



MEMORANDUM

Date: May 19, 2025
To: Darcy Adcock, Director of Human Resources
From: Shane Schneider, DOT Director & County Engineer
Re: Position Reclassification – Manager of Construction Services

Request

The reclassification of position 29046 from Principal Engineer to Manager of Construction Services.

Position: 29046	Title	Grade	Salary/Hourly	Salary Min.	Salary Max.
From:	Principal Engineer	14	Hourly	\$ 93,172	\$ 139,758
To:	Manager of Construction Services	16	Hourly	\$ 99,749	\$ 154,611

Background:

The incumbent in the position will be retiring in the Spring of 2025, after 39 years of service, and DOT desires to reclassify this position prior to hiring a replacement. This position will manage the Material Testing team (2 DOT staff) and consulting engineers that perform Phase III Engineering/construction inspections on our larger capital projects (around 5 consultant teams per year on average). The position will also assist the Engineer of Construction with the management of the Construction Engineers (7 DOT staff), Survey Team (3 DOT staff), and interns (4-5 per summer).

Justification:

DOT's capital program has grown from \$200M to \$850M over the last 20 years, with \$180M in growth within the last 5 years. This has increased the number and complexity of our construction projects, which require a greater level management and administration by the Construction department. The incumbent has been performing many of these responsibilities, so the reclassification would better align the position class with the current job duties of a seasoned staff member that has functioned as a de facto assistant. The reclass will also incentivize a current Principal Engineer to apply, create additional opportunities for staff advancement, promote career progression, longevity and succession planning.

Budget Analysis:

The incumbent's salary (\$138,278.73) would be at the 70th percentile of the proposed position Grade 16. It is reasonable to assume that the successor's salary will be less. In addition, a recent hire within the Construction department (Position #29040) was downgraded from Grade 14 (Principal Engineer) to Grade 10 (Engineer) which resulted in savings of \$20,425. This reclassification can be covered in DOT's existing budget.