

BEFORE THE COUNCIL OF THE
METROPOLITAN SERVICE DISTRICT

FOR THE PURPOSE OF AMENDING THE) RESOLUTION NO. 85-579
PAY AND CLASSIFICATION PLANS TO)
UPGRADE THE FACILITIES SUPERVISOR) Introduced by
AND SENIOR GATEHOUSE ATTENDANT) Executive Officer


WHEREAS, Metro operates various solid waste disposal facilities; and

WHEREAS, The responsibilities and required qualifications for the positions of Facilities Supervisor and Senior Gatehouse Attendant have changed; now, therefore,

BE IT RESOLVED,

1. That the classification of Facilities Supervisor be amended and retitled as Facilities Manager at salary range 11.0.
2. That the classification Senior Gatehouse Attendant be amended and the salary range be revised to 7.0.

ADOPTED by the Council of the Metropolitan Service District this 27th day of June, 1985.



Ernie Bonner, Presiding Officer

JS/gl
3774C/411-2
06/21/85

STAFF REPORT

Agenda Item No. 6.4

Meeting Date June 27, 1985

CONSIDERATION OF RESOLUTION NO. 85-579 AMENDING
THE METRO PAY AND CLASSIFICATION PLANS

Date: June 24, 1985

Presented by: J. Sims

FACTUAL BACKGROUND AND ANALYSIS

Solid waste operations have changed significantly in the last few years. With work underway to construct a new transfer station, a study of the key operations classifications was requested. Summary reports for Facilities Supervisor and Senior Gatehouse Attendant are attached.

Funding for these reclassifications is included in the FY 1985-86 Budget.

EXECUTIVE OFFICER'S RECOMMENDATION

The Executive Officer recommends approval of Resolution No. 85-579 reclassifying the Facilities Supervisor to Facilities Manager at salary range 11.0 and the Senior Gatehouse Attendant to salary range 7.0.

MANAGEMENT COMMITTEE'S RECOMMENDATION

At their meeting of June 20, 1985, the Council Management Committee recommended the Council adopt Resolution No. 85-579 as amended. The first "WHEREAS" of the Resolution was changed to read: "Metro [is or will be involved in the operation of] operates various solid waste disposal facilities...." This amendment was made because the Facilities Manager and Senior Gatehouse Attendants would be working at Metro's two operating disposal facilities.

The Committee also recommended the staff report include a copy of current Metro salary ranges. That information is attached to this revised staff report.

JS/gl
3774C/411-3
06/21/85

REVISED JANUARY 31, 1985

TABLE A

NON-UNION SALARY RANGE TABLE
(Metro Downtown, Gatehouse Sites)

Salary Range Number	Beginning Salary Rate		Entry Merit Rate		Maximum Merit Rate		Maximum Incentive Rate**	
	Annual	Hourly	Annual	Hourly	Annual	Hourly	Annual	Hourly
*0.0	7,529	3.62	7,883	3.79	9,152	4.40	9,443	4.54
0.5	9,090	4.37	9,547	4.59	11,211	5.39	11,565	5.56
1.0	9,672	4.65	10,150	4.88	11,690	5.62	12,022	5.78
1.5	10,130	4.87	10,629	5.11	12,251	5.89	12,626	6.07
2.0	10,566	5.08	11,066	5.32	12,813	6.16	13,187	6.34
2.5	11,107	5.34	11,794	5.67	13,437	6.46	13,853	6.66
3.0	11,690	5.62	12,272	5.90	14,040	6.75	14,477	6.96
3.5	12,251	5.89	12,854	6.18	14,830	7.13	15,267	7.34
4.0	12,813	6.16	13,458	6.47	15,558	7.48	16,037	7.71
4.5	13,437	6.46	14,102	6.78	16,349	7.86	16,890	8.12
5.0	14,040	6.75	14,747	7.09	17,181	8.26	17,701	8.51
5.5	14,830	7.13	15,558	7.48	18,054	8.68	18,616	8.95
6.0	15,558	7.48	16,328	7.85	18,949	9.11	19,490	9.37
6.5	16,349	7.86	17,180	8.26	19,864	9.55	20,467	9.84
7.0	17,180	8.26	18,054	8.68	20,654	9.93	21,320	10.25
7.5	18,054	8.68	18,970	9.12	21,819	10.49	22,464	10.80
8.0	18,949	9.11	19,885	9.56	22,922	11.02	23,629	11.36
8.5	19,864	9.55	20,862	10.03	24,128	11.60	24,835	11.94
9.0	20,550	9.88	21,590	10.38	25,314	12.17	26,083	12.54
9.5	21,819	10.49	22,901	11.01	26,562	12.77	27,352	13.15
10.0	22,922	11.02	24,066	11.57	27,810	13.37	28,642	13.77
10.5	24,128	11.60	25,334	12.18	29,307	14.09	30,181	14.51
11.0	25,293	12.16	26,562	12.77	30,784	14.80	31,740	15.26
11.5	26,562	12.77	27,872	13.40	32,302	15.53	33,280	16.00
12.0	27,810	13.37	29,203	14.04	33,800	16.25	34,819	16.74
12.5	29,307	14.09	30,763	14.79	35,630	17.13	36,712	17.65
13.0	30,784	14.80	32,323	15.54	37,440	18.00	38,563	18.54
13.5	32,302	15.53	33,925	16.31	40,227	19.34	41,434	19.92
14.0	33,800	16.25	35,485	17.06	41,184	19.80	42,411	20.39
14.5	35,422	17.03	37,190	17.88	43,202	20.77	44,491	21.39
15.0	37,170	17.87	39,042	18.77	45,427	21.84	46,779	22.49
15.5	39,562	19.02	41,517	19.96	47,923	23.04	49,400	23.75
16.0	41,538	19.97	43,618	20.97	54,080	26.00	55,702	26.78

* Range 0.0 is adjusted annually in January with other ranges assigned to seasonal position classifications.

** Cost of living adjustments for employees in the incentive range are computed on maximum merit rate.

June 20, 1985

METRO PERSONNEL CLASSIFICATION STUDY SUMMARY

FACILITIES SUPERVISOR
(Solid Waste)

Reason for Study: The duties and qualifications required for this position have changed. A study was requested by the department head.

Summary of Current Responsibilities: Trains and supervises landfill and transfer station gatehouse staff, monitors contract compliance, oversees day-to-day financial transactions, handles customer complaints and input, prepares daily and monthly reports, will be responsible for equipment purchasing, staffing and training for Washington Transfer & Recycling Center (WTRC).

Methodology: The incumbent and his supervisor were interviewed. Responsibilities and required qualifications were compared with other positions in the organization and point factor ratings were compiled to determine an appropriate salary range.

Findings: The responsibilities of this position have increased substantially over the last three years and will be further increased with the construction of the WTRC. The responsibilities for the position differ from the existing class as follows:

1. supervisory responsibilities are increasing;
2. excellent public relations skills are needed;
3. the incumbent monitors contract compliance; and
4. oversight of a new facility, the WTRC, will add new responsibilities.

The position requires knowledge of accounting and business management, the ability to work independently and excellent public relations skills.

Recommendation: Reclassify this position to Facilities Manager at salary range 11.

Action Required: Funding for the recommended salary range is included in the FY 1985-86 Budget. Council approval is needed to revise the classification and to change the salary range.

JS/gl
3775C/377-2
06/14/85

June 20, 1985

METRO PERSONNEL CLASSIFICATION STUDY SUMMARY

SENIOR GATEHOUSE ATTENDANT
(Solid Waste)

Reason for Study: The department head requested that this class be studied in conjunction with the Facilities Supervisor as they have interdependent responsibilities.

Summary of Current Responsibilities: This class was originally established to serve as a lead worker with some additional responsibilities for accounting/bookkeeping and work direction to gatehouse attendants. This classification has not been utilized, so there are no incumbents.

Methodology: Responsibilities and required qualifications were compared with the Facilities Supervisor and other positions in the organization. This information was added to point factor ratings to determine an appropriate salary range.

Findings: Expanding operations require changes to the organizational structure that impact this class. In operating three facilities with a separate central office, the proposed Facilities Manager will not be able to provide direct daily supervision at each location. An on-site supervisor is needed at a level that can handle most daily operations matters including scheduling, safety, supply orders and equipment maintenance.

The position requires knowledge of cash management, the ability to follow procedures and excellent public relations skills.

Recommendation: Revise the Senior Gatehouse Attendant class specification to reflect the additional responsibilities and increase the salary range level.

Action Required: Funding for the recommended salary range is included in the FY 1985-86 Budget. Council approval is needed to revise the classification specification and change the salary range.

JS/gl
3777C/377-2
06/14/85

Metro
Classification No.: 014

Established: 7/1/84
Revised: 06/07/85
EEO:
AA: Admin. Support

SENIOR GATEHOUSE ATTENDANT

MISSION STATEMENT

Under direction of the Facility Manager, organizes and supervises the work of the Gatehouse Attendants, provides work direction and is the liaison between the attendants and management staff; performs various clerical/accounting functions and other tasks relating to the solid waste operations activities at a disposal site; and does other work as required to ensure efficient and effective operations and implementation of policies of Metro at these sites.

DISTINGUISHING CHARACTERISTICS

The Senior Gatehouse Attendant is responsible for the day-to-day operations of the solid waste gatehouse facilities, and supervision of the gatehouse personnel, providing a liaison role between management, the general public and the attendants. This class is distinguished from Landfill Attendant in that on-site administrative and supervisory responsibility has been delegated to the Senior Gatehouse Attendant for providing work direction, additional accounting/bookkeeping functions and providing functional expertise in the areas of cash management. This position is also involved in carrying out and advancing the programs deemed critical by Metro at the gatehouse sites.

PRINCIPAL FUNCTIONS

Duties include but are not limited to:

1. WORK DIRECTION

Typical Activities:

- Exercises direct supervision over Gatehouse Attendants; trains new employees in learning program procedures, policies and work duties, etc., relating to the Solid Waste Department, disposal operations, the recycling center, etc.
- Prepares attendant work schedules, handles schedule changes, and assures shift coverage.
- Conducts site meetings with gatehouse staff.
- Participates in the preparation and monitoring of the gatehouse operations budget.
- Reviews and approves time sheets and required operations reports prepared by attendants.
- Assists the Facilities Manager in conducting regularly scheduled all-staff general and issue-oriented meetings.

- Informs Facilities Manager of policy or personal problems of employees which effects job performance.

2. CLERICAL/ACCOUNTING DUTIES

Typical Activities:

- Determines, collects fees utilizing rate instructions, schedules, or according to stated procedures; counts, balances, computes and records money collected and types of transactions incurred.
- Completes, compiles regular or special reports, utilizing accounting reports and manual bookkeeping ledgers, etc.
- Interacts with banking, security and Accounting personnel to transport money collected or convey information about fees, etc.; organizes money collected and other related documents, etc., into proper records, formats or documents.
- Monitors transmission of transaction data to the Accounting Division.

3. ADMINISTRATIVE DUTIES

Typical Activities:

- Registers weights of vehicles using scales and computerized information system to determine size, material codes, types of materials, volume, etc.; completes various forms regarding receipts, charges and weights assessed, etc.
- Explains to the public or staff procedures in question, and helps resolve any problems, etc.
- Orders supplies and maintains a simple inventory of supplies.
- Conveys information to the public in person, or by telephone, about various solid waste programs.
- Organizes, coordinates, and provides recommendations in the selection/promotion process for attendants.
- Conducts performance evaluations of the Gatehouse Attendants.
- Ensures the operation maintenance and efficiency of all on-site equipment through regular inspections.
- Conducts routine safety checks and initiates staff instructional programs to ensure worker safety.

REQUIRED KNOWLEDGE AND SKILLS

Working Knowledge of:

Effective communications/interpersonal techniques to work with staff and the general public; basic accounting/clerical and math functions; bookkeeping and other recordkeeping procedures; effective work organization and supervisory techniques.

Skill To:

Effectively interact with the general public and staff; provide work direction and training; organize/prioritize work for self

and others; anticipate, and resolve potential/actual problems of a sometimes sensitive nature; accurately perform clerical/accounting duties.

WORKING CONDITIONS

Duties are performed both indoors and outside with exposure to inclement weather and sometimes unpleasant fumes, odors, sharp obstacles, etc.

RECRUITING INFORMATION

1. Sources:

2. Minimum Recruiting Standards:

Any satisfactory combination of experience and training that would demonstrate possession of the required knowledge and skills

DK/MM/JS/gl
3236C/377-6
06/14/85

Metro
Classification No.: 322

Established: / /
Revised: 06/07/85
EEO:
AA: Professional

FACILITIES MANAGER

MISSION STATEMENT

Under direction of the Operations Manager organizes and supervises the work of subordinate staff, provides direction and leadership in implementing the policies of Metro and the programs of the Solid Waste Department and performs administrative duties as required to ensure efficient and effective operations at all gatehouses, landfills and transfer stations.

DISTINGUISHING CHARACTERISTICS

The Facilities Manager position is responsible for the overall operations of Solid Waste Gatehouse sites, and the supervision of personnel at those facilities. The combined responsibilities of operations and administration facilitate specific program functions based upon the objectives and goals of the Department and the broad missions of Metro.

The Facilities Manager provides oversight, direction and leadership to subordinate staff; and liaison to the general public the department management team and functional expertise in the specialized areas of landfill and solid waste transfer sites. This position is responsible for carrying out and advancing the programs deemed critical to Metro.

PRINCIPAL FUNCTIONS

Duties include but are not limited to:

1. WORK DIRECTION

Typical Activities:

- Exercises direct supervision over Senior Attendants.
- Develops, interprets and applies agency and department policy and procedures at Gatehouse and disposal sites.
- With the Senior Attendants, conducts regularly scheduled all-staff meetings to implement or reiterate policy.
- Provides remedial strategies for employees experiencing procedural/personal difficulties/problems effecting job performance.

2. ADMINISTRATION

Typical Activities:

- Prepares and monitors budgets for the disposal and gatehouse facilities.
- Provides liaison services between Gatehouse staff/functions and Solid Waste management, Accounting Division, contractors and appropriate agency representatives or individual citizens.
- Establishes and monitors field procedures.
- Prepares, implements and documents staff-development and training programs.
- Organizes, coordinates and participates in the hiring/promotion process for Senior Attendants.
- Conducts timely performance appraisals on Senior Gatehouse Attendants and responds to all grievances in accordance with established policy.
- Reviews, assesses and resolves complaints relative to site operations.
- Coordinates and supervises on-site promotional tours and group visits.
- Prepares progress and other reports relating to the disposal and gatehouse operations.

3. TECHNICAL/SYSTEM MANAGEMENT

Typical Activities:

- Analyzes data and information using research techniques to assess procedures, improve techniques or resolve problems, including comprehensive recommendations for resolution.
- Evaluates and incorporates information into work assignments and program improvements.
- Administers and monitors operations contract and permit compliance.
- Monitors collection of past due balances.
- Develops specifications for purchasing materials and services.

REQUIRED KNOWLEDGE AND SKILLS

Working Knowledge Of: Modern office methods and equipment used in financial and statistical recordkeeping; basic research and analysis techniques; report writing; principles of effective personnel management and staff training; effective business management techniques and concepts; solid waste operations or construction techniques.

Substantial Skill To:

Supervise and coordinate the work of a staff; perform analyses and make recommendations based upon findings, studies or observations of field operations; maintain positive relations with

professionals, participating contractors and the general public; communicate effectively orally and in writing.

WORKING CONDITIONS

Duties are performed both indoors and outside with exposure to inclement weather and sometimes unpleasant fumes, odors, sharp obstacles, etc.

RECRUITING INFORMATION

1. Sources: Solid waste public management agencies, private solid waste operating firms, targeted journals and newsletters.

2. Minimum Recruiting Standards:

Any satisfactory combination of experience and training that would demonstrate possession of the required knowledge and skills

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06/14/85