposure to field conditions. A rating of 20 is appropriate on this factor.

## **EFFORT**

There will be continual deadline pressures in keeping abreast of varying project schedules, not to mention budget deadlines, council submittal deadlines, permit application deadlines and comments on plans and regulations to other agencies; along with the need to pay close attention to detail in dealing with a diverse division that is inter-related with several aspects of the department. The position will be charged with taking projects from start to finish with project management pressures to accomplish

projects on time, in budget and in accordance to specifications. The effort exerted is comparable to what was experienced by the Director, Engineering Services when it was last evaluated. A rating of 70 appears justified.

## **CONCLUSION**

Establishing the proposed position will eliminate the Director, Winter Operations and move some responsibilities from Engineering Services and Field Services to the position.

The Director, Surface Water and Sewer Division (Appointed) is being established under Section 20.1010 of the Minneapolis Code of Ordinances and will be funded within the current budget by eliminating the Director, Winter Operations (Appointed). The Appointing Authority will be the Director, Public Works with the position reporting up through the Deputy Director, Public Works. According to the Director the position meets the criteria for Appointed Positions as outlined in the City Ordinance as follows:

- 1. The person occupying the position must report to the head of the designated City department or the designated City department head's deputy.**
  - The position will report to the Deputy Director, Public Works
- 2. The person occupying the position must be part of the designated department head's management team. (Provide the position titles of all staff on the management team).**
  - Director, Public Works
  - Deputy Director, Public Works
  - Director, Administration Public Works
  - Director, Management Services
  - Director, Water Works
  - Director, Solid Waste & Recycling
  - Director, Field Services
  - Director, Engineering Services
  - Director, Traffic & Parking Services
  - Director, Equipment Services
  - Director, Property Services
- 3. The duties of the position must involve significant discretion and substantial involvement in the development, interpretation or implementation of City of department policy.**
  - The position includes responsibilities to develop, interpret and implement the policy and management direction set by the Director, Public Works and the City.
- 4. The duties of the position must not primarily require technical expertise where continuity in the position would be significant.**

- The position will provide leadership for the Public Works Department and while it will have significant technical experience in the field, it is supported by others in division; also having a high level of technical expertise.

**5. There is a need for the person occupying the position to be accountable to, loyal to, and compatible with the Mayor, City Council, and the Department Head.**

- This position will require a close working relationship with the Director, Public Works and the Deputy Director, Public Works for policy development and implementation. It will be ultimately accountable and loyal to the Director, Public Works; the Mayor and the City Council.

**RECOMMENDATION**

Establish the Director, Surface Water and Sewers Division (Appointed), allocated to Grade 15 with 703 Total Points and eliminate the Director, Winter Operations (Appointed) to fund the position.