

Item # 13C

**City of Carson City  
Agenda Report**

**Date Submitted:** November 2, 2007

**Agenda Date Requested:** November 15, 2007

**Time Requested:** 5 Minutes

**To:** Board of Supervisors

**From:** Ken Arnold, Public Works Operations Manager

**Subject Title:** Action to determine the two positions of Street Maintenance Technicians are critical to City operations and to authorize the positions to be filled as soon as practical.

**Staff Summary:** On October 18, 2007, the Board of Supervisors approved a hiring freeze on all open City positions and asked that no vacant positions, with the exception of Sheriffs Deputies and Firefighters be filled without specific Board approval. The Public Works Department is asking that the Board find that the two position of Street Maintenance Technicians are critical to City operations and authorize the positions to be filled. This position principally performs the following duties:

- 1. These positions were approved by the Regional Transportation Commission in August, 2007.
- 2. Snow Plowing
- 3. Crack Sealing
- 4. Slurry Sealing
- 5. Sidewalk and Curb Repair
- 6. General Street/Road Repair

**Type of Action Requested:** (check one)

Resolution                       Ordinance  
 Formal Action/Motion               Other (Specify)

**Does This Action Require A Business Impact Statement:**       Yes (  ) No

**Recommended Board Action:** I move to determine the two positions of Street Maintenance Technicians are critical to City operations and to authorize the positions to be filled as soon as practical.

**Explanation for Recommended Board Action:**

These positions have been deemed critical to operations for the following reasons:

- 1. The additional employees need to be hired and trained prior to acquiring the additional streets and roads from the Nevada Department of Transportation.
- 2. The Regional Transportation Commission, in its August meeting, approved the hiring of three additional Street Maintenance personnel. One applicant accepted an opening prior to the hiring freeze and another was lost due to the lack of time to respond prior to the freeze. Public Works will attempt to hire the remaining two Streets positions from the most recent applicant list, but may need to re-post the positions.
- 3. Due to the subsequent time of hiring, if approved, there will be an approximate \$50,000 savings of the budgeted amount for these positions for FY 2007/2008.

**Applicable Statue, Code, Policy, Rule or Regulation:** n/a

**Fiscal Impact:** Monthly Position Costs Budgeted: \$8,333.00 for both positions.  
Monthly Position Costs Estimated: \$8,333.00 for both positions.


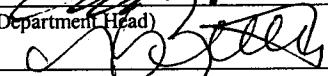
**Explanation of Impact:** Monthly Position Costs include salary and associated benefits.

**Funding Source:** As budgeted for in the Streets Fund 256-3038-431 for FY 2007/2008.

**Alternatives:** Do not approve and otherwise direct staff.

**Supporting Material:** Position Requisition

**Prepared By:** Ken Arnold, Public Works Operations Manager

**Reviewed By:**  Date: 11/1/07  
(Department Head)  
 Date: 11-6-07  
(City Manager)  
Melanie Buzetta Date: 11-6-07  
(District Attorney)  
Mulih Almondant Date: 11-6-07  
(Budget Manager)

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

# CARSON CITY JOB REQUISITION

193

Date: August 22, 2007

Position Title: Street Maintenance Technician I Department: Public Works

Reporting to (Name & Title): Rick Beckerdite, Street Maintenance Supervisor

New Position  Existing Position  Replacement for: \_\_\_\_\_

Budgeted: Yes  No  Funding Source: Streets Budget # 256-3038-431-01-01  
(Payroll Distribution)

Full Time  Part Time  Seasonal: from \_\_\_\_\_ to \_\_\_\_\_

**Please list the 3-5 essential functions performed by this position:**

- Road & Street Maintenance, i.e., pothole repair, crack filling, striping
- Concrete Repair & Replacement
- Tree Trimming & Maintenance
- Weed Control & Removal
- Snow Removal

**Please list the minimum qualifications for this position (license, degree, skills, certificate, years of prior experience):**

- Must be able to obtain Nevada Class A Driver's License within 6 months of employment
- Must be able to lift 80 lbs. on regular basis
- Must be able to perform heavy manual labor for extended period of time

**Please list relevant recruitment resources: (i.e., journals, websites)**

- Nevada Appeal
- Reno-Gazette Journal
- Website

Department Director: \_\_\_\_\_

*[Handwritten Signature]*  
Signature

8/23/07  
Date

Human Resource Director: \_\_\_\_\_  
Signature Date

Finance Director: \_\_\_\_\_  
Signature Date

City Manager: \_\_\_\_\_  
Signature Date

# CARSON CITY JOB REQUISITION

2 of 3

Date: August 22, 2007

Position Title: Street Maintenance Technician I Department: Public Works

Reporting to (Name & Title): Rick Beckerdite, Street Maintenance Supervisor

New Position  Existing Position  Replacement for: \_\_\_\_\_

Budgeted: Yes  No  Funding Source: Streets Budget # 256-3038-431-01-01  
(Payroll Distribution)

Full Time  Part Time  Seasonal: from \_\_\_\_\_ to \_\_\_\_\_

**Please list the 3-5 essential functions performed by this position:**

- Road & Street Maintenance, i.e., pothole repair, crack filling, striping
- Concrete Repair & Replacement
- Tree Trimming & Maintenance
- Weed Control & Removal
- Snow Removal


**Please list the minimum qualifications for this position (license, degree, skills, certificate, years of prior experience):**

- Must be able to obtain Nevada Class A Driver's License within 6 months of employment
- Must be able to lift 80 lbs. on regular basis
- Must be able to perform heavy manual labor for extended period of time

**Please list relevant recruitment resources: (i.e., journals, websites)**

- Nevada Appeal
- Reno-Gazette Journal
- Website

Department Director: \_\_\_\_\_

  
Signature

8/23/07  
Date

Human Resource Director: \_\_\_\_\_  
Signature Date

Finance Director: \_\_\_\_\_  
Signature Date

City Manager: \_\_\_\_\_  
Signature Date

# CARSON CITY JOB REQUISITION

3063

Date: August 22, 2007

Position Title: Street Maintenance Technician I Department: Public Works

Reporting to (Name & Title): Rick Beckerdite, Street Maintenance Supervisor

New Position  Existing Position  Replacement for: \_\_\_\_\_

Budgeted: Yes  No  Funding Source: Streets Budget # 256-3038-431-01-01  
(Payroll Distribution)

Full Time  Part Time  Seasonal: from \_\_\_\_\_ to \_\_\_\_\_

**Please list the 3-5 essential functions performed by this position:**

- Road & Street Maintenance, i.e., pothole repair, crack filling, striping
- Concrete Repair & Replacement
- Tree Trimming & Maintenance
- Weed Control & Removal
- Snow Removal

**Please list the minimum qualifications for this position (license, degree, skills, certificate, years of prior experience):**

- Must be able to obtain Nevada Class A Driver's License within 6 months of employment
- Must be able to lift 80 lbs. on regular basis
- Must be able to perform heavy manual labor for extended period of time

**Please list relevant recruitment resources: (i.e., journals, websites)**

- Nevada Appeal
- Reno-Gazette Journal
- Website

Department Director: \_\_\_\_\_

*[Signature]* FOR A.B.  
Signature

8/23/07  
Date

Human Resource Director: \_\_\_\_\_

Signature

Date

Finance Director: \_\_\_\_\_

Signature

Date

City Manager: \_\_\_\_\_

Signature

Date