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## TOWN COUNCIL NOTICE & AGENDA

**SPECIAL MEETING**  
**WEDNESDAY, DECEMBER 17, 2025**  
**5:00 PM**

**COUNCIL CHAMBERS | 202 N. STATE ROUTE 89 | CHINO VALLEY, ARIZONA 86323**

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### AGENDA

- 1. CALL TO ORDER, ROLL CALL**
- 2. ACTION ITEM**
  - a. Consideration and possible action to modify the FY2025-2026 Staffing schedule, reclassifying two positions in the Public Works Department.
- 3. ADJOURNMENT**

Dated this 10th day of December, 2025.

By: *Erin N. Deskins, Town Clerk*

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 928-636-2646 (voice) or 711 (Telecommunications Arizona Relay Service) 48 hours prior to the meeting to request reasonable accommodation to participate in this meeting.

Council meetings are live-streamed on Town of Chino Valley website, [www.chinoaz.net](http://www.chinoaz.net).

#### CERTIFICATION OF POSTING

The undersigned hereby certifies that a copy of this notice was duly posted at Chino Valley South Campus, Chino Valley Post Office, and Chino Valley North Campus in accordance with the statement filed by the Town Council with the Town Clerk.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

By: \_\_\_\_\_

Erin N. Deskins, Town Clerk



## TOWN COUNCIL AGENDA ITEM STAFF REPORT

**AGENDA ITEM #** 2a  
**MEETING DATE:** 12/17/2025  
**CONTACT PERSON:** Terri Denemy, Town Manager, Laura Kyriakakis, Human Resources Director, Katie Pehl, Finance Director  
**ITEM TYPE:** Action Item

**AGENDA ITEM TITLE:**

Consideration and possible action to modify the FY2025-2026 Staffing schedule, reclassifying two positions in the Public Works Department.

**SUMMARY:**

When turnover occurs in an organization, it creates an opportunity for management to re-evaluate organizational structure to improve operational efficiencies. Changes to an organizational structure can often provide the chance to reshape team dynamics, clarify responsibilities, split overly broad roles, improve cross-departmental coordination, increase productivity and responsiveness.

The Public Works Director/Town Engineer position was vacated on 12/1/2025. This provided an opportunity to actively re-evaluate the current structure of the Public Works Department, resulting in these recommended changes to realign the organizational structure for more effective service delivery and workflow efficiency. The recommended changes and the operational efficiencies they represent will not require approval of a supplemental request to increase the personnel budget, only an organizational change in Public Works to add two new/revised titles to the approved FY2025/2026 Budget Staffing Schedule.

Currently, the Public Works Director has direct oversight of all divisions within Public Works. The dual role of Town Engineer compounds that heavy load with the additional duties for plan review, approval, and decision-making as outlined in the Town Code. This current department structure hinders proactive and timely responsiveness and the ability of one person to be truly successful in the execution of their duties.

The plan for your consideration is to divide oversight of Public Works into two chains of command and reassign the responsibilities of the Town Engineer.

As such, the requested changes to the staffing schedule are as follows:

- Reclassify the recently vacated Public Works Director/Town Engineer position (Grade 41) to Public Works Director (Grade 40), and
- Reclassify the existing Assistant Town Engineer position (Grade 35) to Assistant Public Works Director/Town Engineer (Grade 38).

We believe this internal restructuring and reclassification will achieve the following outcomes:

- The Public Works Department will be more functionally efficient with improved response times.

- Better manager/supervision ratios, and more equitable distribution of workload.
- Better utilization of current talent, supporting retention and engagement of high-functioning employees, promoting a cohesive culture, maintaining strategic direction, and ensuring vital institutional knowledge is retained.
- Streamlined operations would reduce bottlenecks and ensure that frontline staff have access to act promptly. Shortening decision-making chains allows the department to respond more quickly to community needs, emergencies, interdepartmental needs, and maintenance requests.
- Allow the department to re-align staff resources with the most critical operational and capital priorities.

This action item, if approved, would trigger the following events:

- The Town would immediately begin recruiting for the new Public Works Director position that does not require a Professional Engineer certification. This approach broadens our recruitment field, allowing the Town to reach a larger and more diverse pool of qualified candidates, enhance our competitive position in the labor market, and potentially fill the position faster. It also allows us to include preferences for water certifications and experience in water resource management in an Active Management Area (AMA) in our recruitment announcement and job description.
- The existing Assistant Town Engineer would be reclassified into the position of Assistant Public Works Director/Town Engineer. We still fulfill the legal requirement to have a designated Town Engineer. It further allows us to more fully utilize the talents and Professional Engineering certification we already have on staff in our current Assistant Town Engineer and recognize the roles and responsibilities that staff member has already been performing in the department. This would be particularly impactful on our plan review and approval process for the ultimate benefit of our external customers. This new position will allow us to move operational oversight for certain Public Works divisions from the Director to the Assistant Director. Again, allowing us to more fully utilize the talents of and provide for the career advancement opportunity for our current Assistant Town Engineer, while reducing the operational oversight burden on the Public Works Director, and giving frontline supervisors and employees more access to their designated manager.

Finally, this restructuring reallocates the current personnel budget and does not require additional funding.

**PREVIOUS ACTION:**

N/A

**STAFF RECOMMENDATION:**

Staff recommends modifying the FY2025-2026 Staffing schedule, reclassifying two positions in the Public Works Department.

**FISCAL IMPACT?**

There is no fiscal impact anticipated from this request as the grade decrease in the Public Works Director position will offset the grade increase for the Assistant Public Works Director/Town Engineer.

**ATTACHMENTS:**

1.	cpChino-Public Works Director DRAFT 2025.12
2.	cpChino-Assistant Public Works Director Town Engineer DRAFT 2025.12





## Public Works Director

Department: **Public Works**

Class Code:

Reports to: **Town Manager**

FLSA Status:

**Exempt**

**GENERAL PURPOSE:** -Under ~~general administrative~~ direction, ~~directs-administers and coordinates long-range programs, projects and operations.~~ ~~M~~Manages the Public Works Department and Town Engineering, Public Works including ~~roadsStreets~~, Water Resources, Utilities ~~e~~Ooperations, Fleet ~~O~~operations and Parks/Facilities Management. Holds executive authorities relative to personnel, finances and contractual obligations associated with the Department. Provides professional and technical support to the Town Manager's Office, Town Council and other boards and commissions.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees all purchasing and operations activities of the Public Works including ~~roadsStreets~~, Parks, Facilities, Fleet Operations, Utilities, Engineering and Water Resources; communicates with the respective departments regarding various concerns or issues.
- General executive officer in charge of all personnel, the entire operation, equipment and facilities of the Utility Department (water and wastewater), public infrastructure, general maintenance, and fleet maintenance. ~~PUBLIC INFRASTRUCTURE, GENERAL MAINTENANCE AND FLEET MAINTENANCE.~~
- Supervises and directs subordinate staff; sets work priorities; performs formal employee evaluations; rewards and disciplines employees.
- ~~Hires and trains staff.~~ Recruit staff and conduct performance management/evaluation of staff.
- Finalizes and presents budgets for the department and various departments/divisions, monitors expenditures.
- Develop-Oversee capital project plans, bid preparations and the Town Council awards.
- Discusses timelines and project specifications with subordinate supervisors and/or other departments.
- Performs construction oversight; processes contractor and engineering payment requests for the Capital Improvement Program.
- Participates in the creation of development agreements representing the Town with developers, agents and attorneys.
- Develops-Present proposals for new capital improvement projects and grant applications for ~~the~~ projects.
- Oversees the selection of bidders, oversee the work of external consultants; ~~ensure~~ensure the development of schedules for bidding and construction.
- Provides technical direction, project management and assistance to developers, consultants, external agencies, and public works' staff regarding projects.
- Approves materials, methods, equipment, specifications, cost estimates and related documents.
- Negotiates rights-of-way acquisitions.
- Prepares and presents written and oral reports on projects for Town management and the general public.
- Performs research; analyzes findings; prepares recommendations for infrastructure planning needs.

## JOB DESCRIPTION

## Public Works Director

- Ensures project documentation tracking using various reports and as-built submittals.
- Responds to and resolves citizen inquiries and complaints regarding engineering projects and infrastructure.
- Responsible for the enforcement of the ~~Town~~'TOWN'S' policies regarding water and wastewater.
- Responsible for the general supervision over, subject to the approval of the Town Manager, all charges for water and sewer services, departmental policies, agreements, new connections, repairs and the like.
- Control the water supply and at all times ~~to insure~~ensure the sufficiency thereof and shall notify the public, unless an emergency requires otherwise, of the necessity of shutting off any pipeline for the purpose of making repairs, extensions or connections, should we have cause to expect to know beforehand of the necessity to so shut off water from any line.
- May represent the Town on professional and technical committees.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and ~~t~~Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

### MINIMUM QUALIFICATIONS:

#### Education and Experience:

~~Bachelor's degree in Civil Engineering~~Bachelor's degree in civil engineering or a closely related field and ten (10) years of experience, including five (5) years of supervisory experience, in municipal engineering or an equivalent combination of education, training and experience.

#### Required Licenses or Certifications:

Arizona Registered Professional Civil Engineer preferred but not required.  
Possession of a valid AZ driver's license

#### Required Knowledge of:

- Engineering practices, principles, terminology and methods.
- ~~Principles and practices of civil engineering and project management.~~
- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of road construction, maintenance and repair.
- The topography and political boundaries of the Town.
- Municipal budgets practices.
- MAG/YAG and ADOT standards.
- Construction specification preparation and inspection.
- CAD drafting procedures and methods.
- Uses and applications of personal computers and various software applications.

#### Required Ability to:

- Develop and maintain effective working relationships with Town staff, vendors, contractors, consultants, Town Council, public groups/bodies, other public jurisdictions and the general public.
- Read and interpret plans, technical manuals, legal descriptions and related sources.
- Plan, implement and evaluate various department programs and services.
- Effectively supervise staff.
- Possess a flexible and adaptive leadership style with the ability to change behavior in appropriate ways as situations dictate.

**JOB DESCRIPTION**

**Public Works Director**

- Promote innovation and new processes, without neglecting fiscal responsibility and the public's trust through effective ideas and empowering staff.
- Identify, coach and mentor internal staff with the vision to fill future key leadership positions.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple projects, tasks and demands.
- Operate a personal computer utilizing a variety of software.

**Physical Demands / Work Environment:**

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Potential exposure to extreme weather conditions. May be exposed to moving vehicles and equipment. May be exposed to hazardous chemicals. May be exposed to infectious diseases. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

*Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
<del>Senior Engineering Project Manager</del>	5/29/2012			34	Exempt	
		12/09/2014	Assistant PW Director / Asst. Town Engineer	34	Exempt	
		3/2016	Public Works Director / TE	4138	Exempt	
		12/2025	Public Works Director	40	Exempt	

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_



## **ASSISTANT PUBLIC WORKS DIRECTOR / TOWN ENGINEER**

Department: **Public Works** ~~Class Code:~~  
Reports to: **Town Engineer Public Works Director** FLSA Status: **Exempt**

**GENERAL PURPOSE:** -Under limited supervision, manages and oversees various public works divisions and town ~~Town~~ engineering projects.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Direct specific purchasing and operations activities of the Public Works including Streets, Parks, Facilities, Fleet Operations, Utilities, Engineering and Water Resources; communicates with the respective departments regarding various concerns or issues.
- With general direction, is officer in charge of division personnel, operations, equipment and facilities within the Public Works Department. Supervises and directs subordinate staff; sets work priorities; performs formal employee evaluations; rewards and disciplines employees.
- Assists in recruitment and conducts performance management/evaluation of staff.
- Assists with budgets for various divisions, and monitors expenditures.
- Develop capital project plans, bid preparations and the town council awards.
- Participates in capital project plans, bid preparations and the Town Council award.
- Reviews and approves general civil engineering construction and private development engineering plans and documents for conformance to City-town design and construction standards, codes and ordinances; performs review of detailed and complex engineering calculations, plans, specifications, and required submittals for private development projects, such as street, water distribution, sewer collection, and storm drainage system.
- Conducts inspections of work-in-progress and ensures projects are completed in compliance with applicable codes, regulations and standards.
- Reviews permit applications for work within tTown rights-of-wayrights-of-way as they apply to development proposals.
- Conducts pre-application and pre-construction conferences and explains permit conditions and requirements.
- Performs general civil engineering work for capital improvement projects including the design of municipal projects. Provides-Performs complex technical, administrative, and other support to the Town Engineer as neededcivil engineering duties as required.
- Oversees the work of external consultants and Town staff; develops schedules for bidding and construction; participates in the selection of bidders.
- Prepares and reviews project schedules; investigates and resolves schedule issues on projects.
- Reviews payments to consultants and contractors.
- Provides technical direction, project management and assistance to developers, consultants, external agencies and engineering staff regarding projects.

- Reviews materials, methods, equipment, specifications, cost estimates and related documents.
- Performs civil engineering work regarding water, sewer, storm drainage and roadway design.
- Participates in preparation and negotiation for right-of-way acquisition.
- Inspects capital improvement projects and/or supervises the inspection of projects.
- Prepares and presents written and oral reports on projects for ~~T~~town management and the general public.
- Performs research; analyzes findings; prepares recommendations for infrastructure planning needs.
- Ensure project documentation tracking using various reports and as-built submittals.
- Responds to and resolves citizen inquiries and complaints regarding engineering projects and the infrastructure.
- Participates in the development of the ~~D~~department budget.
- May represent the Town on professional and technical committees.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

~~Bachelor's degree in Civil Engineering~~Bachelor's degree in civil engineering or a closely related field and ~~four-five~~ (5) years of experience, including four (4) years of supervisory experience, in ~~general~~ municipal engineering or an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

Possession of a valid driver's license.

Possession of licensed Professional Engineer in the State of Arizona.

**Required Knowledge of:**

- ~~Engineering practices, principles, terminology and methods.~~
- Principles and practices of civil engineering and project management.
- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- MAG/YAG and ADOT standards.
- Construction specification preparation and inspection.
- CAD drafting procedures and methods.
- Uses and applications of personal computers and various software applications.

**Required Ability to:**

- Develop and maintain effective working relationships with Town staff, contractors and the general public.
- Read and interpret legal descriptions.
- Develop technical reports and computations.
- Plan, implement and evaluate various department programs and services.
- Effectively supervise staff.
- Possess a flexible and adaptive leadership style with the ability to change behavior in appropriate ways as situations dictate.
- Promote innovation and new processes, without neglecting fiscal responsibility and the public's trust through effective ideas and empowering staff.

- Identify, coach and mentor internal staff with the vision to fill future key leadership positions.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks and demands.
- Operate a personal computer utilizing a variety of diagnostic software.

**Physical Demands / Work Environment:**

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Potential exposure to extreme weather conditions. May be exposed to moving vehicles and equipment. May be exposed to hazardous chemicals. May be exposed to infectious diseases. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

~~Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation~~

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	12/20252/2018			384	Exempt	
	<del>7/2019</del>			<del>34</del>	<del>Exempt</del>	

APPROVED: Human Resources

DATE: 08/21/2019