

BUDGET COMMITTEE SEPTEMBER 18, 2003

STAFFING CHANGES – FULL TIME ROADS SUPERVISOR POSITION

Recommendation

The Commissioner of Engineering and Public Works recommends that the two, vacant, temporary Roads Supervisor complement positions be deleted, and replaced with a full-time Roads Supervisor position.

Purpose

To authorize a change to the supervisory structure of the Roads Division of the Public Works Department.

Background - Analysis and Options

The Public Works Department's current Supervisory staffing complement allows for one Manager, one Supervisor, and two temporary Road Supervisor positions. Prior to the Manager's position being created, there were two full-time Road Supervisor positions. Filling these two temporary positions with qualified staff has proven to be difficult. As such, the Manager has been trying to fill both the role of Manager and Supervisor, resulting in less than efficient operations.

The City is also growing rapidly, and at the same time, the existing infrastructure is aging and requiring more maintenance. One Supervisor cannot adequately provide the level of supervision of City and contracted staff, nor can this person provide the level of customer service expected by the residents. Based on the above, and the fact the road maintenance operations are currently being run from two separate yards (JOC and Woodbridge), it is recommended that these 2 temporary positions be eliminated, and a full-time Supervisor position be created and filled before the upcoming 2003 - 2004 winter season. This would allow for a Supervisor to be in the east and west portions of the City, as was the case before the creation of the Manager's position. This change will also permit the Manager of Road Maintenance Services to be more effective in his role in terms of long-term planning of winter and summer road and sidewalk maintenance activities.

This change will have minimal budget impact, but have significant impact in terms of customer service and operational efficiencies throughout the year. The positions were budgeted for in the 2003 Operating Budget. Any minor increase due to the creation of the full-time position will be absorbed in the current Operating Budget, and will have no potential tax rate impact.

Conclusion

The deletion of the two temporary staff complement positions and creation of a full-time Supervisor position will provide increased customer service, increase operational efficiencies, and have minimal budget impact. In order to be prepared for the upcoming winter season, it is recommended that this change be made now, and the position be advertised as soon as possible to ensure the position is filled before the 2003 – 2004 winter season.

This change will have no potential tax rate impact.

Attachments

N/A

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Respectfully submitted,

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Commissioner of Engineering and Public Works

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