



Supplemental City Council Meeting Agenda  
August 23, 2022  
6:30 PM

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**NEW BUSINESS**

**6. THE MATTER OF A DISCUSSION IN RELATION TO BUDGET ALLOCATIONS**

**STAFF REPORT:**

Exhibit A: Job Description

**ACTION: TBD**

**OTHER ITEMS**

**ADJOURN**

Agenda Bill  
**Harrisburg City Council**  
Harrisburg, Oregon

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**THE MATTER OF A DISCUSSION IN RELATION TO BUDGET ALLOCATIONS**  
**STAFF REPORT:**

Exhibit A: Job Description

**ACTION:                   TBD**

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**THIS AGENDA BILL IS DESTINED FOR:** Agenda – August 23, 2022

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
\$2,000 - \$3,000	YES	WATER-SEWER-STREET FUNDS

**STAFF RECOMMENDATION:**  
**Staff recommends Council determine the amount of bonus to provide to Chuck Scholz for his performance over this last year.**

**BACKGROUND INFORMATION:**

Chuck Scholz has been employed by the City of Harrisburg since August of 2014. In that length of time, he has proved himself as a valuable department head, that has been instrumental to the City’s success. There are some things he does that are a regular part of his job. For instance, maintaining and correctly operating the wastewater system is a regular job task. However, bringing to our attention that there was not an adequate sanitary sewer overflow system in the case of an emergency, making it a priority, and then steadily working to bring and have on hand an operational plan and equipment, is part of a trend in terms of higher performance. Other job duties (numbered the same as his job description) that Chuck has been exemplary in over the last year are as follows:

***3. Coordinates all planning, budgeting, construction, maintenance, and repair projects for all city-wide infrastructure systems, including water, sewer, storm water, parks and streets:*** To say that working on the water bond project is stressful, and especially so after the last couple of years would be an understatement. Chuck has been working for the last few years on multiple street projects, that include the replacement of water lines, as well as storm and sewer lines of the city. This last year has proved to be extremely difficult, as the City had expected to be started on the physical construction of the water filtration systems and storage tanks. Instead, we are now delayed while waiting for prices to decrease, or are faced with coming up with additional funding beyond what the water bond project tax revenues are. Chuck has

had to maintain and continue with the preparation work for the project, which includes working on water rights for new Well No. 9 and is still working with at least 3 other engineering firms, other than our own. He also wrote a successful \$100,000 SCA Grant in order to obtain funding that finished the improvements on Monroe St., between 2<sup>nd</sup> and 1<sup>st</sup>. This route is important, because the State identifies it as the main one that leads to Harrisburg beach, and access to the river.

**7. Works with regulatory agencies to ensure compliance with federal and state law and other regulatory requirements:** Chuck frequently works with other regulatory agencies, such as the Oregon Health Authority, and the DEQ. However, his work on the TMDL (Total Maximum Daily Loads) project has taken a huge amount of his time this past year. He has used his skills and expertise in order to rewrite the plan to meet the objectives of the program, while trying to avoid having the City be penalized by the actions of overzealous employees. His knowledge of the state statutes in terms of TMDL are extraordinary, and Staff feels exceed many in his job field.

**11. Ensures compliance with regional emergency response procedures:** Chuck has been a member of the Mid-Valley Local Emergency Planning Committee (LEPC) almost since he first came on board with the City. He has continuously brought the small city viewpoint, and in particular, the Public Works role in an emergency to the attention of the other larger entities in the state. Four years ago, he wrote a successful 4-year grant that was worth close to \$20,000. Except for the one year during which COVID severely reduced everyone's activities, that grant paid for 3 years of preparing until this final year, in which the Functional Full-Scale Hazardous Materials Exercise was held on June 16, 2022. This event brought the attention of the media, the Haz Com and Emergency Response Communities to what Harrisburg is capable of doing, and showed that we have the ability to respond to a major emergency in town, that if real, would deeply impact the communities around us, as well as upstream communities that rely on the Willamette River for drinking water. This exercise created a tremendous amount of respect for the City of Harrisburg, and I believe went far and beyond the scale of what is expected from a Public Works Director in the normal course of carrying out his normal job duties.

**18. Other duties, as assigned.** Chuck along with other City Staff and some City Council members, has worked on the Harrisburg Harvest Festival Tractor and Truck Pull since it was formed in 2014. He is now the Vice-President of the HHFA. When the City Council charged Brian Latta with coming up with other events to help drive tourism in town, we all had big expectations. One of the main reasons that this is a professionally ran event, that is now getting notice from more people in the state, as well as drawing in pullers and attendees from five other states around us, is due largely to the hard work that Chuck has put into this event. The emergency plan for this event surpasses those for other similar events, and organizers have less problems with OLCC and other agencies due to the professionalism and care put into the planning of the event.

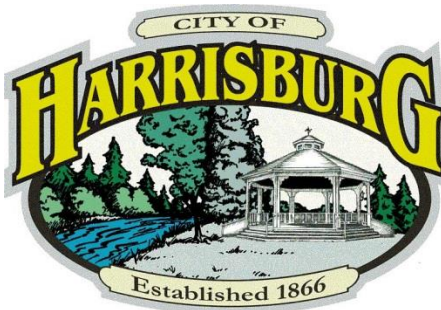
Staff believes that based on the performance as outlined in this staff report, and particularly in relation to the conclusion of the Functional Haz Mat Exercise, that a bonus is in-line. Staff planned for this bonus during the budget process; therefore, up to \$3,000 was budgeted for this purpose. Due to the 4.5% cost of living increase that he received, Chuck is now making more than any other employee at \$98,724. However, the level of stress and commensurate responsibilities are equal to this rate of pay. A 2% bonus would be roughly \$1,974 (\$2,000), while a 3% bonus would be \$2,961 (\$3,000). The Council can determine what amount of bonus can be awarded to Chuck based on his performance over the last year.

REVIEW AND APPROVAL:



08.17.22

Michele Eldridge    Date  
City Administrator



## Public Works Director Position Description

**Reports to:** City Administrator

**Job Summary:** The Public Works Director performs a wide variety of tasks related to the infrastructure of the city, and provision of utility services to the citizens of Harrisburg. (S)he plans, organizes, directs, and maintains the water system, wastewater system, and street system for the city, as well as providing storm water services, parks construction and maintenance, and facility maintenance for all city owned properties.

The position is salaried and exempt from overtime wages.

**Supervisory Responsibility:** The employee supervises the Public Works Foreman, who supervises the Public Works Crew.

### Essential Duties/Functions and Responsibilities

1. Responds to customer questions, concerns, complaints and requests regarding public works matters over the telephone, in person, and by electronic communication with patience and diplomacy.
2. Keeps supervisor informed of job related matters. Willingly accepts direction from supervisor and other staff.
3. Coordinates all planning, budgeting, construction, maintenance, and repair projects for all city wide infrastructure systems, including water, sewer, storm water, parks, and streets.
4. Manages the backflow prevention program for the city.
5. Advises the City Council of public works issues in the city. Prepares agendas and staff reports. Attends and participates in other meetings, as assigned.
6. Provides policy recommendations in regards to Public Works matters to City Staff and the City Council. Recommends changes to Ordinances.
7. Works with regulatory agencies to ensure compliance with federal and state law and other regulatory requirements.
8. Monitors all city wide public works projects, including overseeing work done by contracted employees, and contractors hired through the standard bidding processes.
9. Works closely with the City Engineer in identifying and planning infrastructure needs. Maintains and updates the Capital Improvement Plan.
10. Reviews and approves public works related permits.
11. Ensures compliance with regional emergency response procedures.
12. Ensures departmental compliance with OSHA and city safety policies and procedures.
13. Works with management staff members to closely monitor risk management issues, including working with the risk management coordinator and insurance representatives in investigations of incidents.

- 14. Works closely with the Finance Officer in preparing and working within the public works budget. Responsible for classification of invoices and for being proactive in recommendations to conserve staffing and material resources.
- 15. Suggests innovations and methods that will improve services, while lowering costs.
- 16. Works with the City Planner to review and analyze land use issues and developments, and to identify the impact of such projects on infrastructure needs.
- 17. Responsible for city fleet maintenance.
- 18. Operates as a Sergeant at Arms at Official City Meetings as needed, when a law enforcement officer is not available.
- 19. Other duties, as assigned.

**Non-essential Duties:**

- 1. May attend off-site meeting and conferences.
- 2. May serve as a member of the Safety Committee or any other employee committees.

**Education, Qualifications and Experience:**

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability demanded by this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and Experience:	<p>A bachelor's degree in Civil Engineering or a related field, and five years of progressively responsible experience in public works; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the position.</p> <p>Knowledge of the principles and practices of supervision. Knowledge of and experience in repair, maintenance and construction of water, wastewater, storm water, and street systems. An Oregon Driver's license valid for the class of vehicles used by employees in this position is required. Knowledge of health and safety regulations, and appropriate safety practices. Knowledge of and experience in cross connection programs.</p> <p>Requires possession of the following certifications; this employee must have the ability to obtain missing certificates within a one year period from date of hire:</p> <ul style="list-style-type: none"><li>• Wastewater Collection II</li><li>• Wastewater Treatment I,</li><li>• Water Distribution II</li></ul>
Language Skills:	<p>Ability to read, analyze, and interpret reports, studies, raw data, and government records. Ability to respond to frequent inquiries and complaints from the public, regulatory agencies, supervisor, subordinates, members of the business community, etc. Ability to effectively present information to supervisor, public and elected and appointed government bodies.</p>
Reasoning Ability:	<p>Ability to identify and solve complex problems and deal with a variety of variables in situations where only a limited standardization exists. Ability to interpret information and instructions furnished in written, verbal, diagram and</p>

schedule form. Ability to solve mathematical problems.

Computer Skills:	Ability to operate a computer. Intermediate skill in word processing software. Ability to use email communication, spreadsheets, government software, and other online applications and software.
Work Relationships:	Ability to effectively delegate assignments, prioritize work, and communicate with subordinates. The employee will have frequent contact with the public both inside and outside the office environment. The employee will have frequent contact with elected and appointed government officials. The employee is part of a team, and will contribute accordingly.
Physical Demands:	<p>While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. The employee will use hands to handle objects, tools, or controls. The employee will frequently be required to balance, stoop, kneel, crouch or crawl.</p> <p>The employee will regularly lift and/or move objects or materials up to 10 pounds, and occasionally to lift and/or move objects up to 50 pounds. Specific vision requirements to perform this job include both far away and close up vision, color vision, peripheral vision and depth perception. The employee may be required to operate a computer up to six hours or more a day.</p>
Working Conditions:	Work is performed both in a climate controlled office environment and outdoors. Employee will be required to drive a city vehicle and other equipment.
Attendance Requirements:	Work is during the daytime, with occasional evening and weekend work required. The employee is considered on-call at all times. Employee is expected to be at work during the operating hours of city hall.

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