

December 17, 2021

To: Edward G. Ramsey, Interim Director, Human Resources

From: Latisha Hazell, Deputy Director, Human Resources

CC: Sheryl Long, Assistant City Manager
Cathy B. Bailey, Executive Director, Greater Cincinnati Water Works

Subject: Salary Analysis – Water Works Maintenance Field Supervisor

Executive Summary

Greater Cincinnati Water Works (GCWW) recognizes a current salary inequity for the Maintenance Field Supervisor position. GCWW HR staff have completed a salary analysis and now provide information to consider changing this position's compensation range and classification title. Therefore, GCWW recommends and asks for approval to seek a new compensation range for the Water Works Maintenance Field Supervisor position.

Background

The Water Work Maintenance Field Supervisor is a critical front-line supervisor for Greater Cincinnati Water Works (GCWW). An employee in this position is responsible for managing the work crews that perform installation, maintenance, and repair of water distribution infrastructure and ensuring the maintenance crew team's safety. In addition, the supervisors are responsible for organizing the work daily and solving problems related to the work the crew encounters on repair sites.

GCWW's Distribution Division currently has thirteen (13) Water Works Maintenance Field Supervisors who work on various shifts. As supervisors, they will initiate resolution to any issues or problems that arise during shifts as front-line supervisors.

GCWW conducted a salary inequity study and a review of the classification title for the Water Works Maintenance Field Supervisor at the employees' request. The employees brought forth the Assistant Supervisor of Customer Service and the Supervisor of Maintenance (LEAD) as a salary comparison. The employees state that the bodies of work and responsibilities are similar, and the salary of the positions should be equivalent. Therefore, the employees hold that the Water Works Maintenance Field Supervisor position is underpaid for the classification compared to the Assistant Supervisor of Customer Service and Supervisor of Maintenance (LEAD) classification and other water or wastewater utilities. The review of the classification title also revealed the need to update the position title to align with other municipalities and utilities.

Methodology

GCWW HR staff gathered and analyzed salary data from similar classifications from the City's classification system, from cities within this jurisdiction, and other cities with comparable population, similar living costs. Data was retrieved using NEOGOV's salary study, and the selected cities' websites, which provide the most recent salary information. Additional information was retrieved by contacting other water and wastewater utilities. GCWW HR compared the salary and experience against the Water Works Maintenance Field Supervisor's salary and experience to ensure an equitable comparison. The comparison demonstrated that the City's classification specification aligns with the national standard in terms of education, experience, and job duties.

Findings

The Water Works Maintenance Field Supervisor's salary was compared to the average minimum and maximum salary of the internal and external job market. The comparison against the external market shows that the Water Works Maintenance Field Supervisor is below the annual minimum salary and maximum annual salary for both the internal and external market (Table A).

Table A – Salary Averages

Municipality/Utility	Population	Job Title	Minimum Annual	Maximum Annual
City of Chandler, AZ	261,165	Utility Field Supervisor	\$60,507.20	\$80,329.60
City of Cincinnati, OH	303,940	Water Works Maintenance Field Supervisor	\$55,862.55	\$75,074.20
City of Columbus, OH	898,553	Water Maintenance Supervisor II	\$57,844.80	\$86,798.40
City of Renton, WA	101,751	Water Maintenance Services Supervisor	\$70,788.00	\$86,268.00
City of Cincinnati, OH	303,940	Supervisor of Maintenance (LEAD)	\$64,214.42	\$86,298.81
Average Salary (external job market)			\$63,046.67	\$84,465.33
Average Salary (internal job market)			\$60,038.49	\$80,686.51
Average Salary (All)			\$61,843.39	\$82,953.80

The classifications selected for this study were those that had similar qualifications and knowledge, skills, and abilities to the Water Works Maintenance Field Supervisor. The position focused on repairing

underground infrastructure and leading crews which is the core function of the Water Works Maintenance Field Supervisor position.

Recommendation

The data demonstrates the need to align the Water Works Maintenance Field Supervisor's current salary with that of the internal and external job market. In order to ensure integrity of the City's salary structure and maintain internal equity, the Human Resources department determined, based on the averages above that the recommended salary should be aligned with a comparable internal salary scale like the Assistant Supervisor of Construction, Assistant Supervisor of Customer Service, Assistant Supervisor of Parks/Recreation Maintenance and Construction, and Assistant Supervisor of Inspections. Upon review, the recommended salary for the classification is **\$61,843.39 - \$83,112.35**. The proposed salary is the average of the internal and external market combined, based on the market, and aligned to fit within the range of existing Assistant Supervisor classifications citywide, and salary steps of CODE positions.

The proposed salary closely aligns with the external market and ensures GCWW's opportunity to stay competitive within the job market.

The GCWW incumbents and the CODE union requested the review of the classification title and completion of any necessary revisions to ensure it aligns with the titles and duties of other municipalities. GCWW is proposing the title be changed from Water Works Maintenance Field Supervisor to **Assistant Supervisor of Water Distribution Maintenance**, which would be recognized as a successor classification to the Water Works Maintenance Field Supervisor, subject to negotiation with the union.

If you have any questions regarding the salary comparison, please contact Camille Knox at 591-5061.

References:

1. City of Chandler, AZ – Utility Field Supervisor
2. City of Cincinnati, OH – Water Works Maintenance Field Supervisor
3. City of Cincinnati, OH - Supervisor of Maintenance (LEAD)
4. City of Columbus, OH – Water Maintenance Supervisor II
5. City of Renton, WA – Water Maintenance Services Supervisor