

**City of Carson City  
Agenda Report**

**Date Submitted:** August 8, 2012

**Agenda Date Requested:** September 6, 2012  
**Time Requested:** Consent

**To:** Mayor and Supervisors

**From:** Public Works Department

**Subject Title: For Possible Action:** To approve the promotion of a Water Technician 1 to a Water Technician 2 within the Public Works Department

**Staff Summary:** This Technician has obtained all the required certifications and meets all the required standards for the position. The employee is frequently tasked with leading others in the daily operation of water maintenance and training new employees all of which are part of the Technician 2 responsibilities.

**Type of Action Requested:** (check one)

Resolution                       Ordinance  
 Formal Action/Motion    Other (Specify)

**Does This Action Require A Business Impact Statement:**  Yes  No

**Recommended Board Action:** Move to approve the promotion of a Water Technician 1 to a Water Technician 2 within the Public Works Department

**Explanation for Recommended Board Action:**

The Water Technician 2 is the second level of this series requiring a Nevada Water Distribution Operator, Grade 1 certificate. Additionally, this position must possess a valid Nevada Class "A" driver's license and must be a Nevada certified flagger. This classification typically works under direct supervision; however, they are also required to exercise functional and technical supervision over lower level maintenance staff and they are required to perform the full range of duties required in a typical Water Operation and be fully aware of the policies and procedures of the department and the City. There are currently only 7 people in this division and it is imperative that all employees perform at peak efficiency to cover the ever changing work load. This requires the ability to split into divided work units to cover all the tasks as the day changes. Having a Technician 2 will improve our ability to meet the division's demands.

**Applicable Statute, Code, Policy, Rule or Regulation:**

**Fiscal Impact:** \$3,253.86/year, plus benefits.


**Explanation of Impact:** If approved, annual Water Budget will be reduced by an additional \$3,253.86 per year, plus benefits.

**Funding Source:** 520-3502-435-01-01

**Alternatives:** Do not approve promotion.

**Supporting Material:** Promotion Recommendation Memorandum


**Prepared By:** Thomas L Guinn, Utility Manager

**Reviewed By:**  \_\_\_\_\_  
(Public Works)

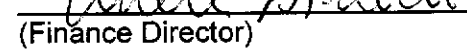
Date: 8/28/12

 \_\_\_\_\_  
(City Manager)

Date: 8/28/12

 \_\_\_\_\_  
(District Attorney)

Date: 8/28/12

 \_\_\_\_\_  
(Finance Director)

Date: 8/28/12

**Board Action Taken:**

Motion: \_\_\_\_\_

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

Aye/Nay

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

**PUBLIC WORKS  
DEPARTMENT**

**ADMINISTRATION**

3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**FLEET SERVICES**

3303 Butti Way, Building 2  
Carson City, NV 89701-3498  
Ph: 775-887-2356  
Fx: 775-887-2258

**OPERATIONS**

(Water, Sewer, Wastewater,  
Streets, Landfill, Environmental)  
3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

**ENGINEERING/  
TRANSPORTATION/  
CAPITAL PROJECTS**

3505 Butti Way  
Carson City, NV 89701-3498  
Ph: 775-887-2355  
Fx: 775-887-2112

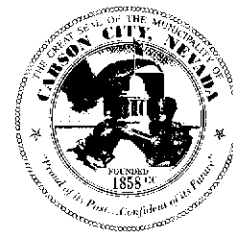
**BUILDING and SAFETY  
PERMIT CENTER**

108 E. Proctor Street  
Carson City, NV 89701-4240  
Ph: 775-887-2310  
Fx: 775-887-2202

**PLANNING**

108 E. Proctor Street  
Carson City, NV 89701-4240  
Ph: 775-887-2180  
Fx: 775-887-2278

**CARSON CITY NEVADA**  
Consolidated Municipality and State Capital



**MEMORANDUM**

**To:** Board of Supervisors  
**From:** Thomas L Guinn, P.E., Utility Manager  
**Subject:** Kelly "Joe" Reyna Promotion Recommendation  
**Date:** August 8, 2012

Mr. Kelly Reyna, Water Technician 1 has surpassed the requirements for a Water Technician 2 position. He has obtained his Nevada Water Distribution Operator, Grade 3 certificate as well as a Nevada Water Treatment Operator, Grade 2 certificate.

Currently, Public Works has no Water Technician 2 positions and filling the position will improve Public Works ability to meet the Water Divisions demands.

I recommended to, and was approved by, the Internal Finance Committee on August 8, 2012, that Mr. Kelly Reyna be promoted to a Water Technician 2 position.

I request the Mayor and Board of Supervisors consider the recommended promotion of Mr. Kelly Reyna.

