



City of Annapolis
Department of Public Works

145 Gorman Street, 2nd Floor, Annapolis, Maryland 21401-2517
www.annapolis.gov · 410-263-7949 · Fax 410-263-3322

November 5, 2015

MEMORANDUM

To: Thomas Andrews
City Manager

Via: Bruce Miller
Finance Director

From: David Jarrell, P.E.
Director of Public Works

DAT

Re: Budget Revision Request
Wastewater Collection Division
Replacement of Equipment Operator I with Equipment Operator III

The Department of Public Works requests to replace an existing Equipment Operator I position in the Wastewater Collection division with an Equipment Operator III position.

The job descriptions for Equipment Operator I, Equipment Operator II and Equipment Operator III define the types of heavy equipment and vehicles that employees in each of these positions operate. In accordance with the job descriptions, the large vacuum trucks (generally manufactured by Vactor or Vac-Con) are to be operated by an Equipment Operator III. The vacuum trucks assigned to the stormwater group and Water Treatment Plant are operated by Equipment Operator III. However, an Equipment Operator III position does not currently exist in the Wastewater Collection division. The vacuum truck that is assigned to the Wastewater Collection division is used daily to clean sewer mains and to remove debris from structures such as manholes and sewer lift station wet wells. It is also used as an assist vehicle for water main repairs and many types of environmental clean-up.

There are currently two vacant Equipment Operator I positions in Water Distribution. If this request is approved, and an employee from one of the filled Equipment Operator I positions in Wastewater Collection will be transferred to an unfilled position in the Water Distribution division. The new Equipment Operator III will be assigned to Wastewater Collection.

The annual cost difference for an Equipment Operator III versus an Equipment Operator I, using a mid-range pay rate, is \$6,397. For the remainder of the fiscal year, assuming that the position is filled on December 1, the additional cost will be \$3,732 for the salary and \$1,306 for the benefits. The total expense of \$5,038 is available for transfer from the Wastewater Collection Repair and Maintenance Utility Line account.