

9. **CONSENT AGENDA**

- b. **RESOLUTION 08-156 REDUCING THE WORK FORCE BY ONE EMPLOYEE BY ELIMINATING A GENERAL FUND POSITION AND COMBINING THE DUTIES AND RESPONSIBILITIES WITH A POSITION IN THE SEWER FUND, ADOPTING A RE-DESCRIBED PUBLIC WORKS JOB DESCRIPTION AND AMENDING THE CLASSIFICATION PLAN AND PAY SCHEDULE FOR CITY EMPLOYEES FOR FISCAL YEAR 2008-2009; AND PROVIDING AN EFFECTIVE DATE**



# MEMORANDUM

**TO:** JUDIE ZIMOMRA, CITY MANAGER

**FROM:** JIM ISOM, ADMINISTRATIVE SERVICES DIRECTOR

**DATE:** OCTOBER 27, 2008

**SUBJECT:** JOB ABOLISHMENT AND JOB RESTRUCTURING

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With the transfer of Matt Fannon to the Recreation Department as the Facility Maintenance Supervisor, the Public Works Director recommends re-describing Mr. Fannon's former position, Environmental Services Specialist, grade 20, in the Utility Division, combining the duties with an Engineering Technician position.

A job description has been developed (attached) to combine the Environmental Services Specialist duties and responsibilities with the duties performed by Joshua Holler an Engineering Technician, grade 19. The position has been classified as an Environmental Engineering Technician, grade 19, position. Mr. Holler will be laterally transferred to the Utility Division without a change in pay upon approval of the new job classification by City Council. Any work performed in the General Fund by Mr. Holler will be charged back to the Sewer Fund.

This action will eliminate one full-time employee in the General Fund and will result in an estimated annual reduction in salary and benefits of approximately \$60,000, of which \$38,500 will be in the General Fund and \$21,500 in the Sewer Fund.

**CITY OF SANIBEL  
RESOLUTION NO. 08-156**

**A RESOLUTION REDUCING THE WORK FORCE BY ONE EMPLOYEE BY ELIMINATING A GENERAL FUND POSITION AND COMBINING THE DUTIES AND RESPONSIBILITIES WITH A POSITION IN THE SEWER FUND, ADOPTING A RE-DESCRIBED PUBLIC WORKS JOB DESCRIPTION AND AMENDING THE CLASSIFICATION PLAN AND PAY SCHEDULE FOR CITY EMPLOYEES FOR FISCAL YEAR 2008-2009; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Sanibel is downsizing full-time staffing through attrition, where feasible; and

**WHEREAS**, the Environmental Services Specialist position in the Sewer Fund is currently vacant providing management the opportunity to eliminate a General Fund position and combine the duties of the position with the vacant position in the Sewer Fund; and

**WHEREAS**, a re-described job classification is recommended for the Public Works Department, Sewer Fund, by combining the duties and responsibilities of the two positions; and

**WHEREAS**, this combining of positions will result in the lateral transfer of an employee who remains in the same pay grade with no increase in pay; and

**WHEREAS**, the Sanibel City Council approves a fiscal year Classification Plan by resolution that authorizes City position by titles and salary ranges; and

**WHEREAS**, the Classification Plan for fiscal year 2008-2009 was adopted by City Council on September 16, 2008.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Sanibel, Florida, that:

**SECTION 1.** The Classification Plan for fiscal year 2008-2009 is hereby amended (Appendix A) by establishing an Environmental Engineering Technician, grade 19, job description (Appendix B) as a result of combining the duties and responsibilities from the position of Environmental Services Specialist, Sewer Fund, and an Engineering

Technician position in the General Fund. This action results in the elimination of a full-time position in the General Fund with an estimated cost reduction of \$38,000 in the General Fund and \$21,500 to the Sewer Fund.

**SECTION 2.** Effective date.

This resolution shall take effect immediately upon adoption.

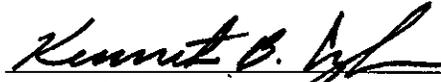
**DULY PASSED AND ENACTED** by the Council of the City of Sanibel, Florida, this 18<sup>th</sup> day of November 2008.

**AUTHENTICATION:**

\_\_\_\_\_  
Mick Denham, Mayor

\_\_\_\_\_  
Pamela Smith, City Clerk

AS APPROVED TO FORM:

  
Kenneth B. Cuyler, City Attorney

11/12/08  
Date

Council Members Vote:

Denham \_\_\_\_\_  
Ruane \_\_\_\_\_  
Jennings \_\_\_\_\_  
Johnston \_\_\_\_\_  
Pappas \_\_\_\_\_

Date filed with City Clerk: \_\_\_\_\_

## CLASSIFICATION PLAN FOR FISCAL YEAR 2008-2009 AS AMENDED 11/18/08

GRADE	POSITION	FORMER MINIMUM	FORMER MAXIMUM	PROPOSED MINIMUM	PROPOSED MAXIMUM
10	CLERK TYPIST	\$22,141	\$29,128	18,820	\$29,128
13	LIFEGUARD	\$27,040	\$35,096	22,984	\$35,096
13	RECREATION AIDE	\$27,040	\$35,096	22,984	\$35,096
15	SENIOR LIFEGUARD/INSTRUCTOR	\$28,234	\$39,031	23,999	\$39,031
15	ADMINISTRATIVE RECEPTIONIST	\$28,234	\$39,031	23,999	\$39,031
15	SERVICE WORKER	\$28,234	\$39,031	23,999	\$39,031
15	POLICE AIDE	\$28,234	\$39,031	23,999	\$39,031
16	ADMINISTRATIVE SECRETARY	\$29,380	\$43,305	24,973	\$43,305
16	PERMIT TECHNICIAN	\$29,380	\$43,305	24,973	\$43,305
16	UTILITY SERVICE WORKER	\$29,380	\$43,305	24,973	\$43,305
16	RECORDING SECRETARY	\$29,380	\$43,305	24,973	\$43,305
16	POLICE RECORDS COORDINATOR	\$29,380	\$43,305	24,973	\$43,305
16	WASTEWATER PLANT OPERATOR TRAINEE	\$29,380	\$43,305	24,973	\$43,305
17	LICENSING AND PERMIT TECHNICIAN	\$32,280	\$47,405	27,438	\$47,405
17	TRADESWORKER	\$32,280	\$47,405	27,438	\$47,405
17	ADMINISTRATIVE ASSISTANT	\$32,280	\$47,405	27,438	\$47,405
17	DISPATCHER	\$32,280	\$47,405	27,438	\$47,405
17	MECHANIC	\$32,280	\$47,405	27,438	\$47,405
18	EQUIPMENT OPERATOR/CREW LEADER	\$35,564	\$51,999	30,229	\$51,999
18	<del>CODE ENFORCEMENT OFFICER</del> Approved 9/16/08)	\$35,564	\$51,999		
18	FISCAL ASSISTANT	\$35,564	\$51,999	30,229	\$51,999
18	RECREATION PROGRAM COORDINATOR	\$35,564	\$51,999	30,229	\$51,999
18	UTILITY MAINTENANCE TECHNICIAN I	\$35,564	\$51,999	30,229	\$51,999
18	WASTEWATER I PLANT OPERATOR	\$35,564	\$51,999	30,229	\$51,999
18	POLICE AIDE SUPERVISOR	\$35,564	\$51,999	30,229	\$51,999
18	SENIOR ADMINISTRATIVE ASSISTANT	\$35,564	\$51,999	30,229	\$51,999
19	COMPUTER SUPPORT SPECIALIST	\$40,127	\$61,653	34,108	\$61,653
19	ENGINEERING TECHNICIAN	\$40,127	\$61,653	34,108	\$61,653
19	GARAGE SUPERVISOR	\$40,127	\$61,653	34,108	\$61,653
19	PARKS MAINTENANCE SUPERVISOR	\$40,127	\$61,653	34,108	\$61,653
19	UTILITY MAINTENANCE TECHNICIAN II	\$40,127	\$61,653	34,108	\$61,653
19	WASTEWATER II PLANT OPERATOR	\$40,127	\$61,653	34,108	\$61,653
19	LEAD OPERATOR/ASST STREETS SUPERINTENDENT	\$40,127	\$61,653	34,108	\$61,653
19	PARALEGAL	\$40,127	\$61,653	34,108	\$61,653
19	POLICE OFFICER	\$40,127	\$61,653	34,108	\$61,653
19	SENIORS PROGRAM ADMINISTRATOR	\$40,127	\$61,653	34,108	\$61,653
19	AQUATICS MANAGER	\$40,127	\$61,653	34,108	\$61,653
19	EMERGENCY MANAGEMENT SPECIALIST	\$40,127	\$61,653	34,108	\$61,653
19	RECREATION PROGRAM SPECIALIST	\$40,127	\$61,653	34,108	\$61,653
19	<u>SENIOR CODE ENFORCEMENT OFFICER</u> (Approved 9/16/08)	\$40,127	\$61,653	34,108	\$61,653
19	<u>FACILITY MAINTENANCE SUPERVISOR</u> (Approved 9/16/08)	\$40,127	\$61,653	34,108	\$61,653
19	<u>ENVIRONMENTAL ENGINEERING TECHNICIAN</u>	\$40,127	\$61,653	34,108	\$61,653

**CLASSIFICATION PLAN FOR FISCAL YEAR 2008-2009 AS AMENDED 11/18/08**

GRADE	POSITION	FORMER MINIMUM	FORMER MAXIMUM	PROPOSED MINIMUM	PROPOSED MAXIMUM
20	EXECUTIVE ASSISTANT TO CITY MANAGER	\$43,770	\$63,024	37,204	\$63,024
20	RECREATION SUPERINTENDENT (Approved 9/16/08)	<del>\$43,770</del>	<del>\$63,024</del>		
20	ENVIRONMENTAL SPECIALIST	\$43,770	\$63,024	37,204	\$63,024
20	ENVIRONMENTAL SERVICES SPECIALIST	<del>\$43,770</del>	<del>\$63,024</del>		
20	WASTEWATER III PLANT OPERATOR	\$43,770	\$63,024	37,204	\$63,024
20	UTILITY MAINTENANCE TECHNICIAN III	\$43,770	\$63,024	37,204	\$63,024
21	HUMAN RESOURCES GENERALIST	\$47,734	\$68,998	40,574	\$68,998
21	PUBLIC WORKS OPERATIONS MANAGER	\$47,734	\$68,998	40,574	\$68,998
21	ENGINEER INTERN (Approved 9/16/08)	<del>\$47,734</del>	<del>\$68,998</del>		
21	ACCOUNTANT	\$47,734	\$68,998	40,574	\$68,998
21	LEAD WASTEWATER PLANT OPERATOR	\$47,734	\$68,998	40,574	\$68,998
21	PLANNER	\$47,734	\$68,998	40,574	\$68,998
21	STREETS SUPERINTENDENT	\$47,734	\$68,998	40,574	\$68,998
21	ENVIRONMENTAL PLANNER (Approved 9/16/08)	<del>\$47,734</del>	<del>\$68,998</del>		
21	SENIOR BUILDING INSPECTOR (Approved 9/16/08)	<del>\$47,734</del>	<del>\$68,998</del>		
21	NETWORK ADMINISTRATOR	\$47,734	\$68,998	40,574	\$68,998
21	TRANSPORTATION PLANNER (Approved 9/16/08)	<del>\$47,734</del>	<del>\$68,998</del>		
22	UTILITY MAINTENANCE SUPERVISOR (ELECTRICIAN)	\$52,938	\$76,150	44,997	\$76,150
22	CHIEF WASTERWATER PLANT OPERATOR	\$52,938	\$76,150	44,997	\$76,150
22	ENVIRONMENTAL HEALTH AND WATER QUALITY SPECIALIST	\$52,938	\$76,150	44,997	\$76,150
22	SERGEANT	\$52,938	\$76,150	44,997	\$76,150
22	SENIOR ACCOUNTANT	\$52,938	\$76,150	44,997	\$76,150
22	FISCAL ANALYST	\$52,938	\$76,150	44,997	\$76,150
23	ASSISTANT FINANCE DIRECTOR	\$58,082	\$86,250	49,369	\$86,250
23	DEPUTY BUILDING OFFICIAL	\$58,082	\$86,250	49,369	\$86,250
23	MIS DIRECTOR	\$58,082	\$86,250	49,369	\$86,250
23	POLICE LIEUTENANT	\$58,082	\$86,250	49,369	\$86,250
24	ASSISTANT CITY ENGINEER	\$61,928	\$98,669	52,639	\$98,669
24	BUILDING OFFICIAL	\$61,928	\$98,669	52,639	\$98,669
24	POLICE MAJOR	\$61,928	\$98,669	52,639	\$98,669
24	RECREATION DIRECTOR	\$61,928	\$98,669	52,639	\$98,669
24	CITY CLERK	\$61,928	\$98,669	52,639	\$98,669
25	DEPUTY PLANNING DIRECTOR	\$70,501	\$109,557	59,926	\$109,557
25	DEPUTY PUBLIC WORKS DIRECTOR	\$70,501	\$109,557	59,926	\$109,557
26	NATURAL RESOURCES DIRECTOR	\$87,628	\$131,348	74,484	\$131,348
26	FINANCE DIRECTOR	\$87,628	\$131,348	74,484	\$131,348
26	ADMINISTRATIVE SERVICES DIRECTOR	\$87,628	\$131,348	74,484	\$131,348
26	PLANNING DIRECTOR	\$87,628	\$131,348	74,484	\$131,348
26	POLICE CHIEF	\$87,628	\$131,348	74,484	\$131,348
27	PUBLIC WORKS DIRECTOR/CITY ENGINEER	\$99,866	\$154,120	84,886	\$154,120

**CLASSIFICATION PLAN FOR FISCAL YEAR 2008-2009 AS AMENDED 11/18/08**

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**ENVIRONMENTAL ENGINEERING TECHNICIAN  
PUBLIC WORKS  
GRADE 19**

**CITY OF SANIBEL  
Job Description**

**Job Title:** Environmental Engineering Technician, Grade 19  
**Department:** Public Works  
**Reports To:** Deputy Public Works Director  
**FLSA Status:** Nonexempt  
**Prepared By:** Jim Isom, Administrative Services Director  
**Prepared Date:** October 20, 2008  
**Approved By:** Gates Castle, Public Works Director

**SUMMARY**

Serves under the supervision of the Deputy Public Works Director and participates in various environmental engineering programs such as solid waste, condominium recycling, restaurant compliance with the grease ordinance, hazardous waste collection, wastewater treatment and collection and reclaimed water; and payroll, purchasing and administrative support to the Utility Division. Compiles complex records and reports concerning effluent disposal. Responsible for maintaining data, producing required reports and documents. Inspects public works and private development construction, para-professional surveying, and para-professional engineering and drafting. Prepares sketches and preliminary designs of construction projects, prepares permit applications and inspects construction projects for compliance with City standards. The work is subject to review by an engineer. Performs other work as requested.

**ESSENTIAL DUTIES AND REPOSIBILITIES** Other duties may be assigned.

- Informs restaurants of ordinance violations and ensures corrective action is taken as required for compliance with the ordinance regulating grease disposal.
- Prepares or completes various forms, reports, logs and other documents concerning the use of reclaimed water.
- Performs as-built, topographic, control, mean high water, quantity and construction layout surveys; procures field data necessary for the preparation of plans. Prepares and reviews legal descriptions for easements, and land acquisitions, including verification of survey data on subdivision plats prior to formal acceptance. Verifies as-built surveys in subdivisions.

## **ENVIRONMENTAL ENGINEERING TECHNICIAN CONTINUED:**

- Prepares sketches and preliminary designs of drainage systems, roadways, utilities, etc. from field notes, aerial photographs and verbal or written instructions; prepares construction drawings for roadway or intersection improvements, culvert construction, shared use path or other civil engineering projects with minimum guidance, direction or supervision; makes quantity estimates; prepares bid forms, contract documents and specifications. Prepares permit applications and drawings for municipal civil engineering projects, utilizing manual and computer aided drafting skills.
- Inspects road and drainage construction in private developments and capital improvement projects to insure that City, State, and Federal standards are met.
- Coordinates with Building Department the inspection of septic tanks and drain fields, lot grading, and drainage, right-of-way drainage, driveway connections and setback requirements in accordance with the approved site plans. Signs off on permits. Instructs owners, builders, and contractors on City development and permitting compliance.
- Coordinates with Planning Department and records changes to City owned property on street maps, maintain maps showing developments and development variances.
- Reviews utility permit applications and inspects approved construction within the City right-of-ways.
- Coordinates surveying contracts with consultants providing services to the City.
- Responds to inquiries from other City departments, contractors, and the public regarding status of inspection.
- Prepares technical and administrative correspondence.
- Solicits new customers for reclaimed water. Coordinates annual inspection of the property of customers to identify possible cross-connection between reclaimed and potable water lines. Provides information to Finance for billing reclaimed water customers. Maintains a customer database.
- Responsible for responding to public complaints and inquiries. Plans, organizes and schedules public awareness programs, information sessions, public forums and facility tours.
- Prepares and maintains documents and records for the Utility Division. Responsible for biweekly payroll and the maintenance of appropriate payroll records. Processes Division purchases utilizing the City Purchasing Policy.

## **ENVIRONMENTAL ENGINEERING TECHNICIAN CONTINUED:**

Analyzes departmental information needs and prepares special reports through database applications.

- Maintains appropriate records to complete reports required by the Florida Department of the Environmental Protection.
- Assists in compiling the annual budget. Monitors the Division's expenditures to verify compliance with the budget.
- Assists with departmental emergency management coordination

### **SUPERVISORY RESPONSIBILITIES**

None

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelors degree in Engineering or Engineering Technology; or Associates of Science Degree in Civil Engineering Technology, supplemented by two (2) years experience in waste/environmental services; surveying, drafting, engineering or related field; or; High School diploma, GED, or other Certificate of Competency, supplemented by five (5) years experience in surveying, drafting, waste/environmental services, or related field or an equivalent combination of training and experience.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the principles, techniques and practices of surveying, engineering, mapping, drafting and inspection of municipal construction.

Knowledge of City, County, State, and Federal permitting procedures.

Knowledge of drainage regulations and design.

Knowledge of construction procedures and practices.

Ability to work effectively with other employees, contractors and the public.

## **ENVIRONMENTAL ENGINEERING TECHNICIAN CONTINUED:**

Ability to follow complex oral and written directions.

Ability to apply purchasing guidelines.

Ability to read, analyze and interpret blueprints, construction plans, professional journals, technical procedures or government regulations.

Ability to write reports, specifications, business correspondence and procedure manuals.

Ability to organize and maintain a complex filing system.

Skill in operating survey, drafting, and computing equipment.

Skill in computer aided drafting.

### **MATHEMATICAL AND COMPUTER SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to use Microsoft Word, Excel and Auto CADD.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **SPECIAL CONDITION OF EMPLOYMENT**

The incumbent must be readily available to work irregular schedules immediately before and after a severe weather emergency.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None

### **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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle,

## **ENVIRONMENTAL ENGINEERING TECHNICIAN CONTINUED:**

or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.