

Staff Report

TO: Board of Directors

FROM: Steve L. Prosser, Jr., Director of Maintenance

DATE: January 22, 2025

SUBJECT: Maintenance Department Position Reclassification of a Senior Utility Worker to a Maintenance Supervisor

MAINTENANCE

RECOMMENDATION:

Adopt a resolution approving the position reclassification of a Senior Utility Worker to a Maintenance Supervisor within the Maintenance Department.

BACKGROUND:

One of the responsibilities of Nevada Irrigation District's Maintenance Department is the maintenance of its significant number of facilities and associated grounds. This effort is led by the Facilities Maintenance Crew that currently consists of one Senior Utility Worker position (vacant) and three Utility Worker I/II positions. This crew is currently supervised by the Maintenance Supervisor who also directly supervises the Construction Crew.

Due to the high demands of the day-to-day supervision of the Construction Crew, including neighborhood outreach, interdepartmental coordination, asset monitoring and coordinating construction supplies and equipment, at the Grass Valley yard and at project sites, limited time has been available to proactively identify, prioritize and address facility maintenance needs in a more comprehensive manner, without negatively impacting the efficiency of both crews.

As such, the Maintenance Department is requesting to reclassify the vacant Senior Utility Worker position, currently assigned to the Facilities Maintenance Crew, to a Maintenance Supervisor position. There would be no change to the Maintenance Department's FTE count.

ADDITIONAL INFORMATION:

In addition to the requested reclassification, the Maintenance Department will also be moving a Utility Worker I/II position from the Construction Crew to the Facilities Maintenance Crew to improve responsiveness to the District's facility maintenance needs for all District buildings and grounds, offices, treatment plants, pumpstations and other associated on- and off-site facilities.

BUDGETARY IMPACT:

The maximum hourly rate/wage difference (at a Step 6) between a Senior Utility Worker and Maintenance Supervisor is \$7.20, resulting in an annual budgetary increase of \$14,976.00.

FISCAL IMPACT:

The minor salary increase in FY2025 for the one position will be absorbed by the current Maintenance Department budget and does not require a Budget Amendment.

SLP/jjv

Attachments (1):

- Resolution No. 2025-09 - Approving Position Reclassification



RESOLUTION NO. 2025-09
OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT

**Approving the Position Reclassification of a Senior Utility Worker to a
Maintenance Supervisor within the Maintenance Department**

WHEREAS, the position reclassification from Senior Utility Worker to Maintenance Supervisor was identified to better support ongoing facilities maintenance and improve Maintenance Department efficiency; and

WHEREAS, the Senior Utility Worker position is currently vacant and the reclassification of this position will not result in a negative impact to existing employees; and

WHEREAS, the position reclassification does not require the addition of a new, fulltime equivalent position; and

WHEREAS, the position reclassification does not require a Budget Amendment, as the minor salary increase in FY2025 for the one position will be absorbed by the current Maintenance Department budget.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Nevada Irrigation District:

1. The Board of Directors hereby approves the position reclassification of the vacant Senior Utility Worker position to a Maintenance Supervisor position within the Maintenance Department; and
2. The Board of Directors hereby authorizes the General Manager to execute the appropriate documents and direct the Human Resources Department to update the 2025 Organizational Chart.

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PASSED AND ADOPTED by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 22nd day of January 2025, by the following vote:

AYES:	Directors:
NOES:	Directors:
ABSENT:	Directors:
ABSTAINS:	Directors:

President of the Board of Directors

Attest:

Secretary to the Board of Directors