



**HUMAN RESOURCES  
DEPARTMENT  
City of Burlington**

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179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145  
Fax (802) 864-1777  
Vermont Relay: call 711  
or 800-253-0191

To: Board of Finance

From: Julie Hulburd, Human Resources Generalist  
Susan Leonard, Human Resources Director

Date: May 4, 2012

RE: Recommendation – Step placement for David Allerton, Public Works Engineer

I respectfully bring fourth a request to the Board of Finance that David Allerton, Public Works Engineer, is placed at a step seven (7), grade level twenty-one (21) band on the City of Burlington's non-union pay scale. The required minimum qualifications for the Public Works Engineer are two (2) years of experience and a Bachelor's Degree in Civil Engineering. Mr. Allerton possesses a Master's Degree and sixteen (16) years of relevant experience.

Based on these qualifications, pursuant to Section 5.4(a) of the City of Burlington's Personnel Policy Manual, Mr. Allerton is eligible for placement at a step nine (9). We respectfully request that Mr. Allerton be placed at a step seven (7) effective upon Board of Finance approval. This equates to a salary of \$67346.19 with no change to the organizational chart for the department.

Mr. Allerton's resume, coverletter, the City of Burlington job posting, Non-Union Grade 21 band and the Public Work's Technical Services Division Organizational Chart are submitted for your review.



**MEMORANDUM**

May 3, 2012

Julie Hulburd  
Human Resources Department  
City of Burlington  
179 South Winooski Ave #100  
Burlington, VT 05401

Dear Julie,

Per our discussion I am writing to you to discuss the placement of the newly hired Public Works Engineer, David Allerton. Discussion regarding Mr. Allerton's placement with in the steps of the grade assigned to this position began prior to his date of hire with Ms Stephanie Hanker.

Mr. Allerton comes to us with a wealth of experience and knowledge beyond what is required for this position. As you are aware, this position requires only two years of experience, where Mr. Allerton has obtained at least sixteen years. Further, Mr. Allerton's education in this field exceeds the requirement for the position as Mr. Allerton possesses a Master's Degree in Civil Engineering.

According to the Personnel Policy Section 5.4 a. COMPENSATION PLAN "To the extent that previous relevant experience equals or exceeds the necessary knowledge and skills, job duties, and responsibilities of the position being sought, those specific and relevant years of experience (less the minimum number of years of experience required in the position description) may be converted to additional steps at a 2:1 ratio, up to a maximum of step seven(7).

Applying the standard described within the personnel policy, with 16 years of relevant experience less the two years of minimum experience required. This would place Mr.Allerton at a Grade 21, Step 7, the maximum step consideration allowed as a new hire.

Therefore, I respectfully request that the candidate for the Public Works Engineer, David Allerton, be considered for placement above the initial proposed salary of Grade 21, Step 1 to a Grade 21, Step 7.

Sincerely,

A handwritten signature in black ink, appearing to read "Norman J. Baldwin". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Norman J. Baldwin, P.E.  
Assistant Director of Public Works



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## PUBLIC WORKS ENGINEER

Public Works Department

**POSTING DATE:** January 11, 2012

**DEADLINE TO APPLY:** February 3, 2012

**RATE OF PAY:** \$1160.34/wkly

**POSITION STATUS:** Regular FT

**EXEMPT/NON-EXEMPT:** Exempt

**CLASSIFICATION GRADE:** 21

**APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

This position is responsible for the professional and administrative engineering work which involves project development and implementation of various projects for the City of Burlington.

### Essential Job Functions:

- Assists all departments and commissions in developing plans for construction and/ or improvements to roads, grounds, and structures and facilities. This includes identifying needs, obtaining professional services, preparing contract documents and assisting in obtaining permits.
- Assist in the management and development of the City's Capital Program.
- Monitors the engineering and technical performance of the contractor to ensure success of the projects. Maintains financial records for projects and makes recommendations for payments to contractors.
- Utilizes the services of consulting engineering and architects through the competitive bid selection process.
- Represents the City at various public forums and meetings.
- Development of annual Street Paving Program including all ancillary programs.
- Oversee the development of other City projects including but not limited to; Champlain Park Way project, oversee city-owned landfills.

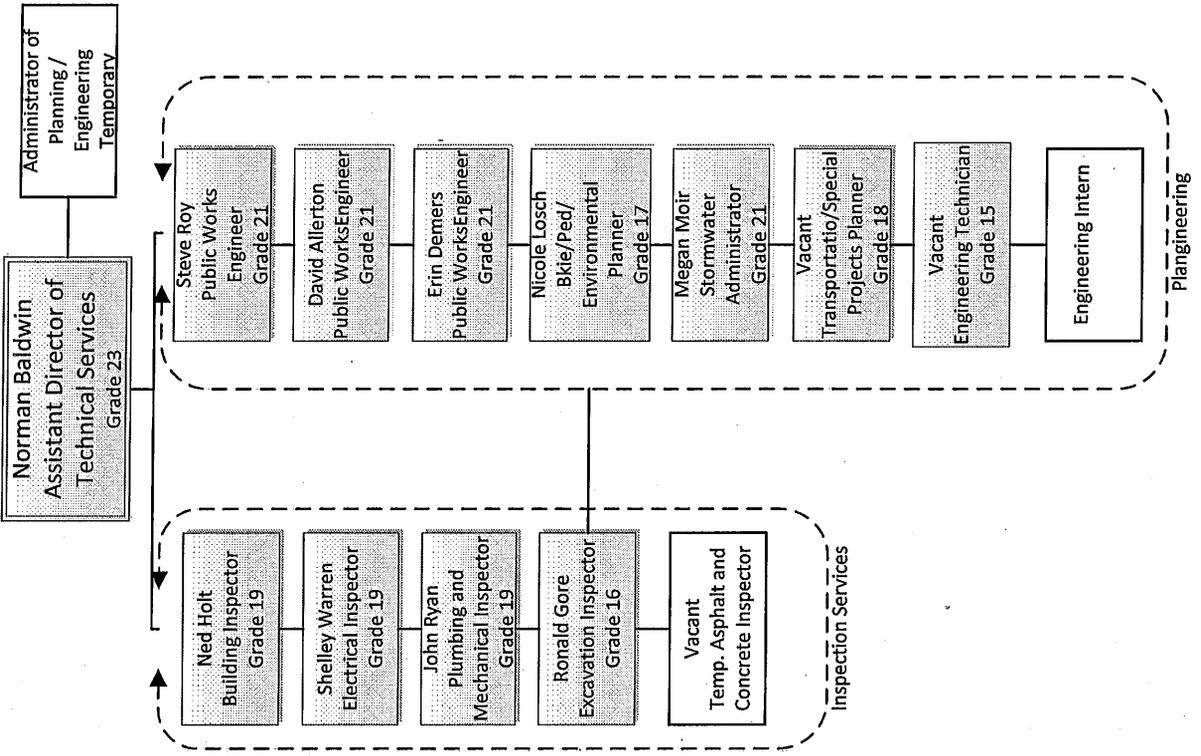
### Qualifications/Basic Job Requirements:

- Bachelor's degree in Civil Engineering required.
- Minimum of two (2) years of experience in the field of public works, civil engineering or and environmental engineering environment required.
- Ability to establish and maintain good relations with his/her co-workers.
- Ability to receive constructive criticism and react appropriately.
- Demonstrated knowledge of engineering methods, design standards materials and project management.
- Ability to read, analyze and modify specifications and blueprints to ensure work complies with all contract specifications.
- Ability to communicate professionally and diplomatically with contractors and the public regarding the various projects under development and construction.
- Must be able to handle various projects at the same time, work effectively under pressure and keep schedule on tract.

**The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit City of Burlington Application, cover letter, and resume by February 03, 2012 to:** Human Resources Department, 179 South Winooski Ave, Burlington, Vermont 05401. Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802) 865-7145 or visit: [burlingtonvt.gov/HR/jobs](http://burlingtonvt.gov/HR/jobs)

**WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.**

Department of Public Works  
 Division of Technical Services  
 City of Burlington





David K. Allerton, P.E.  
7 Hill Farm Estates  
St. Albans, VT 05478  
802-524-0964  
[bisonpk94@hotmail.com](mailto:bisonpk94@hotmail.com)

January 17, 2012

City of Burlington, Vermont  
Department of Human Resources  
179 South Winooski Ave., Suite 100  
Burlington, VT 05401

Re: Vacancy Announcement for **Public Works Engineer Position**

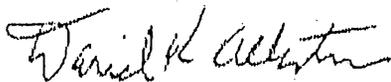
Dir Sir/Madam:

I would like to be considered for the position of Public Works Engineer for the City of Burlington. I recently saw the advertisement for the position in the Burlington Free Press, and then located the vacancy announcement on the City of Burlington's website.

I have thirty years of experience performing civil engineering and geology projects for municipal and private clients, as well as having worked for the State of Vermont and a federal agency. My past work in the civil engineering consulting community has included design, permitting and construction oversight, as well as bid phase, contract administration, and resident engineering of numerous projects. I have presented projects to Select Boards, School Boards, and at Town Meetings, and have been responsible for the completion of projects from the planning phases, through design, permitting, construction, and substantial and final completion. I have a M.S. degree in Civil Engineering, a B.A. degree in Geology, and am a registered professional engineer in the State of Vermont.

My resume and list of references are enclosed, as well as a completed, City of Burlington Application for Employment. I would appreciate the opportunity to speak with you further about this position. Thank you

Sincerely,



David K. Allerton, P.E.

RECEIVED  
JAN 19 2012  
HUMAN RESOURCES

## RÉSUMÉ

David K. Allerton, P.E.  
7 Hill Farm Estates, St. Albans, VT 05478  
1-802-524-0964, bisonpk94@hotmail.com

Title: Civil Engineer/Geologist with thirty years of experience.

### Skills:

- Excellent problem solving and analytical skills.
- Able to operate Microsoft office tools such as Word, Excel, and Power Point.
- Efficient management and organizational skills.
- Good communication and writing skills.
- Computer skills: Microsoft Office, AutoCad, EPANET, Windows.
- 40-hour OSHA Hazwoper trained, with up to date 8-hour refresher training courses

### Education:

M.Sc., Civil Engineering, University of Colorado, Denver, Colorado.  
B.A., Geology, University of Colorado, Denver, Colorado.  
Registered Professional Engineer in the State of Vermont

### Work Summary:

January 2005 – Present: Project Manager/Civil Engineer, Weston & Sampson Engineers, Inc., Waterbury, Vermont.

- Completed a variety of civil engineering and geological projects for municipalities, private clients, and schools.
- Provide guidance and training to junior level engineers and geologists.
- Perform and responsible for project management of all aspects of project budgets, permitting, design and construction of water system improvements, including bidding phase, award of contracts, contractor oversight, substantial and final completion inspection and certifications, and preparation of Operation & Maintenance Manuals and Record Drawings.
- Projects for water system improvements have included; drinking water source exploration, distribution and transmission mains, booster pump stations, water storage tanks, water treatment buildings, and raw water treatment (disinfection, corrosion control, radium, iron and manganese, and filtration) including inline water quality monitoring.
- Project designs have included horizontal directional drilling, road pavement design, building designs, new grading of project sites, and placement of new water lines beneath roads and rivers.
- Responsible for all permitting for projects, including: Act 250, NEPA Categorical Exclusions, Drinking Water and Groundwater Protection Division (formerly Water Supply Division), Wastewater Management Division and Regional Office Permits, Agency of Transportation, Department of Public Safety's Division of Fire Safety, and local permits.
- Responsible for the completion of water system engineering evaluations for forty five water systems throughout Vermont through a contract with the Water Supply Division, and performed construction phase engineering for about twenty five school water system projects through a contract with the Facilities Engineering Division.
- Responsible for preparing and presenting numerous projects at Select Board and Town Meetings, and to School Boards.

David K. Allerton, P.E., Resume

- Provide technical review of water and wastewater projects, and Phase I environmental site assessment reports prepared by junior level staff.

March 2000 - December 2004: Environmental Engineer IV, State of Vermont, Department of Environmental Conservation, Water Supply Division.

- Worked in and managed the Drinking Water State Revolving Fund loan program.
- Responsible for reviewing water supply construction projects for their eligibility for funding, and the development of the annual project priority list for funding.
- Provided engineering and technical assistance to water systems for their construction projects.
- Provided assistance to water systems in completing loan application forms, environmental reviews, and archeological assessments.
- Managed a State contract to obtain engineering evaluations for seventy nine small water systems throughout the state, and developed another state contract to obtain evaluations for school water systems and additional small water systems. Performed engineering technical reviews of all reports submitted under this contract.

March 1998 - March 2000: Environmental Engineer III, State of Vermont, Department of Environmental Conservation, Water Supply Division.

- Responsible for reviewing and approving Source Protection Plans for Public Community Water Systems and non-transient non-community water systems.
- Provided engineering and geological technical assistance to water systems by developing GIS maps of Source Protection Areas and performing field investigations to identify and assess potential sources of contamination to their water sources.
- Team member in setting up the federally mandated Source Water Assessment Program, attended meetings of the Groundwater Coordinating Committee, reviewed Class IV groundwater reclassification petitions, and managed a rule revision to the Groundwater Protection Rule and Strategy.

August 1997 - February 1998: Environmental Engineer, EMCON, Burlington, Vermont.

- Performed underground and above ground storage tank inspections, groundwater monitoring and sampling, and surveying using Global Positioning System (GPS) technology. Designed above ground storage tank systems for petroleum products. Served as Site Safety Officer/Resident Engineer and monitored soil for VOC contamination during foundation construction activities at a contaminated site.

October 1997: Geotechnical Engineer, Geodesign, Inc., Windsor, Vermont.

- Performed construction oversight during the installation of Franki pile foundations for various projects. Provided resident engineering and oversight for geotechnical aspects of two projects. Responsible for monitoring soil conditions, setting driven pile depths, and calculating bearing capacities of piles after placement.

June 1996 - June 1997: Geotechnical Engineer/Scientist, Knight Piesold, LLC, Denver, Colorado. Design projects included:

- Provided engineering input, design and recommendations as part of a team for cyanide gold mining heap leach facilities in Panama, Peru, and Chile, South America, and Idaho, USA.

David K. Allerton, P.E., Resume

- Engineering design included embankments, slope stability analysis, and geotechnical analysis.
- Performed a geotechnical site investigation for the gold heap leach facility in southern Panama. Calculated cut and fill requirements for roadway design alignments and leach pads.
  - Performed engineering design of waste rock dumps, including slope stability analysis.
  - Designed low permeability waste rock cap to mitigate acid mine drainage from a mine site in New Mexico. Responsible for developing geotechnical testing program and evaluating geotechnical characteristics of the site, including borrow materials for the cap.
  - Performed a geotechnical investigation for the design of foundations for a conveyor belt system for hauling ore at a mine site in central Colorado.
  - Designed conceptual level cooling reservoirs with constructed embankments for a sodium bicarbonate mine in northwestern Colorado.
  - Designed a vadose zone monitoring system beneath a mine tailings facility in Nevada.
  - Provided geotechnical analysis of soils at a mine site in southwestern Wyoming experiencing soil heave.
  - Designed a leach field and on-site sewer system for a mining camp in Chile.

January - June 1996: Consulting Engineer and Geologist, Denver, Colorado. Prepared hydrogeological report for a subdivision near Sedalia, Colorado.

1982 - October 1995: Geologist/Physical Science Technician, United States Geological Survey, Lakewood, Colorado, Branch of Central Mineral Resources.

- Principal investigator on project studying the impact of landfill leachate on the hydraulic conductivity, effective stress, and microtextures of natural and zeolite amended clay soil used for clay liners in municipal and hazardous waste landfills.
- Supervisor of Geologic Division Scanning Electron Microscopy Laboratory.
- Supervisor of Central Mineral Resources Branch mineralogy and sample preparation laboratory.
- Performed laboratory phases of geologic research as well as field work involving geologic mapping in Colorado and New Mexico.

1980-1982: Geologist, Apex Mudlogging Services and Anaconda Copper Company.

- Constructed mudlogs and analyzed drill cuttings on oil rigs.
- Collected rock, soil, and stream sediment samples during exploration for base metal deposits.

**PROFESSIONAL AFFILIATIONS**

American Society of Civil Engineers  
National Groundwater Association  
Geological Society of America  
Green Mountain Water Environment Association