



CITY OF CONCORD

New Hampshire's Main Street™
General Services Department

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Earle M. Chesley, P.E., General Services Director
DATE: November 19, 2019
SUBJECT: General Services Department Wastewater Treatment Division Staffing Realignment

Recommendation

Accept this report.

Background

The Wastewater Treatment Division of General Services has undergone significant changes in personnel and overall organizational structure over the past several years. These changes were fully anticipated and planned for during a staffing study completed in 2015. The final phase of the Wastewater Treatment Division's reorganization will take place with the retirement of the current Operations/Laboratory Manager in December 2019. These changes will enhance overall efficiencies within the Division while cutting cost to the Division's budget.

Discussion

The staffing/organizational changes anticipated following the retirement of the Operations/Laboratory Manager include the following.

- Elimination of the Operations/Laboratory Manager position and reallocation of responsibilities to the new Operations Supervisor and Environmental Compliance Manager.
- Reestablishment of the Operations Supervisor position which was left vacant following the resignation of the past Operations Supervisor in 2016. This position will assume all operations related responsibilities formally conducted by the Operations/Laboratory Manager. The Operations Supervisor will be supervised by the Plant Superintendent. It is currently anticipated that this position will be filled internally by existing wastewater staff.
- Elimination of the Laboratory/IPP Technician position and the establishment of an Environmental Compliance Manager position. The responsibilities for the newly established position will include the management of the wastewater laboratory, data management and reporting for all state and federal permits, and managing the city's Industrial Pretreatment program. The Environmental Compliance Manager will report to the Plant Superintendent.

This proposal has no increase in net City employees and results in a net savings of over \$20,000 for the City.

CC: Thomas J. Aspell
Jennifer Johnston