



Memorandum

Date: October 18, 2021

To: Tarlesha W. Smith, Esq., Assistant City Manager / Director – Human Resources

Via: Alan Dodd, P.E., Director – Public Works *Alan M Dodd*

From: Talal Abi-Karam, P.E., Assistant Public Works Director – Utilities *TSK*
Miguel Arroyo, Water and Wastewater Treatment Manager *[Signature]*

Re: Review of Classification Salary Range –Facilities Manager: Water and Wastewater Treatment Plants

This memorandum is being submitted to request the re-evaluation of the salary range for position(s) filled as a Water Facilities Manager, Position U157, and Wastewater Facilities Manager, Position U261 for the City's water and wastewater treatment plants. The classifications of these two positions are class code NB199 and NB197 respectively with a salary range of \$75,858.64 - \$117,586.14 annually (current salary).

The individuals that fill these positions are multifaceted and must attend to a myriad of technical, and administrative functions needing a high level of technical and administrative skills, as well as being able to exercise independent and cohesive judgement to address the established requirements, as well as plant needs. Examples include:

1. Technical responsibilities, including deployment at any given time whenever equipment fails, atmospheric events (hurricanes, flooding, lightning storms), etc.
2. Span of control of licensed operators and maintenance staff (electrical, mechanical, instrumentation, etc.), approximately 47 employees at the two water plants and 36 employees at the wastewater plant.
3. Impact to the community, as well as other consecutive cities in the service area - approximately 250,000 neighbors.
4. Budgetary responsibility \$12 million - \$14 million annually
5. Regulatory requirements complying with Environmental Protection Agency, Florida Department of Environmental Protection, Broward County Ordinances.
6. Initialization of plant improvements, as well as the management of the work to effectively implement modifications, additions, repairs, etc.
7. 24/7 operation and maintenance for the water and wastewater in the service area, inclusive of consecutive systems.
8. Technical involvement with various consultants and contractors to improve, expand, and modify the plant systems to improve performance and compliance.



Staff believes that these positions should at a minimum be in the same pay ranges as the Program Manager II position, class code NB159, which has a salary range of \$84,191.12 - \$130,506.90 annually (current salary). Below are tables contrasting the essential job functions and job requirements between the Program Manager II and the Regional Facilities Manager. The information was gathered from the job description specification, and shows that both the job functions and job requirements are more encompassing, and of a higher level for the Facilities Manager positions, as shown below.

Essential Job Functions:

Program Manager II	Water / Wastewater Facilities Manager
<ul style="list-style-type: none"> • Manages the work of assigned personnel; develops detailed work plans, delegates and reviews work assignments; hires, trains, and evaluates employees • Assists the department director in formulating and developing plans, policies, and projects for the program • Provides direct leadership for multiple projects; develops objectives and goals; analyzes and reports on metrics • Ensures relevant standards, process and regulations are upheld • Develop efficient strategies and tactics to ensure that programs deliver outcome desired by the department and City • Serves as the team leader in working with City staff to develop program initiatives; assesses cost effectiveness, technical feasibility, and implementation methods • Identifies problems or factors inhibiting the effective accomplishment of departmental or city-wide goals and objectives; determines scope of necessary study considering objectives and problems to be solved; collects and analyzes data; develops alternatives and makes recommendations for resolution • Enhances program offering and the quality of existing programs; identifies opportunities for continual improvement • Prepares and administers budget for assigned programs or division; prioritizes and approves expenses • Prepares productivity and informational reports, City Commission and Purchasing memorandums, and general correspondence with the public as 	<ul style="list-style-type: none"> • Manages the work of assigned personnel; delegates and reviews work assignments; hires, trains, and evaluates employees • Prepares the annual operating budget, makes recommendations of new capital improvements for the water plant, and prepares the necessary paperwork to procure materials, chemicals, components, services, etc. • Plans and implements repairs and installation of new equipment; extends or expands water operations; oversees new construction • Works with engineering and other staff to plan and implement projects; reads and reviews engineering drawings and specifications; develops bids and specifications for various projects • Develops plans and procedures for refining, expanding, and instituting water treatment processes, production quotas, and work programs for altering, repairing, extending, or expanding the water operations system • Makes recommendations for new facilities and equipment, and for modification of existing facilities • Provides technical assistance to other City departments on problems relating to the water operations system; responds as a subject matter expert on issues involving regulatory compliance, treatment techniques, and management issues within the plan • Confers with plant supervisors, regulatory representatives, and engineers relative to location and scope of construction affecting the plant and makes

<p>applicable</p> <ul style="list-style-type: none">• Develops Requests for Proposals (RFP) and Intents to Bid (ITB) for services and products• Coordinates with Procurement Services, Risk Management and City Attorney on the drafting of contracts• Supports strategic planning for the program and division• Performs related work as required	<p>recommendations for new facilities and equipment, and for modification</p> <ul style="list-style-type: none">• Processes documents to procure materials, equipment, supplies, and services• Interfaces with other municipalities in the Regional Water System• Prepares, reviews, and finalizes monthly operating reports, budget reports, regulatory reports, or any other required reports• Develops, writes, implements, and trains on standard operating procedures• Ensures employee compliance with safety regulations and standard operating procedures• Ensures the accuracy of asset management data related to the water treatment plants• Works around medium voltage, rotating equipment, and various hazardous chemicals• Responds and is deployed as needed during emergencies including atmospheric events, loss of power, chemical releases, etc.• Performs necessary duties to foster and implement efforts in specialized activities such as Risk Management Plan (RMP), International Standards Organization (ISO), Effective Utility Management (EUM), etc.• Interviews candidates for employment and recommends, in the interest of the City, that eligible applicants be hired and that subordinate employees be transferred, promoted, reassigned, disciplined or terminated; and participates in the administration of collective bargaining agreements and in the adjustment of grievances• May act as Water and Wastewater Treatment Manager in their absence.• Performs related work as required
---	---

Job requirements:

	Program Manager II	Water or W/W Facilities Manager
1	Bachelor's degree	Bachelor's degree
2	Five to seven years	Five to seven years of technical experience
3	At least 3 years of supervisory experience	Previous supervisory experience required
4	May be required to work during declared emergency	May be required to work during declared emergency
5	N/A	Class A certified operator's license
6	N/A	Knowledge of Federal/State/County regulations
7	N/A	

Based on the information provided, it is requested that the compensation for these two positions be re-evaluated and increased to at a minimum match the Program Manager II pay range.



Assistant City Manager/
HR-Director

☒

Approved

☐

Disapproved

Date