

RESOLUTION NO. 2019-72

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA
APPROVING AN ASSOCIATE ENGINEER JOB DESCRIPTION AND SALARY
RANGE: AND AUTHORIZING THE CITY'S CITY MANAGER TO MAKE THE
NECESSARY ADJUSTMENTS TO THE CITY'S CLASSIFICATION AND
COMPENSATION PLANS, AND AUTHORIZING THE FINANCE DIRECTOR TO
MAKE THE NECESSARY AND APPROPRIATE BUDGET ADJUSTMENTS

WHEREAS, City Council took action to adopt the FY 2019-20 budget for the City. Included in the approved budget was approving Associate Civil Engineer

WHEREAS, the Associate Civil Engineer classification is newly created and requires a job description and a specified salary range, and:

WHEREAS, the job description provided in Exhibit A defines the job and describes the duties, knowledge and abilities, education and experience, and any special requirements for the Associate Civil Engineer and:

WHEREAS, sufficient funding is included in the FY 2019-20 budget and contained within the General Fund, Public Works Department budget, Salary and Benefits accounts.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marina as follows:

1. Approves Job Description and Salary Range for Associate Civil Engineer and salary schedule for the Associate Civil Engineer, and
2. Authorizing the City Manager to make necessary adjustments to city's classification and compensation plans, and
3. Authorizing finance director to make appropriate budgetary and accounting entries and authorizing the finance director to make the necessary and appropriate budget adjustments

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 18th day of July 2019 by the following vote:

AYES, COUNCIL MEMBERS: Berkley, Urrutia, O'Connell, Morton, Delgado

NOES, COUNCIL MEMBERS: None

ABSENT, COUNCIL MEMBERS: None

ABSTAIN, COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk



EXHIBIT A

Department/Division	Public Works/Engineering		
Employee Association:	MMEA		
Resolution No./Established Date:	2019-66		
Salary Range:		Position Code:	
EEO Code		FLSA	Exempt/Salary

ASSOCIATE CIVIL ENGINEER

DEFINITION

To perform professional work in the planning, design, and maintenance of street, street lighting, drainage, traffic systems, and other public works facilities; and to provide project or functional supervision to subordinate personnel.

SUPERVISION RECEIVED AND EXERCISED

The Public Works Director provides general direction in terms of project objectives and resolution of technical issues or financial constraints.

Incumbent is expected to develop subordinate goals and objectives within the broad guidance provided and work independently. May supervise sub-professional engineers, technicians, interns, contract consultants and similar personnel.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Duties may include, but are not limited to, the following:

- Manages small to large engineering projects from planning and design to construction and close-out; leads project teams; develops work plans consisting of objectives, scope of work, budget, schedules, and baseline requirements; secures adequate funding from Federal and State grant programs and other funding sources; manages project budget; coordinates with permitting and public utility agencies; coordinates construction schedules with other projects and agencies; and inspects construction of projects.
- Checks plans, calculations, cost estimates and specifications for accuracy of design and completeness and makes suggestions for revisions and improvements.
- Serves as a technical resource and oversees assigned programs such as, but not limited to, the National Pollutant Discharge Elimination System (NPDES) storm water permit; proposes related projects and studies, assesses program effectiveness, and analyzes a variety of unusual conditions, problems, or questions; oversees quality assurance, quality control, and regulatory compliance activities.
- Oversees the issuance of encroachment permits.
- Conducts complex engineering studies, investigations, and analyses; prepares engineering calculations; researches, collects, and analyzes engineering data, statistics, and surveys.
- Prepares engineering specifications, drawings, maps, sketches, and other supporting documentation for proposed engineering projects; reviews drawings, plans, and other work submitted by external consultants, engineers, contractors, and developers for conformance with professional codes, standards, and City specifications; prepares technical and administrative correspondence and reports.

- Coordinates regulatory, environmental, and/or construction permit activities and processes within the City and with outside agencies.
- Oversees construction and inspection of maintenance improvement and repair projects, including reviewing and inspecting work to ensure conformance with plans and specifications and coordinating schedules, and providing public notices of projects.
- Administers construction and engineering contracts; approves invoices and tracks and maintains all project accounting; oversees the work of contractors and consultants including coordinating work with other City departments, residents, and external agencies and ensuring compliance with plans, budget, timeline, contracts, and City standards.
- Investigates field problems affecting property owners, contractors, and maintenance operations; responds to citizen inquiries and complaints; provides information to the public in person, via telephone, or other means of communication.
- Reviews building permit plans for compliance with City requirements including storm water requirements, as well as easements and right of way.
- Evaluates projects for compliance with the State Map Act by coordinating with the Public Works Director/City Engineer.
- Participates in development of the annual Capital Improvement Program budget and identification, planning and estimating of new projects.
- Represents the City with groups, organizations, committees, professional groups, other public agencies, and the public; participates in special projects as assigned.
- Prepares staff reports and makes recommendations; may make presentations to the City Council and various committees.
- Performs duties as the staff lead for the Public Works Commission setting the agenda and ensuring that staff reports are prepared; represents the department at Commission meetings.
- Attends and participates in professional group meetings; stays abreast of and interpret new trends, laws, regulations, and innovations in the related field of engineering and their impact on the City; develops and recommends compliance strategies.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of and Ability to: The following generally describes the knowledge and abilities required to enter the job and/or to be learned within a defined short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Advanced principles, practices, concepts, and standards of civil engineering.
- Methods, materials, and techniques used in the construction of public works projects.
- Basic principles, practices, procedures, and standards related to City public works, engineering infrastructure development and maintenance, and surveying.
- Principles and practices of project budgeting, cost estimation, funding, project management, and contract administration.
- General design, layout, and construction practices for public improvements.
- Engineering plan types, review practices, and permit filing and approval procedures.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Recent and on-going engineering related developments, including information technology, current literature, and sources of information related to the operations of assigned area of responsibility.
- Modern office practices and technology, including personal computer hardware and software applications related to the work.
- Principles of advanced mathematics and their application to engineering work.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Apply engineering principles, practices, concepts, and standards to complex engineering problems.
- Effectively manage engineering projects and project teams.
- Independently conduct comprehensive and complex engineering studies, evaluate alternatives, and prepare reports with recommendations.
- Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and City engineering policies and procedures.
- Perform mathematical and engineering computations with precision.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience

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

Education:

- Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field.

Experience:

- A minimum of three (3) years of professional engineering design, plan review, and project administration experience.

License or Certificate:

- Possession of a valid California State Driver's License.
- Possess and maintain a Registered Professional Civil Engineer license in the State of California.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, telephone, copy and fax machines, and all tools and equipment necessary to successfully perform the essential and important duties of the position.

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 the job classification.

The employee is required to sit, speak orally, hear and communicate effectively. The employee is frequently required to stand, sit, walk, climb, balance, stoop, kneel, crouch, crawl, run, jump, twist, turn; use hands and fingers, handle and feel objects tools and/or controls; reach with hands and arms; and taste and smell. Inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various City and meeting sites as needed.

The employee must be able to lift and/or move a minimum of 25 pounds. Specific vision abilities required by this job classification include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

July 11, 2019

Item No. **8f(1)**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
July 16, 2019

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2019-,
APPROVING PROPOSED JOB DESCRIPTION, AND SALARY
SCHEDULE FOR THE ASSOCIATE CIVIL ENGINEER;
AUTHORIZING THE CITY MANAGER TO MAKE NECESSARY
ADJUSTMENTS TO CITY'S CLASSIFICATION AND COMPENSATION
PLANS, AND AUTHORIZING FINANCE DIRECTOR TO MAKE
APPROPRIATE BUDGETARY AND ACCOUNTING ENTRIES AND
AUTHORIZING THE FINANCE DIRECTOR TO MAKE THE
NECESSARY AND APPROPRIATE BUDGET ADJUSTMENTS**

REQUEST:

It is requested that the City Council consider:

1. Adopting Resolution No. 2019-, approving Job Description and Salary Range for Associate Civil Engineer
2. Authorizing the City Manager to make necessary adjustments to city's classification and compensation plans, and
3. Authorizing finance director to make appropriate budgetary and accounting entries and authorizing the finance director to make the necessary and appropriate budget adjustments

BACKGROUND:

As part of the 2019/20 and 2020/21 Budget, the City Council approved an authorized position of Associate Civil Engineer. Staff is ready to move forward with filling the position, however, an approved job description and salary schedule first needs to be approved by the City Council.

ANALYSIS:

Attached is the job description for the Associate Civil Engineer “**(EXHIBIT A)**”. This position will perform professional work in the planning, design, and maintenance of street, street lighting, drainage, traffic systems, and other public works facilities; and to provide project or functional supervision to subordinate personnel. The Associate Civil Engineer will be represented by the Mid-Management bargaining unit.

To develop a salary range, staff surveyed the cities which are normally used in the City's salary surveys: Monterey, Pacific Grove, Seaside, Salinas, Gilroy, Hollister, Watsonville and San Luis Obispo. The results, shown in Table I, Associate Engineer, set the proposed range using the median of the survey.

Table I

Associate Civil Engineer					
Salary Survey					
Jun-18					
City	Salary Top Step				
Gilroy	\$12,173	Senior Civil Engineer			
Monterey	\$9,912	Associate Civil Engineer			
Watsonville	\$7,970	Associate Civil Engineer			
Salinas	\$9,173	Associate Engineer			
Seaside	\$9,067	Associate Civil Engineer			
Hollister	\$8,376	Associate Engineer			
Pacific Grove	-	No comparable classification			
San Luis Obispo	\$8,517	Senior Civil Engineer			
Average	\$9,312.62				
Median	\$9,067.24				
Associate Engineer					
	Step A	Step B	Step C	Step D	Step E
Proposed Salary Range	\$7,462	\$7,835	\$8,227	\$8,638	\$9,070

This position requires the incumbent to maintain a Registered Professional Civil Engineer License. The education, experience, and skill level and responsibility of this position requires a higher level than that of our mid-range in the management association.

FISCAL IMPACT:

The budget approved for this position in the Fiscal Year 2019-20 budget is \$150,000. It is anticipated that this position will be able to work 40 hours per week and stay within the budgeted amount.

CONCLUSION:

This request is submitted for City Council consideration and action.

Respectfully submitted,

Catrina Scharf
Human Resource Analyst
City of Marina

REVIEWED/CONCUR:

Layne Long
City Manager
City of Marina