



TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information**, 8 days prior to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

MEETING INFORMATION

Date Submitted: November 7, 2023
Submitted by: Town Manager Paul T. Micali
Department:
Speakers:

Date of Meeting: November 16, 2023
Time Required: 20 minutes
Background Info. Supplied: Yes: No:

CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

| | | | |
|------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Appointment: | <input type="checkbox"/> | Recognition/Resignation/Retirement: | <input type="checkbox"/> |
| Public Hearing: | <input type="checkbox"/> | Old Business: | <input type="checkbox"/> |
| New Business: | <input checked="" type="checkbox"/> | Consent Agenda: | <input type="checkbox"/> |
| Nonpublic: | <input type="checkbox"/> | Other: | <input type="checkbox"/> |

TITLE OF ITEM

New Position Request for Public Works Administration - Civil Engineer

DESCRIPTION OF ITEM

The Town Council to consider the establishment of a Civil Engineer position at Grade 17 of the Town's current Wage Schedule and Classification Plan.

REFERENCE (IF KNOWN)

| | | |
|------------------|------------------|-------|
| RSA: | Warrant Article: | _____ |
| Charter Article: | Town Meeting: | _____ |
| Other: | N/A | |

EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

| | | | |
|------------------|--------------------------|---------------------|--------------------------|
| Projector: | <input type="checkbox"/> | Grant Requirements: | <input type="checkbox"/> |
| Easel: | <input type="checkbox"/> | Joint Meeting: | <input type="checkbox"/> |
| Special Seating: | <input type="checkbox"/> | Other: | <input type="checkbox"/> |
| Laptop: | <input type="checkbox"/> | None: | <input type="checkbox"/> |

CONTACT INFORMATION

| | | | |
|---------------|-----------------------|----------------|--------------------------------|
| Name: | <u>Paul T. Micali</u> | Address: | <u>6 Baboosic Road</u> |
| Phone Number: | <u>603-424-2331</u> | Email Address: | <u>pmicali@merrimacknh.gov</u> |

APPROVAL

Town Manager: Yes No: Chair/Vice Chair: Yes No:

Hold for Meeting Date: _____



TOWN OF MERRIMACK INTER-DEPARTMENT COMMUNICATION

DATE: October 30, 2023

AT (OFFICE): Public Works Department

TO: Paul Micali
Town Manager

FROM: Dawn Tuomala
Deputy DPW Director/Town Engineer

**SUBJECT: Request to Create and Fill a new Position: Civil Engineer,
DPW Administration/Engineering**

Please find attached the Job description for the Civil Engineer position. This position would be a new position for the Town, but would be filled in place of filling the currently budgeted Deputy Director – Town Engineer position. The main difference between the Deputy Director - Town Engineer and the Civil Engineer is that the Civil Engineer would not require the applicant to have a Professional Engineering (PE) License. The existing Deputy Director - Town Engineer and the existing Deputy Director - Environmental positions both require the applicant to have a Professional Engineering (PE) License through the State of New Hampshire.

Due to the difficulties in hiring a Professional Engineer (PE), if the requirement standards were reduced, this would allow for the expansion of the applicant base. In order to be able to sit for the NH PE License an engineer needs to work under the direct supervision of a Licensed PE for a period of not less than 4 years. If the PE License requirement were eliminated this would expand the applicant base. The qualifications for the Civil Engineer position would require the applicant to have a four-year civil engineering degree from an accredited school. An additional requirement in order for the applicant to hold the position, is to be able to obtain the Engineering-In-Training Certificate (EIT) within one year of hire. This would ensure that the applicant has all of the technical skills required to do the work.

The Civil Engineer would then be able to work under the guidance of the Director and the Deputy Director(s) who all have their PE. After the four years the Civil Engineer will be allowed to sit for the PE exam. Once that they have obtained the PE License then they would also qualify for the Deputy Director positions, if a position was budgeted and available .

The Town has been growing significantly in the past seven years and the work load has been rapidly increasing along with this growth. Previously two people could handle the work load but with the explosion of new projects this is making it more difficult to keep up with the day to day operations of the Division. By having this additional position available it will give the Division more flexibility and the opportunity for expansion in the future. It will also allow for the

advancement of the Civil Engineer to apply to fill one of the Deputy Positions if we were to put the position back in the budget at a later date. By training from the ground up and allowing the position to grow will help with the reduction in personnel turnover. This position requires knowledge of what has happened in the past which you get from the people you have that stay with the Town, it takes much longer to train someone that is unfamiliar with the Town's processes. This position will help to fulfill the day to day design requirements for the Division The Civil Engineer position will help to oversee the various programs and assist with other junior level engineering tasks. This is a non-union, exempt position at Grade 17 (\$61,380 to \$89,731).

In conclusion, the last benefit to the position is that there will be a reduction in the pay required for this position, thus saving money in the short term. As the Town continues to grow, there will be a need in the future to have three Licensed PE's plus the EIT in the Division but presently we can work with the two PE's and an EIT. I would recommend leaving the Deputy Director - Town Engineer in the Wage and Classification Plan but not filling it at this time, instead hire a new Civil Engineer to be able to train with the incentive grow into the Town Engineer position should we determine that there is a need fill the Deputy Director – Town Engineer position in the future.

Thanks for your consideration. Please let me know if you have any questions.

CC: Sharon Marunicz, Human Resources Director

CIVIL ENGINEER

JOB SUMMARY

Performs professional engineering work of a technical nature within the Department of Public Works including design, layout, construction management and mapping of municipal projects. Provides technical assistance to other departments, boards and committees as requested. The nature of the work performed requires the employee to establish and maintain effective working relationships with other employees, the Council, committees, outside contractors and consultants and the public.

SUPERVISION RECEIVED

Works under the general supervision of the Deputy DPW Director - Environmental and/or the Deputy DPW Director - Town Engineer, who provides policy guidance, assigns areas of responsibility and evaluates performance in terms of effectiveness of services provided by the Department. Perform duties independently, using own judgment as to departmental project priorities. Consults with supervisor on broad policy matters, highly problematic situations, planning of major projects or issues concerning other departments.

SUPERVISION EXERCISED

Supervises engineering interns assigned to the Department and manages consultant contracts as assigned.

EXAMPLES OF DUTIES

(Any one position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in positions of this class.)

1. Assists the Deputy Director in setting project priorities. Plans work priorities and technical aspects of carrying out major capital projects with the Director and Deputy Director.
2. Works with NHDES, NHDOT on project related activities and compliance with Federal and State regulations and procedures.
3. Oversees technical aspects of work projects and as needed inspects work on-site.
4. Oversees all infrastructure maintenance, repair and Public Works construction including streets, sidewalks, sewers, bridges, buildings, traffic signals, traffic signage and special projects as requested.
5. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
6. Conducts studies and investigations of Department operations and citizen complaints.
7. Performs special projects for the Public Works Director as requested.

- 8. Reviews plans and prepares memos for site developments to the extent that they impact the Town’s infrastructure and regulatory permits; provides technical assistance to Community Development Department and Planning Board.
- 9. Prepares for and participates in public presentations for the Council, and Town Meeting, etc.
- 10. Assists all GIS improvements and adjustments to the town wide system.
- 11. Performs other related duties as assigned by the Director and/or Deputy Director.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

A candidate for this position should have a strong knowledge of design, construction and maintenance as related to street and highway construction; ability to read and interpret engineering plans and specifications; estimate and plan jobs, and prepare technical reports; maintain records; interpret, apply, and explain codes, regulations and ordinances; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with employees, the public and other departments.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor’s Degree from an accredited college or university with major study in Civil Engineering plus at least one year of progressively responsible experience in engineering, street or highway construction and maintenance work, or related fields, OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. N.H. Engineering-In-Training Certificate Required within 6 months of employment. A valid motor vehicle operator’s license is required. Must be proficient with computers and all software including Cad and GIS necessary to perform the job.

COGNITIVE AND SENSORY REQUIREMENTS:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and receiving information.
- Sight: Necessary for doing job effectively and correctly.
- Tasting and Smelling: Occasionally may need to detect odors that indicate presence of harmful gases, incorrect operation of equipment, etc.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours

- Sit 1 2 3 4 5 6 7 8
- Stand 1 2 3 4 5 6 7 8
- Walk 1 2 3 4 5 6 7 8

Total Hours
Sit 1 2 3 4 5 6 7 8
Stand 1 2 3 4 5 6 7 8
Walk 1 2 3 4 5 6 7 8

ENVIRONMENT: Inside: 70 % Outside: 30 %

HAND MANIPULATION

Grasping: Frequently required.
Handling: Frequently required.
Torquing: Occasionally required.
Fingering: Frequently required.

CONTROLS AND EQUIPMENT: Computer, telephone, Survey Equipment, copy and FAX machine, calculator, automobile, audio/video equipment, camera.

LICENSURE/CERTIFICATION REQUIREMENTS:

See Job Description.

OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:

See Job Description.

Specific Vocational Preparation Requirement(s):

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.: Frequently required.
LIFT 11 to 25 lbs.: Occasionally required.
LIFT 26 to 50 lbs.: Rarely required.
LIFT over 50 lbs.: Rarely required. Assistance may be available

CARRY up to 10 lbs.: Frequently required.
CARRY 11 to 25 lbs.: Occasionally required.
CARRY 26 to 50 lbs.: Rarely required.
CARRY over 50 lbs.: Rarely required. Assistance may be available

REACH above shoulder height: Occasionally required.
REACH at shoulder height: Frequently required.
REACH below shoulder height: Frequently required.
PUSH/PULL: Occasionally required.

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally required.
Bending: Frequently required.
Crawling: Rarely required.
Squatting: Occasionally required.
Kneeling: Rarely required.
Crouching: Rarely required.
Climbing: Occasionally required.
Balancing: Not required.

WORK SURFACE(S)

Standard office desk and chair. Carpet and tile floors. Equipment cabs. Construction sites; concrete floors; wet, slippery, and rough terrain; asphalt surfaces. Occasional outdoor finished, rough or natural surfaces.

TOWN OF MERRIMACK
CLASSIFICATION PLAN 2023-24

GRADE 1

CALL FIREFIGHTER PT COMMUNITY RECYCLING ASSISTANT
INTERNS
PT CROSSING GUARD
PT CUSTODIAN
PT CALL EMS ATTENDANT (EMT)
PT MAINTAINER
SEASONAL MAINTAINER
SPECIAL POLICE OFFICER (TRAINEE)

GRADE 2

GRADE 3

GRADE 4

PT ANIMAL CONTROL OFFICER

GRADE 5

ACCOUNT CLERK II, FINANCE OFFICE, TOWN CLERK/TAX COLLECTOR'S OFFICE
CLERK TYPIST II, COMMUNITY DEVELOPMENT CLERK
CUSTODIAN

GRADE 6

PT CALL EMS ATTENDANT (AEMT OR PARAMEDIC)
SPECIAL POLICE OFFICER (CERTIFIED)

GRADE 7

MEDIA ASSISTANT

GRADE 8

CALL DISPATCHER
SECRETARY, COMMUNITY DEVELOPMENT, GENERAL GOVERNMENT, PARKS &
RECREATION

GRADE 9

ASSESSING COORDINATOR
ASSISTANT MEDIA SERVICES COORDINATOR
RECREATION PROGRAM COORDINATOR
TEMPORARY PT SKILLED WORKER

GRADE 10

ACCOUNT CLERK III, FINANCE OFFICE

TOWN OF MERRIMACK
CLASSIFICATION PLAN 2023-24

GRADE 11

EXECUTIVE SECRETARY, FIRE & RESCUE, PUBLIC WORKS, GENERAL GOVERNMENT -
HR
TECHNOLOGY ASSISTANT

GRADE 12

EXECUTIVE SECRETARY, TOWN MANAGER /TOWN COUNCIL'S OFFICE
PT WELFARE ADMINISTRATOR

GRADE 13

PT FIRE INSPECTOR

GRADE 14

DEPUTY TOWN CLERK/TAX COLLECTOR
OFFICE MANAGER, COMMUNITY DEVELOPMENT, POLICE DEPARTMENT
PURCHASING AGENT/ACCOUNTANT

GRADE 15

ACCOUNTING SUPERVISOR
ASSISTANT ASSESSOR
ASSISTANT PLANNER
ASSISTANT TECHNOLOGY COORDINATOR

GRADE 16

ENVIRONMENTAL COORDINATOR
SEWER INSPECTOR

GRADE 17

ADMINISTRATIVE ASSESSOR
BUILDING INSPECTOR
PARKS & RECREATION DIRECTOR
TOWN CLERK/TAX COLLECTOR
MEDIA SERVICES COORDINATOR

GRADE 18

HEALTH OFFICER/SANITARIAN
PT HEALTH OFFICER/SANITARIAN

TOWN OF MERRIMACK
CLASSIFICATION PLAN 2023-24

GRADE 19

BUILDING OFFICIAL
PLANNING & ZONING ADMINISTRATOR

GRADE 20

ASSISTANT PUBLIC WORKS DIRECTOR
DEPUTY FINANCE DIRECTOR
HUMAN RESOURCES COORDINATOR
OPERATIONS MANAGER
TECHNOLOGY COORDINATOR

GRADE 21

PROSECUTOR

GRADE 22

ASSISTANT FIRE CHIEF

GRADE 23

DEPUTY DIRECTOR OF PUBLIC WORKS - TOWN ENGINEER
DEPUTY DIRECTOR OF PUBLIC WORKS - ENVIRONMENTAL
DEPUTY POLICE CHIEF

GRADE 24

COMMUNITY DEVELOPMENT DIRECTOR
FINANCE DIRECTOR
HUMAN RESOURCES DIRECTOR

GRADE 25

_____/ASSISTANT TOWN MANAGER
FIRE CHIEF
POLICE CHIEF
PUBLIC WORKS DIRECTOR

TOWN OF MERRIMACK
WAGE SCHEDULE 2023-24 - 3.5%

APPENDIX A

| | | MIN | MID | MAX |
|----------|------|-----------|-----------|-----------|
| GRADE 1 | YRLY | 27,102.40 | 33,800.00 | 40,497.60 |
| | WKLY | 521.20 | 650.00 | 778.80 |
| | HRLY | 13.03 | 16.25 | 19.47 |
| GRADE 2 | YRLY | 28,516.80 | 35,547.20 | 42,577.60 |
| | WKLY | 548.40 | 683.60 | 818.80 |
| | HRLY | 13.71 | 17.09 | 20.47 |
| GRADE 3 | YRLY | 30,014.40 | 37,377.60 | 44,740.80 |
| | WKLY | 577.20 | 718.80 | 860.40 |
| | HRLY | 14.43 | 17.97 | 21.51 |
| GRADE 4 | YRLY | 31,595.20 | 39,312.00 | 47,028.80 |
| | WKLY | 607.60 | 756.00 | 904.40 |
| | HRLY | 15.19 | 18.90 | 22.61 |
| GRADE 5 | YRLY | 33,238.40 | 41,350.40 | 49,462.40 |
| | WKLY | 639.20 | 795.20 | 951.20 |
| | HRLY | 15.98 | 19.88 | 23.78 |
| GRADE 6 | YRLY | 34,985.60 | 43,472.00 | 51,958.40 |
| | WKLY | 672.80 | 836.00 | 999.20 |
| | HRLY | 16.82 | 20.90 | 24.98 |
| GRADE 7 | YRLY | 36,795.20 | 45,697.60 | 54,579.20 |
| | WKLY | 707.60 | 878.80 | 1,049.60 |
| | HRLY | 17.69 | 21.97 | 26.24 |
| GRADE 8 | YRLY | 38,750.40 | 48,068.80 | 57,387.20 |
| | WKLY | 745.20 | 924.40 | 1,103.60 |
| | HRLY | 18.63 | 23.11 | 27.59 |
| GRADE 9 | YRLY | 40,768.00 | 50,523.20 | 60,278.40 |
| | WKLY | 784.00 | 971.60 | 1,159.20 |
| | HRLY | 19.60 | 24.29 | 28.98 |
| GRADE 10 | YRLY | 42,910.40 | 53,144.00 | 63,377.60 |
| | WKLY | 825.20 | 1,022.00 | 1,218.80 |
| | HRLY | 20.63 | 25.55 | 30.47 |
| GRADE 11 | YRLY | 45,156.80 | 55,889.60 | 66,601.60 |
| | WKLY | 868.40 | 1,074.80 | 1,280.80 |
| | HRLY | 21.71 | 26.87 | 32.02 |
| GRADE 12 | YRLY | 47,528.00 | 58,760.00 | 69,971.20 |
| | WKLY | 914.00 | 1,130.00 | 1,345.60 |
| | HRLY | 22.85 | 28.25 | 33.64 |
| GRADE 13 | YRLY | 50,065.60 | 61,817.60 | 73,548.80 |
| | WKLY | 962.80 | 1,188.80 | 1,414.40 |
| | HRLY | 24.07 | 29.72 | 35.36 |
| GRADE 14 | YRLY | 52,644.80 | 64,979.20 | 77,292.80 |
| | WKLY | 1,012.40 | 1,249.60 | 1,486.40 |
| | HRLY | 25.31 | 31.24 | 37.16 |
| GRADE 15 | YRLY | 55,432.00 | 68,348.80 | 81,244.80 |
| | WKLY | 1,066.00 | 1,314.40 | 1,562.40 |
| | HRLY | 26.65 | 32.86 | 39.06 |

EFFECTIVE: 7/1/2023

Note: Annual and weekly wages shown are base on 40 hour weeks

TOWN OF MERRIMACK
WAGE SCHEDULE 2023-24 - 3.5%

APPENDIX A

| | | | | |
|----------|------|-----------|------------|------------|
| GRADE 16 | YRLY | 58,323.20 | 71,864.00 | 85,384.00 |
| | WKLY | 1,121.60 | 1,382.00 | 1,642.00 |
| | HRLY | 28.04 | 34.55 | 41.05 |
| GRADE 17 | YRLY | 61,380.80 | 75,566.40 | 89,731.20 |
| | WKLY | 1,180.40 | 1,453.20 | 1,725.60 |
| | HRLY | 29.51 | 36.33 | 43.14 |
| GRADE 18 | YRLY | 64,604.80 | 79,476.80 | 94,328.00 |
| | WKLY | 1,242.40 | 1,528.40 | 1,814.00 |
| | HRLY | 31.06 | 38.21 | 45.35 |
| GRADE 19 | YRLY | 68,016.00 | 83,574.40 | 99,132.80 |
| | WKLY | 1,308.00 | 1,607.20 | 1,906.40 |
| | HRLY | 32.70 | 40.18 | 47.66 |
| GRADE 20 | YRLY | 71,593.60 | 87,880.00 | 104,166.40 |
| | WKLY | 1,376.80 | 1,690.00 | 2,003.20 |
| | HRLY | 34.42 | 42.25 | 50.08 |
| GRADE 21 | YRLY | 75,316.80 | 92,393.60 | 109,470.40 |
| | WKLY | 1,448.40 | 1,776.80 | 2,105.20 |
| | HRLY | 36.21 | 44.42 | 52.63 |
| GRADE 22 | YRLY | 79,289.60 | 97,177.60 | 115,065.60 |
| | WKLY | 1,524.80 | 1,868.80 | 2,212.80 |
| | HRLY | 38.12 | 46.72 | 55.32 |
| GRADE 23 | YRLY | 83,449.60 | 102,211.20 | 120,952.00 |
| | WKLY | 1,604.80 | 1,965.60 | 2,326.00 |
| | HRLY | 40.12 | 49.14 | 58.15 |
| GRADE 24 | YRLY | 87,838.40 | 107,473.60 | 127,108.80 |
| | WKLY | 1,689.20 | 2,066.80 | 2,444.40 |
| | HRLY | 42.23 | 51.67 | 61.11 |
| GRADE 25 | YRLY | 92,456.00 | 113,027.20 | 133,581.24 |
| | WKLY | 1,778.00 | 2,173.60 | 2,568.87 |
| | HRLY | 44.45 | 54.34 | 64.22 |

EFFECTIVE: 7/1/2023

Note: Annual and weekly wages shown are base on 40 hour weeks