

TO: Personnel Board

FROM: Julie Trimbell, Human Resources

DATE: September 11, 2019

SUBJECT: Maintenance Section, Water Utility

At the request of Water Utility General Manager Tom Heikkinen, I have studied the following three 1.0 FTE positions:

- Position #4664 of Maintenance Worker (CG16, Range 11), currently occupied by John Rosol;
- Position #3583 of Maintenance Mechanic 1 (CG16, Range 13), currently underfilled as a Maintenance Worker (CG16, Range 11) by Joe Kennedy; and
- Position #1776 of Maintenance Mechanic 2 (CG16, Range 15), currently underfilled as a Maintenance Mechanic 1 (CG16, Range 13) by Ryan Planert.

Based on meetings with all three incumbents and Doug Van Horn (Water Utility Maintenance Supervisor), and reviews of the position descriptions and other positions/classifications within the City, I recommend the following actions for the reasons outline below:

- Recreate position #4664 as a Maintenance Mechanic 1 in CG16, Range 13, and reallocate the incumbent to the new position.
- Reallocate the incumbent of position #3583 as a Maintenance Mechanic 1 in CG16, Range 13.
- Reallocate the incumbent of position #1776 as a Maintenance Mechanic 2 in CG16, Range 15.

The class specification of Maintenance Worker identifies:

...semi-skilled work in the maintenance and repair of Water Utility facilities and equipment. Under the general supervision of a Water Utility Maintenance Supervisor, the work involves maintaining pumping equipment, chlorinators, chlorine analyzers, fluoride pumps, carpentry, HVAC equipment, plumbing, and building repair.

The class specification of Maintenance Mechanic 1 identifies:

...responsible semi-skilled or skilled work in the repair and maintenance of mechanical systems, machinery, vehicles, equipment, and buildings and grounds at various City facilities. The work involves using initiative and judgment in identifying the nature of maintenance problems and completing necessary maintenance and repair tasks in a wide variety of areas. Incumbents may be expected to oversee the work of lower-level permanent and hourly employees. Employees work under limited supervision, assignments are received from a supervisor who is available for information and assistance, and work is reviewed through in-progress checks and for overall results.

The class specification of Maintenance Mechanic 2 identifies:

...highly skilled or master level work in the installation, repair, and maintenance of mechanical systems, machinery, vehicles, equipment, and buildings and grounds at various City facilities. Incumbents may be licensed master plumbers, serviceman heating contractors, or master electricians restricted. The work is independently performed and involves using initiative and judgment in identifying the nature of maintenance problems, completing necessary maintenance and repair tasks in a wide variety of areas, and in developing work methods and procedures. Incumbents will be expected to have contact with outside vendors and/or contractors in completing assigned tasks. Work is characterized by the exercise of independent judgment and discretion in laying out work and in directing lower level employees. Work is performed in accordance with general instructions and procedures and reviewed for overall results.

Movement from a Maintenance Worker to a Maintenance Mechanic 1 and from a Maintenance Mechanic 1 to a 2 is not automatic but rather depends on the needs of the department/division and the qualifications of the incumbent. Within the Water Utility, it is ideal for all staff to eventually become Maintenance Mechanics as it allows more flexibility in scheduling and more efficiency in getting work completed.

The Water Utility Maintenance Section currently has 2 Maintenance Workers, 1 Maintenance Mechanic 1, and 3 Maintenance Mechanic 2. These employees are responsible for maintaining the Water Utility pumping equipment and buildings at approximately 50 sites throughout the City. These sites include pumping stations, reservoirs, towers, and office buildings. Historically at the Water Utility and consistent with the general descriptions already listed, Maintenance Workers perform more routine work on facilities and equipment until they gain experience in understanding and working with Water Utility systems. Maintenance Mechanic 1s perform more complex aspects of repair work to include mechanical systems, machinery and vehicles, and both levels assist Maintenance Mechanic 2s in performing the most complex work. Maintenance Mechanic 1s generally are not skilled enough to independently install equipment and troubleshoot problems, and may work under direction of the Maintenance Mechanic 2s. Maintenance Mechanic 2s work independently and provide direction to lower level staff, and are distinguished from the 1s by independent responsibility to install, troubleshoot, and resolve problems with various water utility equipment, such as pumps and chlorinators, and perform the most complex assignments.

Mr. Rosol has worked for the Water Utility since 2015. Prior to that, he worked as a Maintenance Mechanic in Traffic Engineering. Because of this, Mr. Rosol brought mechanical skills with him, but then needed to understand and work with Water Utility systems to gain that specific experience. Over the past year, Mr. Rosol has been working more independently than not. He is performing more skilled work by maintaining and repairing equipment and systems, such as chlorine analyzers, boosters, deep well pumps, motors, fluoridic acid systems, filtering systems, air monitors, and reservoirs. He has also designed and installed a furnace. Because he is not leading others or working independently on the most complex repairs and installations, and is still assisting Maintenance Mechanic 2s, I find his work similar to that described in the

Maintenance Mechanic 1 class specification and similar to the other Maintenance Mechanic 1 at the Water Utility. I recommend that position #4664 be recreated as a Maintenance Mechanic 1, and Mr. Rosol be reallocated to the new position.

Mr. Kennedy has worked for the Water Utility since 2006 in various capacities and became a Maintenance Worker in February, 2018. Due to his years of experience at the Water Utility, Mr. Kennedy was already somewhat familiar with the systems and equipment, and his learning curve to be able to work independently was rather short. Not long after starting in 2018, Mr. Kennedy began working independently on and off, depending upon the type of work. He now spends more time working independently than not. He is maintaining and repairing equipment and systems, such as deep well pumps, motors, fluoride and chlorine systems, and reservoirs. He also starts and stops wells for cleaning or for the season, performs HVAC and carpentry work, and has rehabbed the exterior of a building with roofing, brick and caulking. He is performing more skilled work, but is not leading others or working independently on the most complex repairs and installations, and is still assisting Maintenance Mechanic 2s. I find his work similar to that described in the Maintenance Mechanic 1 class specification and similar to the other Maintenance Mechanic 1 at the Water Utility, and therefore recommend that Mr. Kennedy be reallocated to the budgeted position of Maintenance Mechanic 1.

Mr. Planert has worked for the Water Utility since 2016 when he was hired as a Maintenance Worker, and he promoted to Maintenance Mechanic 1 in 2017. Over the past six months, Mr. Planert has been functioning in a leadership role by directing and training others, and filling in as supervisor, on occasion. He took the Train the Trainer class to assist co-workers with the new I-pads they have been given for tracking work assignments. Mr. Planert has also obtained two certifications, Groundwater Operator license and Fire Extinguisher Maintenance license. He has been charged with the annual check of fire extinguishers at all Water Utility facilities. Mr. Planert has also taken on larger and more complex projects that require more planning and expertise. He is diagnosing problems, performing installations, rebuilding systems, working with contractors on various projects, and is familiar with Water Utility's computerized system, SCADA, which controls and monitors all of the City's wells. Nearly all of Mr. Planert's time is spent working independently or having someone working under his direction. Because of this, I find that his work is similar to that described in the Maintenance Mechanic 2 class specification, and similar to the other Maintenance Mechanic 2s at the Water Utility. I recommend that Mr. Planert be reallocated to the budgeted position of Maintenance Mechanic 2.

In conclusion, I recommend recreation of position #4664 from Maintenance Worker to Maintenance Mechanic 1 (CG 16-13) and reallocation of the current incumbent; reallocation of the current incumbent of position #3583 from Maintenance Worker to the budgeted position of Maintenance Mechanic 1 (CG 16-13), and reallocation of the current incumbent of position #1776 from Maintenance Mechanic 1 to the budgeted position of Maintenance Mechanic 2 (CG 16-15) within the Water Utility operating budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

| Compensation Group/Range | 2019 Annual Minimum (Step 1) | 2019 Annual Maximum (Step 5) | 2019 Annual Maximum +12% longevity |
|--------------------------|------------------------------|------------------------------|------------------------------------|
| 16/11 | \$51,534 | \$57,468 | \$64,364 |
| 16/13 | \$54,426 | \$60,654 | \$67,932 |
| 16/15 | \$57,247 | \$64,772 | \$72,544 |

cc: Tom Heikkinen – Water Utility General Manager
Doug Van Horn – Water Utility Maintenance Supervisor
Greg Leifer – Employee and Labor Relations Manager