

May 7, 2015

TO: Chair and Members of the Personnel & Finance Committee

FROM: Rob Nebel
Associate Public Works Director

RE: Approval to Recruit a 1.0 FTE Project Engineer Manager

County Ordinance 29.52(15) requires the Personnel & Finance Committee, along with the County Executive, to approve filling positions that have been vacant longer than six months. I am requesting to fill a 1.0 Project Engineer Manager position (position 393). The County Executive has approved the freeze appeal for the position.

What is the nature of the work or what is the essential function of the position?

This position provides total project management and engineering/architecture services for county facilities. This position conducts needs assessments and analysis; plans, coordinates and provides engineering/architecture consultation services; oversees the county's facilities improvements and new building projects; supervises the work of engineers and architects involved in the projects; and performs related tasks as assigned.

How has this function been fulfilled during the vacancy?

The duties of this position have been shared by the Associate Public Works Manager and other Project Engineer Managers. These positions do not have the time to devote to continue covering the duties of the vacant position.

What will the impact be on the department's function and mission if the position remains vacant?

Not filling this position will jeopardize the ability to maintain facilities in a safe operating condition. This position will also provide critical project management for the projects contained in the Capital Projects budget.