

## MEMORANDUM

To: Commissioners:  
Grady L. Pettigrew, Jr., President  
Stefanie L. Coe, Member  
Delena Edwards, Member

From: C. Amy Delong, Executive Director  
Michael W. Eccard, Deputy Executive Director  
Tamira M. Rollins, CSC Assistant Executive Director

Date: September 11, 2019

Subject: Request of the Civil Service Commission staff to revise the specification for the classification Utilities Permits Manager (Job Code 1043).

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### ANALYSIS AND RECOMMENDATION

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Civil Service Commission staff request to revise the specification for the classification Utilities Permits Manager (Job Code 1043) after much discussion with the department following a recent recruitment effort. The department believes a strong construction background would provide much of the needed skillset to perform the job. However, it is agreed that candidates must have some level of experience directly involving water or sewer lines. This is especially important as this classification is responsible for managing a consolidated utilities permits and inspections office that will be performing plan reviews, issuing permits, and inspecting construction work of various water and sewer taps. If not carefully planned or constructed properly, the City's utility line infrastructure could be jeopardized as other jurisdictions, private and/or commercial development, are able to tap into the City's utility lines. Therefore, while the Minimum Qualifications have been expanded, critical work experience involving water and sewer lines will remain a part of the Minimum Qualifications. The current supervisory experience will also remain. Additionally, within the substitution section, for the experience that is allowed to substitute for the educational requirement, it is proposed that this experience be directly involving water or sewer lines. The proposed

**MINIMUM QUALIFICATIONS** would read:

“Possession of a bachelor’s degree in engineering, construction technology, or another closely related field and five (5) years of experience in the general construction field that included two (2) years of supervision AND two (2) years of experience in the direct participation or oversight of one of the following activities: Construction, inspection, plan review, installation, or rehabilitation of water or sewer lines. Substitution(s): Additional experience in the construction, inspection, installation, or rehabilitation of water or sewer utility lines may substitute for the educational requirement on a year-for-year basis.”

There are a few proposed revisions to the **EXAMPLES OF WORK** section to include some additional duty statements to best describe the work performed within this job classification. Some of the proposed examples include:

- Prepares technical reports and maintains files; evaluates data and makes recommendations on ways to improve operational efficiencies and effectiveness;
- Plans, prioritizes, trains, and supervises the work activities of office and inspection subsections;
- Calculates applicable capacity and front footage fees in accordance with City Code;

There are no other proposed revisions to the class specification. It is, therefore, recommended that the Utilities Permits Manager classification be revised as proposed.

Contact(s):

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