



# CITY OF CONCORD

## Report to Mayor and City Council

**DATE:** March 19, 2024

**TO:** Mayor and City Council

**FROM:** Earle M. Chesley, P.E., Director of General Services

**SUBJECT:** General Services Highway and Utilities Division Realignment

### **Recommendation**

Approve this report and set for public hearing the addition to Schedule D of a Senior Road Crew Supervisor and a Sign and Pavement Marking Crew Leader.

### **Background**

The resignation of a long-term Department employee in the position of Road Crew Supervisor has provided the opportunity for a realignment within the Highway and Utilities Division. The Highway and Utilities Division has previously undertaken similar realignments as retirements and/or resignations occurred to optimize employee skill sets that produce the most effective public service outcomes while striving to have a better succession plan, boost employee satisfaction and retention.

### **Discussion**

There are currently three employees who serve in the position of Road Crew Supervisor (Labor Grade 16) in the Highway and Utilities Division, as well as a Sign/Pavement Marking Supervisor (Labor Grade 16). With the current vacancy of a Road Crew Supervisor, the Department proposes to combine the duties of a Road Crew Supervisor position and the Sign/Pavement Marking Supervisor by establishing a Senior Road Crew Supervisor (Labor Grade 18) who will oversee one road crew and the sign and pavement marking crew. Combining the positions to make one supervisor over the two crews will improve efficiency. The new Senior Road Crew Supervisor position will supervise at least seven full time employees and more during winter operations.

Additionally, the Department seeks to create a new position called Sign and Pavement Marking Crew Leader (Labor Grade 15). The new Sign and Pavement Marking Crew Leader will be the lead role on the sign crew and manage the crew's daily activities in coordination with and the oversight of the Senior Road Crew Supervisor. This change will create an opportunity for another position within the Division for career advancement and succession planning to prepare individuals for managerial positions within the Division/Department.

The General Services Department believes this realignment will improve the organization and provides a structure that will better serve the City. Further, this realignment will result in no net increases of employees within the Department and in fact, represents a modest savings for the General Fund.

CC: Jennifer Johnston, Director of Human Resources and Labor Relations