

1                                   **CITY COUNCIL OF THE CITY OF ANNAPOLIS**

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3                                   **RESOLUTION NO. R-07-09**

4                                   **Introduced by Mayor Moyer**

LEGISLATIVE HISTORY			
First Reader:	Public Hearing:	Fiscal Impact Note:	120 Day Rule:
01/26/09	N/A	N/A	05/26/09
Referred to:	Meeting Date:	Action Taken:	
Finance Committee	02/25/09	Favorable	

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8   **A RESOLUTION** concerning

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10                   **Job Description and Pay Grade for Storm Water Management Engineer**

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12   **FOR** the purpose of approving the new job description for the Storm Water Management  
13       Engineer position.

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15   **WHEREAS**, Section 3.12.020 of the Annapolis City Code provides that the City Council  
16       shall adopt job descriptions by Resolution after consideration of the  
17       recommendations of the Civil Service Board; and

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19   **WHEREAS**, the Annapolis City Council received the October 20, 2008, minutes of the Civil  
20       Service Board (copy attached) which favorably approved the Storm Water  
21       Management Engineer job description (Pay Grade A-15); and

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23   **WHEREAS**, pursuant to Resolution R-03-08Revised approved January 28, 2008, the City  
24       Council adopted the official Job Description Manual providing specifications  
25       for each position of employment with the City; and

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27   **WHEREAS**, it is necessary to incorporate job descriptions for any new positions adopted  
28       by the City Council into the official Job Description Manual.

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30   **NOW, THEREFORE, BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the  
31       new job description for the Storm Water Management Engineer at Pay Grade A-15 (copy of  
32       job description is attached) is hereby adopted and included as part of the official Job  
33       Description Manual for the City of Annapolis.

1           **ADOPTED** this 9th day of March, 2009.

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**ATTEST:**

**THE ANNAPOLIS CITY COUNCIL**

\_\_\_\_\_  
**Regina C. Watkins-Eldridge, CMC**  
**City Clerk**

**BY:** \_\_\_\_\_  
**ELLEN O. MOYER, MAYOR**

## **Storm Water Management Engineer**

**Job Class Code:** 5214

**Pay Grade:** 4315

**FLSA:** Exempt

**Updated:** 10/08

**GENERAL STATEMENT OF DUTIES:** Performs civil engineering work at the basic professional level in the field and office; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Positions in this class require the application of professional engineering knowledge and skills in basic through ~~intermediate~~ difficult engineering projects. Engineering knowledge will have been gained through formal education and work experience. Assignment affords opportunities for independent planning of work details. General supervision is received from the Environmental Programs Bureau Chief and/or the Director of Neighborhood and Environmental Programs.

**EXAMPLES OF WORK:** (Illustrative only)

Serves as stormwater management engineer, enforcing grading, sediment and erosion controls as specified in the City Code;  
Reviews and issues grading and stormwater management approval on permit applications;  
Inspect stormwater management construction in progress and upon completion;  
Conducts investigations of routine complaints for flooding, sedimentation, water pollution filed by the general public;  
Maintains records of stormwater management devices installed throughout the City and maintains a computer data base of such devices and their periodic inspections;  
~~Directs, schedules and checks work of the survey party crew;~~  
Supervises and maintains necessary records and reports, including NPDES compliance;  
Participates in the preparation of specifications, plans, estimates and reports pertaining to the construction, maintenance and operation of a variety of engineering or utility projects;  
Assists the Department of Public Works as necessary on Capital Projects; ~~in the design of sewer lines, water mains, waterfront and other projects;~~  
Performs a wide variety of other civil engineering duties of the same level of difficulty.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Graduation from a four (4) year college or university of recognized standing with a bachelor of science degree in civil engineering; possession of a Professional Engineer Certificate License or the ability to secure such certificate within two (2) years; possession of an Engineer-In-Training Certificate or the ability to secure such certificate within six (6) months; possession of a Professional Engineer Certificate License or the ability to secure such certificate within two (2) years. Working knowledge of stormwater management practices normally associated with civil engineering procedures, including TR-55 and the Rational Method, computer literate with familiarity of TR-55, data base and word processing software; ~~some~~ knowledge of modern principles and practices of civil engineering; ~~as applied to~~

~~public works projects; good knowledge of surveying; some knowledge of street, water, sewer and waterfront construction practices; ability to plan and supervise the work of lower classes of engineering aides; ability to secure the cooperation of construction contractors and others; good engineering judgment.~~

~~**ACCEPTABLE EXPERIENCE AND TRAINING:** Graduation from a four (4) year college or university of recognized standing with a bachelor of science degree in civil engineering; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.~~

~~**ADDITIONAL REQUIREMENTS:** Possession of an Engineer-In-Training Certificate or the ability to secure such certificate within six (6) months; possession of a Professional Engineer Certificate License or the ability to secure such certificate within two (2) years.~~

**AMERICANS WITH DISABILITIES ACT:**

Physical ability: ability to perform required inspections on construction sites; ability to ambulate over rugged terrain and climb ladders; ability to operate a vehicle; ability to operate standard office equipment including copier, computer, fax machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: to effectively operate standard engineering office equipment; ability to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person, over a telephone and/or radio.

Speaking ability: sufficient to communicate effectively with other individuals in person, over a telephone and/or radio.

Freedom from mental disorders which would interfere with performance of duties as described.

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**THE CITY OF ANNAPOLIS, MARYLAND  
CIVIL SERVICE BOARD MINUTES**

October 20, 2008

**MEMBERS PRESENT:** Clifton A. **JOHNSON**, Acting **Chairperson**  
Anthony F. **CHRISTHILF**  
Roberto **VELOSO**  
Sherry **YANGIA**

**STAFF PRESENT:** Paul **RENSTED**, Recruitment/Employee  
Relations  
Administrator, Human Resources  
Tira **KIMBO**, Training Administrator, Human  
Resources  
Lt. Brian **DELLA**, Police Department  
Michael **MALLINOFF**, Director, DNEP  
Marcia **PATRICK**, Assistant to PW Director  
Rose Mary **BLOUIN**, Human Resources

A quorum being present, the Acting Chairperson called the meeting to order at 8:03 a.m.

**ISSUE BEFORE THE BOARD:** Request to place into the Civil Service the position of Grants Coordinator - Police Department.

Lt. Brian Della stated that writing, managing and administering grants is currently assigned to various personnel throughout the Police Department. It is currently a contractual position with an annual salary of approximately \$62,000 which the Police Department would like placed in the Civil Service. After reviewing the job description, the Board recommended the job description be sent back to APD for some corrections and clarification to examples of work. They also would like a fiscal impact statement as well as a formal recommendation from the Human Resources Director. The position and supporting documentation should be re-submitted to the Board at the November 17, 2008 meeting.

**ISSUE BEFORE THE BOARD:** Request to place into the Civil Service the position of Sediment, Erosion and Sustainability Inspector.

Mr. Mallinoff stated that currently there are two positions; a contractual building inspector and a sustainability inspector. He wants to combine the two into one full time position with more emphasis on sustainability. The Board wants examples of work re-worded on the job description and replace the ADA section. The Board also wants recommendations from Finance and Human Resources. Resubmit at November meeting.

**ISSUE BEFORE THE BOARD:** Request to reclassify the position of Senior Property Maintenance Inspector.

Mr. Mallinoff stated that the scope and amount of work has increased. This position now enforces the International Property Maintenance Code which has been incorporated in the City Code and supervises four inspectors. The Board would like #3 under examples of work re-written, documentation that job grade is

where it is suppose to be.

The Board approved this position with minor corrections to the job description.

Ms. Yaniga stated that she would have preferred to wait in order to ensure that the placement in grade was in the appropriate place based on Hendricks Study.

**ISSUE BEFORE THE BOARD:** Request to reclassify the position of Storm Water Management Engineer.

Mr. Mallinoff stated that during the Hendricks Study this position was contractual and was not reviewed by Hendricks. He also said that this was originally a function of Public Works and that positions with equivalent requirements in Public Works are at Grade 15. He stated that the Mayor and Finance Director support this change.

The Board approved this position with minor corrections to the job description.

**ISSUE BEFORE THE BOARD:** Request to adopt minor revisions to the job description for Public Works Maintenance Worker II position.

Ms. Patrick stated that minor revisions to the job description were needed. In order to have examples of work no longer include items that require a commercial drivers license, since such a requirement was not a part of the job description.

The Board unanimously approved the minor corrections to the job description.

**ISSUE BEFORE THE BOARD:** Immediate amendment to the City of Annapolis Personnel Rules and Regulations, Section 6-2 "Sick Leave", pursuant to recently enacted Maryland Law.

Mr. Rensted presented a memo from Kimla Milburn, Director of Human Resources explaining The Flexible Leave Act that became law in Maryland on October 1, 2008. As a result of this law, the current City policy must be modified to allow City employees to use any form of paid leave for the illness of an immediate family.

The Board wants wording for any leave category that the legislation may cover placed in the appropriate places in the Personnel Rules and Regulations. These categories would include annual leave, sick leave, and personal leave.

The Board requested that updated draft language be submitted for its review at the November meeting.

**ISSUE BEFORE THE BOARD:** Update on Samuel Cyrus matter.

Mr. Rensted stated that no court date has been set for his appeal.

**ISSUE BEFORE THE BOARD:** Update on Personnel Rules and

Regulations.

Mr. Rensted stated that the Rules and Regulations have been forwarded by former Acting City Attorney Andreeze Williams to the new Acting City Attorney Steve Kling for his review. Mr. Kling indicated that he planned on presenting his feedback at the November meeting.

**ISSUE BEFORE THE BOARD:** Suggestions for Procedures on Establishing New Positions or Reclassify an Existing Position.

The Board presented suggestions for formal procedures for departments to follow when establishing a new position or reclassifying an existing position. The Board suggested having a conference call with Ms. Milburn to review these guidelines prior to the next meeting.

The meeting adjourned approximately at 9:35 a.m.

FOR THE BOARD:

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Clifton A. Johnson  
Acting Chairperson

cc: Board Members  
Mayor  
Aldermen