



Reviewed by:  Date: 10/15/21  
General Manager

DATE: October 15, 2021  
TO: Timothy Flanagan, General Manager  
FROM: Berta R. Torres, HR Manager  
SUBJECT: Addition of Assistant Engineer Position

---

**RECOMMENDATION:** That the Board approve the addition of a new classification of **Assistant Engineer** to the District's organizational structure and related Salary Schedule.

---

## **BACKGROUND & DISCUSSION**

**Addition of New Classification** - The need for additional technical and tactical engineering and compliance support was identified in recent years and a new journey-level engineer position (Solid Waste Engineer) was added to the FY 2021/22 budget. The Solid Waste Engineer position is new to the District and was added to provide the additional support to ensure the regulatory compliance requirements are met on an ongoing basis.

The current labor market is proving challenging and the recruitment for the journey-level engineer position has been unsuccessful to date. After further discussions with the department director and other stakeholders, it was determined that an entry-level engineer position would be a good complement to the current department team and be able to accomplish some of the technical and tactical support and essential duties that are necessary to fulfill the ongoing engineering support and compliance-related requirements of the District's various operations. Additional external resources will be utilized where the qualifications of an entry-level engineer are not sufficient for the tasks. The labor pool of recent college graduates with civil or environmental engineering degrees is also more expansive than that of the journey-level engineer and should facilitate the recruitment process.

The enclosed Position Requisition (Attachment A), provides further justification for the position. The position will be classified as a member of the OE3 Support Unit as soon as union rules permit. In the interim the position will be classified as non-affiliated.

The Solid Waste Engineer position will remain vacant until business needs change and may serve as a promotional opportunity for the Assistant Engineer in future years.

**FISCAL IMPACT**

The Assistant Engineer position will be funded by the vacant Solid Waste Engineer position and will result in approx. \$15,000 decrease in the overall FY 2021/22 total compensation budget. The proposed Salary Schedule for the Assistant Engineer (Attachment B) is slightly above market for specialized role and scope of responsibilities and is recommended for competitive advantage in the current labor market.

**CONCLUSION**

Staff requests the Board approve the addition of a new classification of Assistant Engineer and related compensation in order to fulfill the goals and objectives of the District and the Engineering and Compliance Department.

Respectfully,



---

Berta R. Torres



## POSITION REQUISITION

Before initiating the Recruiting Process for a position, the hiring manager must complete this form and review with the General Manager:

Hiring Manager: Guy Petraborg, Director of Engineering & Compliance Dept: Engineering & Compliance

Position Requested: ASSISTANT ENGINEER Needed by: ASAP

Type of Position:  FT  PT  Temporary \*Length of Assignment: Indefinite

1. Justification for the position: Please describe what this position will accomplish (goals for position/problems they will solve).

The need for additional technical and tactical engineering and compliance oversight support was identified in recent years. The addition of an entry-level engineer to the department will complement the current staff (Director of Engineering/Compliance and Sr. Engineer) by providing technical support and administrative management to the implementation of the compliance program (air, water, wastewater, soil, landfill, etc.), waste acceptance program, small capital improvement projects, various facility maintenance or repair projects, and improving responsiveness to the various internal operation's activities that occur on the 470- acre property. The position will help facilitate improvements to the best use of both the Senior Engineer's and Director's time on more complex projects and business endeavors for the benefit of the District. The position will also add a 'rung' on the 'succession ladder' within the Department.

2. Justification for the position: Please describe what this position will accomplish (goals for position).

- Provides entry level technical support including engineering for the design, permitting, operation, and maintenance of the building facilities and landfill's environmental control systems (e.g., storm water, leachate, underdrain water, groundwater, landfill gas, etc.).
- Assists with the implementation of the District's environmental protection programs and other related programs and projects in coordination with the Senior Engineer.
- Coordinates state mandated sampling, monitoring, and reporting programs related to landfill operations (air quality, landfill gas, groundwater, stormwater, leachate, and soils) and ensures compliance with all applicable federal, state and local laws, regulations and permits either directly or through the management of consultants and service contracts.
- Prepares various written correspondence, reports, materials.
- Assists Senior Engineer in the investigation of site information and conditions associated with maintenance or capital improvement projects; or of complaints associated with regulatory compliance issues.
- Assists Senior Engineer to maintain environmental compliance records and project files.
- Supervises inspection of industrial waste users for compliance with federal, state and local regulatory standards.
- Monitors and interprets conditions during storms and other hazardous situations and recommends appropriate actions.
- Conducts field tests and trains staff on proper sampling and inspection techniques.
- Performs inspections and documents field collected data and observations.
- Performs various monitoring and sampling activities to ensure compliance with regulations.





## POSITION REQUISITION

- Reviews, analyzes and interprets test results and coordinates with Senior Engineer and other District Staff to contribute to the development of recommendations for infrastructure improvements or correction of problems.
- Assists the Senior Engineer to review or draft environmental or project reports for internal and external audiences as required either directly or through the management of consultants and service contracts. Maintains EP data tracking systems and provides District related reporting information and statistics.
- Assists and supports the Senior Engineer to administer customer special waste disposal approvals in accordance with the District's approved Waste Acceptance Program.

3. Budget Considerations: \$123,200 total compensation (incl. salary and benefits)

The new classification (ASSISTANT ENGINEER) will be funded from the Department's vacant position and does not require changes to the Final Budget for FY 2021/22. Compensation is slightly above market for scope of responsibilities and is set for competitive advantage for specialized role.

  
\_\_\_\_\_  
Guy Petrabor, Director of Engineering & Compliance

Date: 10/15/2021

  
\_\_\_\_\_  
Approved by General Manager (Signature)

Date: 10/15/2021

**Monterey Regional Waste Management District  
Unrepresented Positions Pay Schedule  
Effective July 1, 2021**

Board Approved: July 23, 2021; Amended: 7/23/21; 10/22/21

CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	LONGEVITY	
							10 Year	15 Year
<b>EXEMPT</b>								
Director of Operations								
Bi-weekly	6,179.58	6,488.56	6,812.99	7,153.64	7,511.32	7,886.89		
Hourly	77.24	81.11	85.16	89.42	93.89	98.59		
Director of Engineering & Compliance								
Bi-weekly	5,748.44	6,035.87	6,337.66	6,654.55	6,987.28	7,336.64		
Hourly	71.86	75.45	79.22	83.18	87.34	91.71		
Director of Finance & Administration								
Bi-weekly	5,748.28	6,035.69	6,337.48	6,654.35	6,987.07	7,336.42		
Hourly	71.85	75.45	79.22	83.18	87.34	91.71		
Director of Communications								
Bi-weekly	5,009.88	5,260.37	5,523.38	5,799.56	6,089.53	6,394.01		
Hourly	62.62	65.75	69.04	72.49	76.12	79.93		
Human Resources Manager								
Bi-weekly	5,210.27	5,470.79	5,744.33	6,031.55	6,333.13	6,649.78		
Hourly	65.13	68.38	71.80	75.39	79.16	83.12		
Accounting Manager (Confidential)								
Bi-weekly	4,083.07	4,287.22	4,501.58	4,726.66	4,962.99	5,211.14		
Hourly	51.04	53.59	56.27	59.08	62.04	65.14		
Assistant Accounting Manager (Conf.)								
Bi-weekly	3,696.76	3,881.60	4,075.69	4,279.47	4,493.44	4,718.11		
Hourly	46.21	48.52	50.95	53.49	56.17	58.98		
<b>NON-EXEMPT</b>								
Assistant Engineer (non-affiliated) added 10/22/21								
Bi-weekly	3,432.69	3,604.33	3,784.54	3,973.77	4,172.46	4,381.08		
Hourly	42.91	45.05	47.31	49.67	52.16	54.76		
Executive Assistant/Board Clerk (Conf)								
Bi-weekly	3,095.80	3,250.96	3,413.47	3,584.02	3,763.91	3,951.83	4,050.63	4,149.42
Hourly	38.70	40.64	42.67	44.80	47.05	49.40	50.63	51.87
HHW Supervisor (non-affiliated) - added 7/1/21								
Bi-weekly	2,740.02	2,877.11	3,021.57	3,171.37	3,329.87	3,497.07	3,584.49	3,671.92
Hourly	34.25	35.96	37.77	39.64	41.62	43.71	44.81	45.90
Human Resources Technician (Conf.)								
Bi-weekly	2,394.85	2,514.08	2,640.23	2,771.94	2,910.56	3,056.82		
Hourly	29.94	31.43	33.00	34.65	36.38	38.21		
Human Resources Assistant (Conf.)								
Bi-weekly	2,310.65	2,425.68	2,547.40	2,674.47	2,808.22	2,949.33		
Hourly	28.88	30.32	31.84	33.43	35.10	36.87		
Deputy Weighmaster (PT)								
Bi-weekly	2,083.45	2,187.23	2,296.32	2,410.75	2,531.37	2,659.09		
Hourly	26.04	27.34	28.70	30.13	31.64	33.24		
LFG Maintenance Assistant (non-affiliated) added 7/23/21								
Bi-weekly	1,422.22	1,492.99	1,567.59	1,646.23	1,728.71	1,815.02	1,860.40	1,905.78
Hourly	17.78	18.66	19.59	20.58	21.61	22.69	23.26	23.82