



Lewis County Department of Public Works

Josh S. Metcalf, PE, Director

Geoff Soderquist, PE, County Engineer

MEMORANDUM

Date: April 5, 2024

To: Ryan Barrett, County Manager

From: Josh Metcalf, PE, Director

Subject: REQUEST TO MODIFY PUBLIC WORKS DEPARTMENT POSITIONS

The purpose of this memorandum is to request approval of proposed modifications to positions across two divisions of the Public Works Department. The modifications include revised job descriptions to better align with the specific division roles and responsibilities, re-evaluation of job classifications based on market conditions, and the addition of one new full-time equivalent position (FTE) in alignment with current workload needs. Our intent is to better position the Department to attract motivated and qualified candidates and retain existing employees by providing opportunities for career advancement and being competitive with external labor markets.

PROPOSED MODIFICATIONS

This request includes approval of modification within the Survey and Solid Waste Utility Divisions of the Public Works Department. The proposed changes are as follows.

Survey Division (Roads Fund 1170)

- **County Surveyor:** New job description created to replace Senior Engineer (PE) position to be eliminated from Survey Division. No change in FTE.
- **Assistant County Surveyor:** Newly created job descriptions were developed to allow for recruitment as either a licensed surveyor or surveyor-in-training. Request to add one (1) FTE.
- **Survey Technicians I, II, III, IV:** New job descriptions to replace Engineering Technician I, II, III, IV series classification within the Survey Division. The job descriptions align with the actual roles and responsibilities of the individual positions within the Survey Division. No change in FTE.

Solid Waste Utility Division (Fund 4150)

- **Solid Waste Sustainability Program Coordinator:** This is a new job description developed to define roles and responsibilities that more accurately align with current and future program needs and objectives. No change in FTE.

BUDGET

The estimated increase in the salary and benefits (as shown in the attached documents) will be supported by revenues within the Roads Fund and Solid Waste Fund and will become part of their annual budgets. These modifications as proposed will not impact the County's General Fund budget.

- **Roads Fund (1170):** The modifications to the Survey Division as proposed will add one (1) new FTE and an increase of approximately \$160,000 for estimated salaries and benefits. The increase will be covered annually through Road Fund revenues (primarily property tax and Motor Vehicle Fuel Tax). The actual costs may vary slightly depending on the benefits packages selected and the experience and qualifications of the candidate selected for the Assistant County Surveyor position once advertised.
 - **Benefits of request:** The modifications to the job descriptions will enhance the Department's ability to recruit qualified candidates by defining the specialized work performed and being comparable to other agencies. The revised division structure provides three primary benefits; 1) the new position of County Surveyor, will allow the County's Licensed Surveyor and Survey Division to support the County Engineer and engineering and construction team more effectively, 2) the addition of 1 FTE supports succession planning for the County's Licensed Surveyor upon retirement, and 3) provides for opportunities to prepare employees for advancement into positions key to the department's successful operations.
- **Solid Waste Fund (4150):** The proposed revision to the Solid Waste Utility Sustainability Coordinator job description is estimated to increase salaries and benefits by approximately \$370.
 - **Benefits of request:** The updated job description more accurately defines the specialized roles and responsibilities of the position and aligns with current and future program needs and objectives. The job description and request to adjust the pay scale from the current grade of 122 to 123 is intended to provide equity with, or to be competitive with comparable solid waste utility positions.

EFFECTIVE DATE

The requested changes will be effective immediately upon approval of this request.

Currently within the Public Works Department there are sixteen (16) vacant, funded positions; Engineering/Construction (8), Administration (2), Water and Sewer Utilities (1), and Roads Maintenance (5).

Attached for reference are copies of the position analyses completed by Human Resources and worksheets prepared by Public Works providing a full analysis of the position modifications and the impacts on the Public Works Department's budget.

Prepared By:

Josh Metcalf, PE
Director, Lewis County Public Works

Approved By:

Ryan Barrett
County Manager, Lewis County

Date Approved:
