



## STAFF REPORT

### TOWN COUNCIL MEETING OF DECEMBER 8, 2015

To: Town Council

From: Town Manager  
Public Works Director

Subject: Operations Manager Position

Date: November 19, 2015

#### **RECOMMENDATION:**

A motion to 1) authorize the Finance Director to modify the Town's Authorized Personnel List to reclassify the Town's Maintenance Lead Worker position to Operations Manager and 2) authorize the Town Manager to execute a revised Local 39 MOU reflecting the new position in Exhibit A and B of the MOU.

#### **DISCUSSION:**

Town Staff have identified a need to increase equipment and safety training as well as the tracking of equipment, man-hours, supervision and other resources in the Public Works Department. These duties are above and beyond the current Lead Worker job description. Reclassifying the Lead Worker position to an Operations Manager position will provide the Public Works Director additional time to work on the Town's Capital Improvement Program, Grant Writing, Storm Water Management and other duties. The individual filling this role will be responsible for the existing Lead Worker responsibilities as well as the additional tasks of supervision, training, tracking and forecasting the work to be performed.

This individual will still spend most of their day in the field with the maintenance crew performing the work that needs to be accomplished, but in addition to this they will be responsible for reporting, training, inventory, scheduling, and evaluating processes and procedures to increase efficiency.

#### **CEQA**

There are no CEQA issues involved with the reclassification.

#### **FINANCIAL IMPLICATIONS**

Reclassifying the current Lead Worker Position will require an increase of \$9,300 to next year's Public Works Budget. There is no need to modify this year's budget.

#### **Attachments:**

Operations Manager position description  
Authorized Staffing Level (modified)

## Operations and Maintenance

### Duties and Results:

1. Directs, plans and oversees the day-to-day activities of the Public Works Maintenance Crew by:
  - a. providing daily supervision and guidance to staff assigned to the function
  - b. scheduling and prioritizing the daily work plans
  - c. providing technical direction to staff and participates in the technical workload as appropriate
  - d. monitoring the efficiency and effectiveness of the staff's work products through quality control measurement and related activities
  - e. ensuring staff has received proper training, tools and equipment necessary to perform the scheduled work
  - f. performing staff review including required training, coaching, evaluating, monitoring, as well as recommending disciplinary actions if needed
  - g. developing, recommending, and implementing goals and objectives
2. Perform the duties of a maintenance worker as needed.
3. Prepare, implement, monitor and report a Town Safety Program.
4. Oversees and inspects contracted services for the department; ensures that federal, state, and local requirements are met; conducts contract performance reviews to ensure contract compliance.
5. Provides input and assists with monitoring the department's annual budget; participates in the forecast of funds needed for Public Works projects, equipment, materials, and supplies; monitors expenditures.
6. Evaluates assigned operations and activities; and recommends and implements improvements and modifications.
7. Coordinates with Town forces and contract personnel to identify maintenance needs; obtains technical information to assist with defining project scope and estimating time, labor, equipment, and material needs.
8. Establishes, maintains or utilizes systems or software related to assigned technical areas of responsibility to maintain critical data for tracking, planning, coordination of services, and reporting on a variety of department activities; and assists with implementation of new software technology and systems.
9. Develops maintenance repair plans by reviewing work orders, clarifying intent with originators, determining scope of work for each job, and ensuring that repair parts and materials are received prior to commencement of jobs; coordinates and schedules jobs with Town forces as well as outside contractors.
10. Collects details pertaining to installation, maintenance and repair history and other information to ensure a current and complete record of infrastructure, work completed and site documentation.

11. Researches, compiles and prepares reports and documentation on various assigned projects; reviews overall program components and develops, recommends, and implements modifications; maintains records of findings and corrective actions.
12. Prepares weekly, monthly, and annual activity reports; monitors and reports on status of maintenance projects; completes and maintains records.
13. Receives, researches, and responds to complaints and questions from the public.
14. Maintains current records and accurate inventory for the repair and maintenance of public works assets and infrastructure; takes appropriate action when new or retired equipment is acquired.
15. Maintains internal and external customer relations by using tact and diplomacy in all interactions with customers; establishes and maintains positive and effective working relationships with co-workers and those contacted in the course of the work; coordinates with departments and outside agencies; and acts as liaison to departments.
16. Other related duties and performance results as required.

**Position requires knowledge in the following areas:**

1. Current Federal, State, and Local Safety protocols and procedures.
2. Principles and practices of asset management systems administration, including preventative and predictive maintenance systems.
3. Preventative maintenance techniques and schedules.
4. Purchasing and procurement procedures common to a public agency.
5. Principles of project and contract management.
6. Principles of inventory control and asset management.
7. Modern office equipment and methods including use of applicable computer applications.
8. Pertinent local, State and Federal rules, regulations and laws.
9. Principles and practices of planning, design, and construction as applied to Public Works and infrastructure maintenance projects.
10. Perform technical duties related to the development, implementation and maintenance of a comprehensive preventative maintenance management program.

**Position requires the ability to:**

1. Supervise, train, coach and
2. Organize and monitor Public Works related projects.
3. Work independently exercising judgment and initiative.
4. Interpret and explain pertinent preventative maintenance standards and department policies and procedures.
5. Estimate labor and materials.
6. Effectively research and recommend the purchase of various materials and equipment necessary to maintain Public Works infrastructure.

7. Effectively monitor contracts and the work of contractors to ensure the Town's interests are met.
8. Collect, compile, analyze and present a variety of data in a meaningful way.
9. Interpret, apply and explain laws, rules, code and Town policies and procedures.
10. Make field site visits as necessary.
11. Be on call, call back and work overtime as required.
12. Provide high quality, economical services to the Loomis community, placing emphasis on responsive customer service.
13. Operate a personal computer utilizing word processing, spreadsheet, and database software at an intermediate or advanced level.
14. Understand and interpret complex regulations, policies and procedures and make sound decisions with solid problem solving methods.
15. Communicate clearly and concisely, both orally and in writing.
16. Establish and maintain effective working relationships with those contacted in the course of work.

**TOWN OF LOOMIS  
 AUTHORIZED STAFFING LEVEL/MONTHLY PAY RANGES - Ammended  
 FOR THE YEAR ENDING JUNE 30, 2016**

POSITION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	15/16		14/15		13/14		12/13	
							Positions		Positions		Positions		Positions	
							Authorized	Filled	Authorized	Filled	Authorized	Filled	Authorized	Filled

**Elected Positions**

Town Council	N/A	-	-	-	-	372	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Town Clerk	N/A	-	-	-	-	50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Treasurer	N/A	-	-	-	-	50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

**Exempt Personnel**

Town Manager	N/A	-	-	-	-	10,200	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Town Clerk/ Admin.														
Services Officer	33b	4,800	5,040	5,292	5,557	5,834	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PW Dir./Engineer	56	8,250	8,663	9,096	9,550	10,028	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Finance Director	50	7,242	7,604	7,984	8,384	8,803	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Planning Director	51	7,420	7,791	8,181	8,590	9,019	1.00	-	1.00	-	1.00	-	1.00	-

**Non Exempt Personnel**

Assistant Planner	31	4,527	4,753	4,991	5,241	5,503	1.00	-	1.00	-	1.00	1.00	1.00	1.00
Planning Assistant	22	3,631	3,813	4,003	4,203	4,414	1.00	1.00	1.00	1.00	0.20	0.20	0.20	-
Office Technician	15	3,084	3,238	3,400	3,570	3,749	1.00	-	1.00	-	1.00	0.80	1.00	1.00
Public Works Operations Ast	26b	4,069	4,272	4,486	4,710	4,946	1.00	-	1.00	-	1.00	-	1.00	-
Operations Manager	30	4,489	4,713	4,949	5,197	5,456	1.00	1.00						
Lead Worker	24	3,822	4,013	4,214	4,424	4,646			1.00	1.00	1.00	1.00	1.00	1.00
Equipment Operator	18	32,889	34,533	36,260	38,073	39,977	3.00	2.00	3.00	2.00	3.00	2.00	3.00	2.00

**Contract Positions**

Building Official	**	-	-	-	-	-	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
Planner	**	-	-	-	-	-	0.25	0.25	0.25	0.25				

**Total Personnel**

							20.50	15.50	20.50	15.50	19.45	16.25	19.45	16.25
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\*\* The Building Official and the Planner are with outside firms and are paid by negotiated contracts.