

POSSIBLE MOTION

I MOVE TO authorize the Interim Administrator to hire Senior Engineer David Longtin at the following:

- \$94,369.60 salary per year
- \$15,000 moving allowance
- 40 hours of up front leave

MEMORANDUM

To: Mayor McConnell and Members of the Assembly
Jay Sweeney, Interim Municipal Administrator

From: Michael Harmon, Public Works Director *MH*
Stephen Weatherman, P.E., Municipal Engineer *SW*

Cc: Mike Middleton, Interim Finance Director *MM*

Date: July 17, 2013

Subject: Hiring Authorization – Senior Engineer Position

Background:

On April 4, 2013 Senior Engineer Lance Henrie P.E. resigned his position with the City and Borough of Sitka effective April 26, 2013. We immediately began advertisement to fill the position. We interviewed 5 of the respondents by phone and had 3 in person interviews. Through this process David Longtin P.E. from Anchorage came out on top as an excellent candidate for the position.

The current Public Works Capital Outlay is updated yearly and currently has 60 ± projects with a total budget of \$155-million. It is very important that the Engineering Division to be fully staffed to keep the 5 year plan on track. Most of the projects programmed already have funding. Approximately 80% of the salary of Senior Engineers is funded from the grant projects.

Analysis:

Based on the current capital project outlay and associated workload it is evident that Public Works must focus on increasing capital project output. On average a senior level engineer can manage 5 to 6 projects with a maximum of 2 large projects going to construction per season and 2 smaller in house projects. In general this is further limited by the size of and complexity of the project and the availability of manager to remain focused primarily on projects.

Filling the vacant Senior Engineer position will again provide two Senior Engineers position under the direct supervision of the Municipal Engineer. This will allow the Engineering Division to be relatively self-sufficient entirely focused on capital projects. Filling the vacancy will allow the current 5-year project work load distribution to return to our current plan of 60 ± projects over the next 5 years for a cumulative project of \$155-million.

This is a high-level engineering position instrumental in the success of the capital project outlay. Filling these positions with the best suited professionals is critical and Public Works has been diligent and patient to ensure selection a high quality candidate.

Fiscal Note:

There is one vacant engineering position in FY2013 budget with a pay rate of \$50.08. Mr. Longtin has accepted an offer at a pay rate of Grade 38 step L @ \$45.37 per hour plus a moving allowance of \$15,000 contingent on Assembly approval. Hiring above "Step C" and authorizing a moving allowance up to \$15,000 requires Assembly Approval. There are sufficient funds in the FY2014 engineering budget to cover this position and the moving allowance. If the candidate chooses to leave within the first year they must pay back the moving allowance and ½ the moving allowance if the candidate leaves within the second year.

Recommendation:

Authorize the Interim Municipal Administrator to hire Senior Engineer David Longtin with a starting salary of Grade 38 step L \$94,369.60 per year including a moving allowance up to \$15,000 and 40 hours of upfront leave*.

*Leave is typically provided to help the candidate relocate their family.

Mark Danielson

From: David Longtin [david.longtin@gmail.com]
Sent: Tuesday, April 23, 2013 12:24 PM
To: markd@cityofsitka.com
Subject: Senior Engineer (Position 5103) vacancy
Attachments: CBS application.pdf; resume.pdf

Dear hiring committee,

Please consider me a candidate for the Senior Engineer vacancy (Class Code No. 5100) posted on the City's web site. The completed City and Borough of Sitka application form and attached resume will establish my eligibility for the position based on the criteria listed in the position's Class Specification. I hope this cover letter will convince you to invite me to participate in the interview process.

Having worked for both the State and Federal government, as well as in the private sector, I have a broad knowledge base to draw upon in completing public works projects in Alaska. I've spent the last five years of my career in the field of water and sewer planning, design and construction, developing some depth in that field. For the last year and a half, I've been seeking opportunities to have a more hands-on role in the long-term success of water and sewer systems, and I've decided the best way to do that is as a municipal engineer. The City of Craig offered me its public works director job in 2012, but I didn't feel ready for the supervisory role, especially on the O&M side. I feel like the job described in your posting is a better fit for my entry into city government. I've discussed the opportunity with my wife, and she agrees that Sitka would be a great place for us to raise our three-year-old daughter.

As a Village Safe Water engineer, I served as the technical advisor and project manager for more than a dozen villages scattered across the state, including Thorne Bay. I sought funding on their behalf, directed the Feasibility Study process, helped them select engineering consultants, led the design review teams and managed the construction budgets. I was given a great deal of independence and multiple millions of dollars to complete the work, and I took my role in the process very seriously. I got frustrated, however, when some villages didn't operate or maintain their systems properly. This is what sparked my desire to have a more lasting relationship with the infrastructure projects I manage.

While my experience and interest are mostly in the sanitary engineering field, I have also executed environmental cleanup projects at remote radar sites across the North Slope and completed construction administration for airport improvement projects. I am a registered professional engineer, and a certified water treatment plant operator for small, treated systems. I am a strong writer, having spent time as a newspaper copy editor prior to earning my engineering degree. I'm well organized, a team player, and I like to be kept busy. I looked through the list of capital projects on the City's website, and consulted with my old ADEC colleagues at Municipal Grants and Loans, and I see there is plenty of work to do in Sitka.

I feel fortunate to have a secure job and a comfortable home a few miles south of Palmer. But I know a good opportunity when I see one, and I am certain I'd be an excellent fit for this position. Please give me a call at 745-1047 if you have any questions about this letter or the attached materials. I look forward to hearing from you about the next step in the selection process.

Thank you, David Longtin

David Longtin
5460 S Bodenbug Loop
Palmer, Alaska 99645 (USA)
(907) 745-1047
david.longtin@gmail.com

Work Experience:

State of Alaska, Department of Environmental Conservation – Drinking Water Program Engineer

1700 E. Bogard Road, Building B, Suite 103 * Wasilla, Alaska 99654

November 2012 to present * Salary: \$80K * Hours per week: 37.5

Supervisor: Roy Robertson, (907) 376-1862 (please contact me prior to calling my supervisor)

Motivation for leaving: Desire to be more directly responsible for outcome of projects

- Review and approve engineering submittals for public water systems to ensure compliance with Federal and State drinking water regulations
- Review and approve waiver requests for plans not in compliance with State regulations
- Provide technical assistance to small systems struggling to comply with drinking water regulations

State of Alaska, Department of Environmental Conservation – Village Safe Water Engineer

Village Safe Water * 555 Cordova Street * Anchorage, Alaska 99501

August 2008 to November 2012 * Salary: \$78K * Hours per week: 37.5

Supervisor: Deb Addie, (907) 269-3085 (please contact me prior to calling this previous supervisor)

Reason for leaving: Reduced round-trip commute from 2.5 hours daily to 1.0 hours

- Was responsible for the planning, design and construction of water and wastewater infrastructure in rural Alaskan villages
- Assigned 10+ villages for whom I served as “city engineer” – represented the villages' interests in dealings with their engineering and construction consultants
- Projects focused almost entirely on providing water and wastewater infrastructure the grantee is capable of operating and maintaining; required a solid understanding of the grantee's ability to operate a successful utility
- Projects completed included water treatment plant design and construction; water storage tank insulation; sewage lagoon design and construction; sewage lift station design and construction; installation of insulated water mains and services, insulated sewage collection system and services, and sewage force main; and washeteria planning and design
- Frequently (approximately 25 trips per year) traveled to villages to gather data, update the grant recipient and perform construction inspections
- Nominated for Denali Award for outstanding performance

Hattensburg Dilley and Linnell – Staff Engineer

202 W Elmwood Ave Suite 1 * Palmer, Alaska 99645

September 2005 to August 2008 * Salary: \$60K * Hours per week: 40

Supervisor: David Lundin, (907) 746-5230 (please contact me prior to calling this previous supervisor)

Reason for leaving: Wanted to specialize in sanitary engineering

- Completed planning, design and construction administration for projects largely in the Matanuska-Susitna Borough, one hour north of Anchorage
- Worked closely with the cities of Palmer and Wasilla, two of the firm's primary clients
- Work included planning and design assistance for replacement and upgrade of municipal water mains, sewage treatment facility (aerated lagoon) and airport expansion
- Was the lead writer on an Environmental Assessment for an airport relocation project at Kaktovik

US Air Force, 611 CES/CEVR – Environmental Remediation Project Manager

Elmendorf Air Force Base * Anchorage, Alaska 99506

March 2003 to September 2005 * Salary: \$60K * Hours per week: 40

Supervisor: Steve Mattson, (907) 552-4496 (please contact me prior to calling this previous supervisor)

Reason for leaving: Wanted a more traditional engineering job, as opposed to environmental PM

- Responsible for programming, planning and execution of environmental cleanup projects at remote Air Force radar sites
- Negotiated cleanup levels with State of Alaska regulators
- Frequently met with local stakeholders to plan, modify and execute cleanup work
- Performance was recognized with 611 CES Category 2 Civilian of the Year award in 2004

Army Corps of Engineers – Project Formulator

Alaska District * Elmendorf AFB * Anchorage, Alaska 99506

June 2002 to March 2003 * Salary: \$50K * Hours per week: 40

Supervisor: Carl Borash retired, call (907) 753-5799 for verification of employment

Reason for leaving: Assigned workload did not keep me busy

- Led a team of civil engineering professionals that evaluated the feasibility of water-related civil works projects (i.e., boat harbors) across Alaska
- Job involved travel to villages and working with local stakeholders to plan, analyze and modify potential projects

Other jobs: Before my bachelor's degree in engineering landed me a job with the Corps of Engineers in Alaska, I had held many other jobs, including several years as a newspaper editor and writer, substitute teacher and a stint as a VISTA Volunteer working with high school youth in northern Idaho.

Education:

Montana Tech of the University of Montana, Butte

Bachelor's Degree in May 2002 – Environmental Engineering

GPA: 3.92 of a maximum 4.00

University of Maine, Orono

Bachelor's Degree in December 1992 – Political Science

Graduated *Summa Cum Laude*

St. Dominic Regional High School, Lewiston, Maine

Awarded high school diploma in 1989

Certifications:

Registered Professional Engineer with the State of Alaska (CE#12129)

Certified Water Treatment Plant Operator for Small, Treated Systems (Cert#15309)

State of Alaska Sanitary Surveyor (expires December 31, 2014)

Job-Related Training:

Environmental Crimes Investigation, March 2013

Water Distribution System Operation Seminar, March 2012

Water and Wastewater Pump Controls Workshop, January 2012

Project Management Seminar, September 2011

Introduction to Membrane Water Treatment, March 2010

Cold Regions Engineering Short Course, November 2008

Water Treatment Seminar, October 2008

Certified Erosion and Sediment Control Lead training: April 2007

List of Projects

Note: This list is not all-inclusive. It is representative of the work I've done as an engineer in Alaska. I've only listed projects for which I was ultimately responsible for the work.

Village Safe Water

Arctic Village – Planning, design and construction of water treatment plant (WTP) and water intake in Chandalar River.

Chuathbaluk – Construction of 1,500 feet of water main, 20 water services and WTP upgrades. Punch list for five-year, \$10M+ water, sewer and lagoon project.

Tuluksak – Design and construction of sewage lift station, 1,000+ feet of sewer main, 10 manholes, five sewer services, 1,000+ feet of force main, sewage lagoon.

Newtok – Planning and construction of water storage improvements. Planning, design and construction of Mertarvik Evacuation Center water and sewer services.

Pilot Point – Planning, design and construction of residential improvements (wells, septic systems and/or point-of-entry (POE) water treatment units) at 30 homes, landfill construction and 3,000+ feet of landfill road improvements.

Port Heiden – Planning and design of POE water treatment units at 30 homes.

Shaktoolik – Comprehensive sanitation facilities master plan. Mobilization of water storage tank insulation components.

Slana – Planning, design and construction of residential improvements (heat-traced wells and/or septic systems) at 30 homes.

Ninilchik – Planning and design of WTP, water distribution system, 15 service connections and 10 onsite wastewater systems. Procurement of hard-dollar contractor.

Anchor Point – Planning, design and construction of WTP improvements.

Nikolaevsk – Planning, design and construction of WTP automation improvements.

Port Protection – Planning of water storage tank.

Thorne Bay – Construction of WTP improvements. Comprehensive sanitation facilities master plan.

Hattensburg, Dilley and Linnell

City of Wasilla – Design and construction of airport apron improvements. Construction of new taxiway.

Kalskag – Geotechnical evaluation of material sources for airport construction project.

Federal Aviation Administration – Environmental Assessment of airport relocation project at Kaktovik.

Air Force 611 CES

Kaktovik – Planning and execution of environmental cleanup project at Barter Island Long Range Radar Site (LRRS).

Bullen Point, Barrow, Point Lay and Wainwright– Same work as described for Kaktovik.

Army Corps of Engineers

Kokhanok – Planning study for proposed boat harbor on Iliamna Lake.

Savoonga – Planning study for proposed boat harbor in the Bering Sea.



City and Borough of Sitka
 An Equal Opportunity Employer
 100 Lincoln St. Sitka, AK 99835
 Phone No. (907)747-1816 Fax No. (907)747-1846

Applicant Information

Last Name		First Name		Middle Name	
Longtin		David		Louis	
Residence Address	Street	City	State	Zip Code	
5460 S. Bodenbug Loop		Palmer	AK	99645	
Mailing Address	Street	City	State	Zip Code	
same					
Telephone Number			Social Security Number		
907-745-1047			upon request		

Position Applied for	Senior Engineer (5103)	Date	April 23, 2013
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A complete and accurate application must be submitted for each position and received by the Human Resources Office by 5:00 pm on the closing date listed on the Position Announcement. All sections of the application must be legible, completely filled out, signed, and dated. Use additional sheets if necessary to ensure all information is provided. A resumé may be included as an addendum to the Employment History section of the application as long as it provides all of the information required in this section.

Criminal Convictions: A criminal conviction, including non-judicial punishment issued during military service by a military tribunal, military administrative agency, or by a commanding officer, for offenses comparable to violations of federal, state, and local criminal laws, will not always constitute grounds for disqualification. The type and number of charges for which an applicant was convicted, date of the conviction(s), as well as the relationship to the applied for position will be evaluated. Additionally, if you check "yes" and do not give a complete and accurate explanation of your conviction(s), your application will not be considered for the position.

An applicant who receives an unconditional pardon, or receives a Suspended Imposition of Sentence **AND** had the conviction(s) set aside by court order, need not list the conviction **UNLESS** the applicant is applying for a position requiring a background check or is required to register as a sex offender under AS 12.63.

We appreciate the time you spend completing this application. The employer, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, ancestry, mental or physical disability, veteran status, citizenship, or any other protected classification.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

If you are under 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you prevented from lawfully becoming employed in this country because of your Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Do you have a valid Alaska Drivers License? <i>If yes, please provide number 7085745</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Are you available to work:	<i>Full Time</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Part Time</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	<i>Temporary</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date available to work:	negotiable, but at least 1 month from offer		
If the position requires, are you willing to work the following schedules established by the City and Borough of Sitka?	<i>Evenings</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Nights</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Weekends</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Holidays</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
Have you been convicted of a misdemeanor within the last five years?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
<p><i>If yes to one or both of the above questions, you must explain on a separate piece of paper and attach it to this application, even if you received suspended imposition of a sentence. Conviction will not necessarily disqualify an applicant from employment.</i></p>			

Education information provided on attached resume			
High School			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Undergraduate College			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Graduate Professional			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Others (specify)			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>

Employment history information provided on attached resume

Most Recent Employer		Address	Phone Number
Date Started	Starting Salary Per	Starting Position	
	\$		
Date Left	Salary on Leaving Per	Position on Leaving	
	\$		
Name and Title of Supervisor		Reason for Leaving	
Duties/Responsibilities			
May we contact your present employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer		Address	Phone Number
Date Started	Starting Salary Per	Starting Position	
	\$		
Date Left	Salary on Leaving Per	Position on Leaving	
	\$		
Name and Title of Supervisor		Reason for Leaving	
Duties/Responsibilities			
Most Recent Employer		Address	Phone Number
Date Started	Starting Salary Per	Starting Position	
	\$		
Date Left	Salary on Leaving Per	Position on Leaving	
	\$		
Name and Title of Supervisor		Reason for Leaving	
Duties/Responsibilities			

Include explanation of any gaps in employment.
not applicable

Other Qualifications
Describe any specialized training, apprenticeship, skills and extra-curricular activities.
Recent, relevant training included on resume. Extra-curricular activities include hiking, orienteering, skiing, kayaking and, before our daughter was born, participation on various boards and committees (Big Brothers Big Sisters of Northern Idaho board, Engineers Without Borders, (Mat-Su) Valley Community for Recycling Solutions board).
Describe any job-related training received in the United States military.
none
List professional, trade, business, or civic activities and offices held.
none
List professional, trade or business licenses held.
Included on resume. Note that although I am certified as a small, treated water system operator, I have not actually performed these duties.

Additional Information
State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications from employment or other experience.
I'm not sure that it's relevant, but Wendy and I placed 10th in the continent in the 2005 wife-carrying championships held at Sunday River, Maine.

References		
Do not include family members or past supervisors.		
Name	Phone Number	Occupation
Mike Phillips, P.E. (a past supervisor, but not listed on resume)	(907) 269-7615 mike.phillips@alaska.gov	lead engineer for ADEC's Municipal Grants and Loans program
David Whiting	(907) 269-7674 david.whiting@alaska.gov	procurement specialist for ADEC's Village Safe Water program
Parke Ruesch, P.E.	(907) 562-3252 pruesch@crweng.com	consulting engineer I teamed with on many Village Safe Water projects

Note to Applicants:

DO NOT ANSWER THE FOLLOWING QUESTION UNLESS YOU HAVE REVIEWED THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. PLEASE SEE JOB DESCRIPTION.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes No

APPLICANT AUTHORIZATION AND CERTIFICATION – I AUTHORIZE the City and Borough of Sitka (CBS) to obtain any information relating to the facts provided in this application from schools, employers, criminal justice agencies, individuals, ETC. This information may include, but is not limited to, academic, performance, attendance, achievement, personal history, disciplinary, arrest, and conviction records. I DIRECT you to release such information to the CBS regardless of any agreement I may have made with you previously to the contrary. I RELEASE any employer, including individuals such as records custodians, from any and all liability for damages of whatever kind of nature which may at any time result on account of compliance, or any attempts to comply with this authorization.

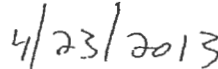
I CERTIFY that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.

I AGREE to submit to such tests and physical and/or mental examinations as the CBS may require.

For e-mail submissions only: By submitting this form the applicant certifies that the information contained in the documents is correct and acknowledges that the applicant will be required to sign the form to re-confirm that certification prior to interviewing for any position.



Signature



Date