

POSSIBLE MOTION

I MOVE TO AUTHORIZE the Administrator to hire Senior Engineer Lance Hennie at the following:

- \$97,198.40 salary per year
- \$9,000 moving allowance
- 56 hours of up front leave


POSSIBLE MOTION

I MOVE TO AUTHORIZE the Administrator to hire Senior Engineer Daniel Tadic at the following:

- \$94,827.20 salary per year
- \$9,000 moving allowance
- 56 hours of up front leave

MEMORANDUM

To: Mayor Westover and Assembly Members
Jim Dinley, Municipal Administrator

From: Michael Harmon, Public Works Director 

cc: Stephen Weatherman, Municipal Engineer
Dave Wolff, Finance Director

Date: October 20th, 2010

Subject: **Hiring Authorization – Two Senior Engineer Positions**

Background

For the past 13 months, Public Works has been in the process of trying to fill various vacant Engineering positions. This effort has included 7 rounds of applicant reviews consisting of over 100 applicants. We interviewed approximately 25 candidates by phone of which we conducted approximately 11 in person interviews. Through this process we had three candidates turn down offers of employment. In December of 2009, we were fortunate to hire Mr. Weatherman and he has done exceptionally well in his current position as the Municipal Engineer. In this role, Mr Weatherman is responsible for the Engineering Division and all related functions including capital projects.

The Public Works 5-year Capital Outlay has been updated to identify future major projects and capital workload in Public Works. There are 48 major projects programmed totaling over \$138-million. Most of the projects programmed already have funding. Currently, there are 21 projects with grants and/or funding deadlines with the expectation to add additional grants in the future.

In response to this capital project outlay, Public Works has continued to advertise for senior level engineers. Currently there are two candidates that have accepted tentative offers to fill Senior Engineer Positions under the direct supervision of the Municipal Engineer.

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 4 projects going to construction per season. In general this is further limited by the size and complexity of the project and the availability of managers to remain focus primarily on projects.

Two Senior Engineer positions under the direct supervision of the Municipal Engineer will allow the Engineering Division to be relatively self-sufficient entirely focused on capital projects. Adding these positions within the current 5-year project workload distribution potentially increases the output by approximately \$62-million with an additional 37 projects.

These are high-level engineering positions 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 of a high quality candidate. We followed the model presented by Mr. Dinley...“When in doubt, don’t hire and keep looking” from the book Good to Great by Jim Collins. Following this model has yielded two highly qualified candidates that are positioned for long careers with Public Works.

Fiscal Note

There are two vacant engineering positions in the FY2011 budget. Hiring above “Step C” and authorizing a moving allowance up to \$9,000 requires Assembly Approval.

Recommendation:

1. Authorize the Municipal Administrator to hire Senior Engineer Lance Henrie with a starting salary of \$97,198.40 per year including a moving allowance up to \$9,000 and 56 hours of upfront leave.
2. Authorize the Municipal Administrator to hire Senior Engineer Daniel Tadic with a starting salary of \$94,827.20 per year including a moving allowance up to \$9,000 and 56 hours of upfront leave.

New Engineer Hires

Provide engineering project management

- Prepare project budget

- Prepare request for proposals and rate consultant submissions

- Negotiate with consultants for fee

- Prepare technical description for consultant contract

- Provide directions and review consultant progress of design

- Review plans for compliance to CBS standards

- Review specifications for compliance to CBS Standards

- Review consultant billing for compliance to contract and performance

- Attend public meetings presenting project or collecting public input

Provide construction project management

- Prepare project manual

- Prepare request for bids

- Answer contractor questions and prepare addends as required

- Review bids and recommend award to lowest responsible bidder

- Manage construction contract

- Review and approve material submittals

- Supervise construction inspectors and perform field visits

- Review and approve pay requests

- Prepare and evaluate change orders to contract

- Perform final inspection and prepare punch list

- Execute substantial completion document

Prepare in-house design packages

- Prepare plans and specifications for projects

Prepare Loan and Grant applications

Prepare project descriptions and budgets

Prepare grant or loan on-line applications

Prepare questionnaires

Prepare environmental reports

Prepare forms for signature by attorney and Administrator

Support day to day operations of Public Work Department

Road, drainage, water and sewer repairs and minor maintenance projects