

**Caroline County
Board of Supervisors Agenda
Executive Summary**

Meeting Date: September 13, 2022

Title: Consent Agenda – Proposed Supplemental Appropriation to FY 2023 Solid Waste Budget - Reclassification of Solid Waste Supervisor Position to Solid Waste Superintendent

(Check Mark)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Consent | <input type="checkbox"/> Closed Meeting |
| <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Public Hearing |
| <input type="checkbox"/> No Action (Information Only) | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> PowerPoint Presentation |

Summary: Staff recommends the reclassification of the Solid Waste Supervisor position (Grade 22 – Minimum \$56,652 to Maximum \$90,644) to Solid Waste Superintendent (Grade 24 – Minimum \$62,459 to Maximum \$99,935). The Solid Waste Supervisor position supervises nearly 70% of the Department of Public Works workforce including full-time Solid Waste Truck Drivers, numerous part-time Solid Waste Convenience Site Attendants and three part-time Litter Technicians. Turnover in these positions occurs frequently and it is often a challenge to recruit new personnel and maintain continuity of operations.

In recent years, the County’s solid waste operation has operated very effectively with an increased degree of professionalism. As Director of Public Works/Utilities Joseph Schiebel indicates in the attached memorandum, complaints from the public are at an all-time low and the County’s solid waste collection and disposal system operates very efficiently despite higher than ever demand.

In addition to more accurately classifying the position within the County Pay Plan based on its degree of responsibility, the reclassification would have the added benefit of promoting continuity amongst existing personnel. Additional information is included in Mr. Schiebel’s memorandum.

Budget Impact: A supplemental appropriation of \$7,609.38 will be needed to the FY 2023 Solid Waste Budget to implement a 10% pay raise for the current Solid Waste

Supervisor in the event the Board agrees to reclassify the position to Solid Waste Superintendent (Grade 24).

Action(s) Requested of Board of Supervisors: Approve reclassification and supplemental appropriation to the FY 2023 Solid Waste Budget as discussed above.

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MEMORANDUM

TO: Charles M. Culley, Jr.
County Administrator

FROM: Joseph C. Schiebel
Director of Public Works/Utilities

DATE: August 26, 2022

REGARDING: **Upgrading Solid Waste Supervisor to Superintendent**

Our current Solid Waste Supervisor is Mr. Eric Johnson. Mr. Johnson has been employed with Caroline County since April 2019. Mr. Johnson has a Bachelor of Science degree from Longwood University, maintains a Class A w/tanker driver's license, has a DPOR Waste Management Facility Operator Class II Certification, and has the ability to operate various types of equipment. Before his employment with Caroline County, Mr. Johnson worked for the Spotsylvania County landfill for six years, most recently as the Landfill Foreman.

During his three-year tenure with Caroline County, Mr. Johnson has done a tremendous job supervising employees and solid waste operations that span every corner of the County. Employee and citizen complaints are at an all-time low, and the overall operations of our waste facilities have never been more professional or efficient. As the County continues to grow, more demand will be placed on waste collection and transport.

As part of our Department's approach to ensuring long-term stability and sustainability, we have identified that the supervisor's position should be reclassified as superintendent.

The Solid Waste Supervisor manages nearly 70% of the Public Works workforce (32 of 46 employees – both full and part-time). Many of these employees are part-time, which is often the most challenging to recruit, retain, and manage.

Reclassifying the Solid Waste Supervisor to Solid Waste Superintendent gives the position both the respect and compensation that it truly deserves and will undoubtedly help with the future retention of key County employees.

The Solid Waste Supervisor is a pay grade 22. Staff recommends reclassifying the position to Superintendent of Solid Waste with a pay grade of 24, effective September 1, 2022. Staff estimates the annual cost to reclassify the position to be approximately \$8,000, including benefits. The Superintendent position would remain an essential, non-exempt, full-time position. The position would report directly to the Director of Public Works/Utilities or his designee.