

CITY COUNCIL MEETING

AGENDA ITEM VII



CITY OF FRANKLIN
COUNCIL AGENDA REPORT
City Council Meeting October 3, 2016

From: Brian J. Sullivan, Municipal Services Director

Subject:

City Council to consider eliminating the position of the Municipal Services Department “Operations Superintendent” in the City of Franklin Fiscal Year 2017, Wage and Classification Plan (grade 1020) and reinstating a full time position of Deputy Director of Municipal Services (grade 1020).

Recommended motion:

I move that the Franklin City Council amend the Fiscal Year 2017, Wage and Classification Plan eliminating the position of “Operations Superintendent” (grade 1020) and reinstating a full time position of “Deputy Director of Municipal Services” (grade 1020).

2. Mayor asks a second, discussion, and calls the vote.

Discussion:

On June 26, 2009, George Turcotte retired from his full time position as the Municipal Services Department, Deputy Director. At the time, we were in the infant stages of undertaking numerous City Infrastructure Projects that ended up continuing every year right up until the present time. We have just completed the Route 3 Water Main Relocation Project, the Cross Street Water Tank Rehabilitation Project and are currently working on Road Projects. Because of all these undertakings and the fact that George is so knowledgeable with the City’s infrastructure, he had a desire to work part time at 32 hours per week to assist and see all of our planning come to fruition. It was a great deal for the City keeping George employed through the process therefore, the City Council agreed to reduce the position of “Operations Superintendent” to part time.

This decision made by the Council saved the City a significant amount of project costs that would have been paid out for construction inspection services at double the rate. His experience also led to design changes that resulted in several project cost savings thus enabling us to undertake additional work. As of October 7, 2016, after 26 years with the Municipal Services Department, George has accomplished his mission with the City and will be retiring. I will miss him and his total dedication to the Department and the City.

I have given a lot of thought relative to “Transition Planning” over the past four years and know what lies ahead with respect to workload, not only within the division of **Municipal Services Administration**, but also in our six other divisions. Our workload is significant and becomes more demanding every year. With respect to managing all that is presently going on with an eye towards the next ten plus years, it is essential that continuity, future planning and the

sustainability of our City's Municipal Services Department be on the top of my priority list. I hope to stay with the City for the next 10 to 12 years, so in order to remain on track and keep up with the ever changing technological advances, the Municipal Services Department, Administrative Division needs to continue with a three person staff. I am also asking that the former position of **Deputy Director of Municipal Services** be reinstated at the level it was at prior to removing it from the Wage and Classification Plan. I have proposed the above recommendation in hopes of getting City Council support.

Concurrences:

Prior to the creation of the position of Operations Superintendent, there was a Municipal Services Department, Deputy Director at the same pay grade as the current Operations Superintendent. Given the variety of ongoing daily, seasonal and annual responsibilities identified in the attached Job Description, I hope the City Council understands the complexity, magnitude and importance of the work we undertake with a staff of 22 people spread out over seven divisions and the workload is increasing as infrastructure and equipment age.

Fiscal Impact:

Due to some unexpected changes in personnel and job classifications, coupled with a reduction in benefits that were projected during the budget process, there are sufficient funds in the FY 17 General Fund, Water and Sewer Budgets to cover this upgrade. As the position of Deputy Director includes oversight of the Water and Sewer Departments, we derive cost sharing for salaries and benefits from the three funds.

Making the same assumptions as made for open positions during the budget process, step 6, 2-person health & dental, the FY17 annualized effect of this change will be \$12,421.75 in total split between the funds as follows: \$2,484.35 General, \$8,074.14 Water, and \$1,863.27 Sewer. Due to recent personnel changes in both the sewer and water funds, the increase is covered within FY17 budgeted wages & benefits. The modest general fund increase will be absorbed by other lines.

Alternatives:

In all honesty, if averaged out over the course of a year, I am working 60 plus hours a week and I am by no means complaining! I typically schedule time off around non peak periods and work at home on evenings and weekends in an attempt to satisfy the demands placed on the entire Municipal Services Department and keep us on a schedule. Without a three person Administrative Staff, we will not be able to keep up the pace and meet the demands placed on this division. I can guarantee that the reinstatement of this full time position will save the City money, as it will enable us to continue to evaluate and improve the overall operation and efficiency of the Municipal Services Department.

Attachments/Exhibits:

Updated Job Description for Deputy Director of Municipal Services

**CITY OF FRANKLIN
CLASS SPECIFICATION**

CLASS TITLE: MUNICIPAL SERVICES DEPUTY DIRECTOR
DEPARTMENT: MUNICIPAL SERVICES
REPORTS TO: DIRECTOR and CITY MANAGER

DATE : 9/16

JOB SUMMARY:

Performs highly responsible administrative and professional work assisting the Director of Municipal Services with the management of various assigned activities, programs and policies of the department and its seven divisions. Assumes responsibilities of the Director in his absence. Works independently of the Director and Account Clerk on various assignments. Interaction with the public, department staff, various City Departments, Contractors and various Governmental Agencies.

ESSENTIAL JOB FUNCTIONS:

Assists Director and Working Foremen in planning and implementing short term, long term and seasonal projects. Establishes annual goals, objectives and strategies various divisional projects and programs to ensure efficient organization and completion of work.

Manages special assignments and programs; oversees special projects and contractual services; ensures compliance with City Ordinances, Regulations and Bid Specifications, Purchasing and City Code Compliance as it relates to the operation of the seven divisions of the Municipal Services Department.

Coordinates divisional operations developing various schedules and projects with Division Foremen.

Works with other departments, state and other government officials; utility companies and the general public regarding established policies relating to the Departmental Operations and construction related matters.

Assists with employee evaluations, training, loss management, risk control, safety standards ,disciplinary action and other personnel related matters.

Writes detailed technical reports, prepares recommendations based on analysis and interpretation of data and may present reports as required.

Assists in plan design and review of specifications, using various sources of background information for programs and projects to meet the needs of the City.

Assists with developments of annual operating budget and capital improvements program.

Responds to citizen inquiries and requests resolving conflict and recommending corrective action(s).

Represents City at various functions and professional meetings and in organizations.

Directs and may participate in the working with subordinates such as snow and ice control, as needed.

Conducts on-site inspections on a variety of Service Requests from the Public, City Staff and other governmental agencies.

Assists with development and implementation of initiatives and programs targeted at improving departmental operations and efficiencies.

MATERIAL AND EQUIPMENT USED:

Computers	Heavy and Light Equipment
Telephone	Trucks
Office Equipment	Various types of analytical tools and programs

MINIMUM QUALIFICATIONS REQUIRED:

Graduation from a college or technical school with course work relating to the profession of Municipal Public Works.

Ten or more years of progressively responsible experience in administration and management of one or more divisions of a Municipal Public Works Department or construction related activities.

Any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities listed within this job description.

New Hampshire Solid Waste Operators License within 1 year of appointment.

Valid current New Hampshire Class B Commercial driver's license.

Level I NH Water Operators Certification in the State of New Hampshire within one year of appointment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Principles and practices of administrative management, including budgeting, employee relations, loss management, and automated management information systems.

Current literature, sources of information, trends, and developments in municipal administration.

Specific divisional procedures and policies, City Operations, City Codes and Emergency Operations Plan.

Municipal budgeting procedures and multi-funded financing operations for a project.

City, State and Federal laws and codes applicable to environmental health and sanitation; building, plumbing, electrical, mechanical, public drinking water; wastewater disposal and solid waste related regulations.

KNOWLEDGE, SKILLS AND ABILITIES (continued):

Skill in:

Typing and technical skills in operation of computer and phone systems for entering and retrieving data.

Good mathematical and writing skills.

Mental and Physical Abilities:

Ability to communicate clearly and effectively, both orally and in writing.

Ability to give directions and gain compliance from subordinates.

Ability to deal courteously and diplomatically with the General Public and City Staff.

Ability to establish and maintain effective working relationship with officials in local, state and federal government and in the private sector.

Ability to independently assimilate facts and draw sound conclusions.

Ability to speak effectively before public groups and respond to questions on projects or City policy related matters.

Ability to perform effectively under stress sometimes over extended periods of time.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; talk or hear; and lift and/or move up to 100 pounds.

Specific vision abilities required for this job include: close vision, ability to discriminate between colors, and ability to adjust focus.

WORKING CONDITIONS:

The incumbent's working conditions are typically multitasking in nature working on or overseeing day to day operations which may frequently change based on "unexpected conditions and/or emergencies" which frequently arise.

Conditions may range from a quiet office setting to being out doors in sometimes inclement weather assisting and/or overseeing daily departmental work activities throughout each division.