

**Job Evaluation Report**

City Service Commission Meeting: March 9, 2021

**Department of Public Works**

Current	Recommended
Civil Engineer V PR 1JX (\$80,442 - \$112,627) (One Position)	Engineer in Charge PR 1KX (\$85,757 - \$120,064) FN: Recruitment is at \$90,399 and may be at any point in range with the approval of DER and Chair of the Committee on Finance and Personnel. (One Position)

Note: Residents receive a rate that is 3% higher.

**Background**

The Department of Employee Relations has received a request from the Department of Public Works – Water Works to reclassify one position of Civil Engineer V in pay range 1JX (\$80,442 - \$112,627) to Engineer in Charge pay range 1KX (\$85,757 - \$120,064). The department indicates that the work performed by this position has evolved and the work performed is comparable to other Engineer in Charge positions in DPW. A job description was provided and discussions were held with Patrick Pauly, Water Works Administration Manager.

**Duties and Responsibilities**

The Civil Engineer V manages and directs the activities of the Engineering Section of the Milwaukee Water Works (MWW), which includes the Plants Design, Mains Design, and Construction Services work units and encompasses civil, mechanical, electrical and environmental engineering disciplines. This position oversees and manages the MWW capital program and associated projects, contracts, construction, schedules and costs.

- Manage and direct all aspects of the Capital Improvements Program for rehabilitation and replacement of treatment plants, pumping stations, storage facilities, water mains and other facilities, as well as emergency projects that necessitate expeditious repairs to maintain operation of utility functions.
- Manage and oversee the following units:
  - Plants Engineering: Provide support to Plants and Water Quality Sections for the maintenance and repair of facilities. Collaborate with other sections of the utility to utilize condition and need assessments to define and prioritize projects for inclusion in the capital Improvements Program. Prepare construction plans and specifications for capital projects. Provide project management and contract administration services for capital projects.
  - Mains Design: Prepare construction plans, specifications, and contract documents for water main construction and lead service line replacement projects. Maintain distribution system maps.
  - Construction Services: Provide inspection services for materials and installation of water mains. Provide project management and contract administration services for water main projects.
- Ensure that all projects comply with Department of Natural Resources (DNR) and Public Service Commission of Wisconsin (PSC) requirements.
- Manage requests for quotes, requests for qualifications, requests for proposals, scopes of work etc.
- Manage and direct the preparation of research studies and reports related to MWW facilities.
- Approve all contract payments.
- Manage section staff, including interviewing and hiring recommendations. Recommend appropriate personnel actions for staff.
- Prepare Engineering Operations & Maintenance (O&M) budget.

- Coordinate research of new products and repair procedures to ensure that the MWW maintains a state of the art approach to projects, techniques and materials.

Minimum requirements include current status as a regularly appointed City of Milwaukee employee having passed probation for current position held; a bachelor's degree in Civil Engineering from a program accredited by the Accreditation Board for Engineering and Technology (ABET); registration as a Professional Engineer in Wisconsin at time of appointment and throughout employment; and five years of professional engineering experience in the design and/or construction of water purification and/or distribution facilities or closely related field, including experience in project management.

### **Analysis and Recommendation**

The Water Works Administration Manager indicated that this position has changed substantially in 2015. Responsibilities that were added to this position include:

- Managing and directing of the Construction Services unit.
- Overseeing all aspects of the field installation of new and replacement water mains.
- Overseeing the assembly and publication of official documents for MWW projects.
- Serving as representative for official bid openings.
- Managing contracts of consultants.
- Preparing and presenting the MWW Capital Improvements Budget to the Superintendent.
- Commissioner and other review bodies and under the leadership of the Administration Manager.
- Managing section staff.

Engineer in Charge positions were classified in 2015 as a part of a reorganization in DPW-Infrastructure Services. At the time, the Civil Engineer V position in Water Works was not included in the reorganization. Examples include:

#### DPW – Infrastructure – Sewer Maintenance

- Administers and supervises engineering, operational and budgetary activities and personnel of the Sewer Maintenance Fund (SMF) to maximize the benefits of investment for maintaining and improving the city's sewer, drainage, and storm water management facilities.
- Prepares and tracks the SMF's performance measures, annual capital and O&M budgets and expenditures.
- Advises the City Engineer on all matters related to the condition, operation, and maintenance of the city's sewers, drainage and storm water management facilities.
- Represent the City Engineer at various Common Council committees and on various task forces and committees as assigned by the City Engineer.
- Maintains a comprehensive, current knowledge of applicable laws, ordinances, standards and other guidelines regarding sewers, floodplains, and storm water management.
- Represents the City Engineer in providing input on labor relations issues.

Minimum qualifications include a bachelor's degree in civil engineering from an accredited college or university; five years of engineering experience with design, construction, or maintenance of sewerage facilities and/or storm water management; possess a valid Professional Engineer's (PE) license at time of appointment and throughout employment.

#### DPW – Infrastructure – Transportation Operations

The basic function of this position is to manage all activities related to the engineering and maintenance of the City of Milwaukee's street lighting system and the multi-modal traffic management program. This position represents the City

Engineer as a member of or before various bodies and boards as it relates to the responsibilities of the Transportation Operations Section. Specific duties, responsibilities and requirements include:

- Provide overall direction and management of the Transportation Operations Section.
- Coordinate the activities of the Section to maximize the benefit of the investment that the city budgets for when improving and maintaining the operation of the city's transportation system.
- Prepare and track the Section's performance measures, annual budget and expenditures
- Advise the City Engineer on matters pertaining to the operations of the transportation system and the recommended resources and best practices needed to improve and maintain operations for all users of the public way.
- Represent the City Engineer in front of various Common Council Committees, the City Service Commission and on various task forces and committees as assigned by the City Engineer
- Represent the City Engineer in providing input on labor relations issues and other assigned duties.

Minimum requirements include a bachelor's degree in civil engineering and at least 10 years of professional transportation engineering experience, and registration as a Professional Engineer. This should include at three years of experience while in charge of design, construction or maintenance of public infrastructure and three years of management experience in a professional engineering organization.

#### DPW – Infrastructure – Transportation Infrastructure

The basic function of this position is to manage all activities related to the programming, design and maintenance of streets, alleys, and sidewalks under the City of Milwaukee's jurisdiction of responsibility. This position represents the City Engineer as a member of or before various bodies and boards as it related to the responsibilities of the Transportation Engineering & Maintenance Section. Specific duties, responsibilities and requirements include:

- Provide overall direction and management of the Transportation Engineering & Maintenance Section.
- Coordinate the activities of the section to maximize the benefit of investment that the city budgets for when improving and maintaining our streets, alleys and sidewalks.
- Prepare and track the Section's performance measures, annual budget and expenditures
- Advise the City Engineer on matters pertaining to the condition of our transportation infrastructure and the recommended resources and best practices needed to improve and maintain such infrastructure.
- Represent the City Engineer in front of various Common Council Committees, the City Service Commission and on various task forces and committees as assigned by the City Engineer.
- Represent the City Engineer in providing input on labor relations issues and other assigned duties.

Minimum requirements include a bachelor's degree in civil engineering and at least 10 years of professional transportation engineering experience, and registration as a Professional Engineer. This should include at three years of experience while in charge of design, construction or maintenance of public infrastructure and three years of management experience in a professional engineering organization.

Based upon a careful review and analysis of the above positions, DER has determined that the work performed by the Civil Engineer V in Water Works has a comparable scope of responsibility and level of authority to other Engineer in Charge positions within the Department of Public Works – Infrastructure Services Sections of Administration & Central Services, Transportation, Building and Bridges, and Sewer Maintenance Divisions. We therefore recommend reclassifying one position of Civil Engineer V in pay range 1JX (\$80,442 - \$112,627 to Engineer in Charge pay range 1KX (\$85,757 - \$120,064).

**Action Required** – Effective Pay Period 7, 2021 (March 21, 2021)

In Positions Ordinance

Under Department of Public Works – Water Works, Administration:

Delete one position of 'Civil Engineer V (X) (Y)'

Add one position of 'Engineer in Charge (X) (Y)'

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