

TO: Personnel Board

FROM: Sarah Olson, Human Resources

DATE: May 9, 2013

SUBJECT: Fleet Operations Manager and Fleet Program Manager

Fleet Services Superintendent Bill Vandebrook, is recommending creation of a new classification of Fleet Operations Manager and a new classification of Fleet Program Manager to help with the day-to-day operations of the Fleets Services Division. This study is being motivated by the recently announced vacancy in the Fleet Services Program Supervisor classification at the end of May, 2013. After talking with Mr. Vandebrook and reviewing the proposed position descriptions, I recommend creating 2 new classifications in Fleet Services to provide support to the Fleet Services Superintendent: Fleet Operations Manager and Fleet Program Manager, both in CG18, Range 12. In addition, I recommend that the current Fleet Parts Manager (CG18-07), Ron Janowski, be reclassified to the Fleet Operations Manager, and the Fleet Services Maintenance Supervisor (18-08), Art Meyer, be reclassified to the Fleet Program Manager, for the reasons outlined in this memo. Funding for the reclassifications will come from the deletion of the Fleet Services Program Supervisor and the underlying Fleet Parts Manager and Fleet Services Maintenance Supervisor classifications.

Currently, the structure of Fleets Services provides one level of support to the Fleets Services Superintendent in the Fleet Services Program Supervisor position. Below the Fleet Services Program Supervisor are the Fleet Parts Manager and Fleet Services Maintenance Supervisor. The incumbent in the Fleet Services Program Supervisor position has been on leaves of absences for over a year. The absences and impending vacancy of this position has allowed for Mr. Vandebrook to evaluate the organizational structure and the reallocation of these duties on a permanent basis.

The position of Fleet Services Program Supervisor class specifications describes this position as:

...responsible supervisory and professional work in developing and directing Fleet Service Division programs and services both directly and through subordinate supervisors. This position effectively integrates technical (fleet equipment) and professional (analytic) skills in the development of an effective fleet service management program. This program incorporates the preparation of technical equipment specifications, the development of program repair/maintenance standards and protocols, the distribution/allocation of associated costs to users, and oversight of staff (through subordinate supervisors) in the delivery of repair/maintenance services.

The current Fleet Services Program Supervisor is responsible for preparing technical specifications for the purchase of a wide variety of City fleet equipment and supplies, and the development and implementation of divisional policies, including the assessment of the overall impact of those policies and procedures within Fleet. This position performs long and short range planning and oversees the budget administration. The Program Supervisor manages and coordinates the operations of satellite garages and office staff. In addition, the position is responsible for the development, maintenance and training of the computerized information management system. The role involves technical and specialized knowledge of fleet equipment

and supplies, the management of day to day activities through subordinate supervisors, budgetary authority, and policy development and interpretation.

The Fleet Services Superintendent has determined that the Fleet Services organizational structure would be more efficient having 2 managers reporting directly to him. One manager would have primary responsibility for operations within the Division, and one would have primary responsibility for budgeting and purchasing within the Division, to include the technical specification work outlined above. The new Manager positions will work closely together to ensure smooth operations within the entire Fleet Services Division reporting directly to the Fleet Services Superintendent. This structure, having 2 high-level managers reporting directly to the department/division head, is not inconsistent with other City agencies, including Monona Terrace, Information Technology, and Finance.

The Fleet Operations Manager will manage the entire Service and Parts Departments. This position will assist lower-level supervisors in responding to employee grievances and concerns, and direct day to day activities, including the hiring, training, evaluating and discipline of staff through subordinate supervisors. In addition, the Fleet Operations Manager will oversee the development, maintenance and training of the computerized information management system. The oversight of such a system requires technical expertise in formulating and manipulating a specialized management system in order to establish cost-effective processes and operational efficiencies, which in turn, affect the Fleet Operations budget. Placement of this position in Range 12 is appropriate. This position will have more direct oversight of staff without the assistance of the higher Fleet Services Program Supervisor. In addition, operations managers in other public works agencies, such as Parks, Streets, and Engineering, are in Range 14. The higher range is based on the fact that those operations managers oversee a greater variety of areas than the Fleet position.

The Fleet Program Manager will provide technical specifications for the purchase of a wide variety of City fleet equipment and supplies. This oversight requires awareness of related technological advancements and service implications in order to recommend appropriate strategies to take advantage of new technology. This involves conducting related tests and analytic studies to establish standards and achieve measurable efficiencies and cost savings. The Fleet Program Manager will oversee training needs for all Fleet staff, oversee the City fueling systems acting as site manager and coordinate and oversee other specialized programs such as GPS and building maintenance. Placement of this position in Range 12 is also appropriate. The additional responsibilities in the area of purchasing, budgeting, and strategic planning were formerly performed by the Fleet Services Program Supervisor, in Range 12.

Reallocation of the Fleet Parts Manager to the Fleet Operations Manager and the Fleet Services Maintenance Supervisor to the Fleet Program Manager is appropriate. As noted earlier, the Fleet Services Program Supervisor has been absent for an extended period of time due to a serious illness. In his absence, Mr. Vandenbrook has had the opportunity to implement this structure to determine whether it would be effective for the agency. Mr. Janowski and Mr. Meyer have been performing these new duties/responsibilities for over 6 months. The addition of the new responsibilities is a logical outgrowth of their current positions because prior to the reorganization, they have been involved in these activities under the direction of the Program Supervisor.

We have prepared the necessary Ordinance and Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2012 Annual Minimum (Step 1)	2012 Annual Maximum (Step 5)	2012 Annual Maximum +12% longevity
18/07	52,622	62,336	69,810
18/08	54,955	65,213	73,034
18/12	65,213	78,730	88,166

cc: Bill Vandebrook-Fleet Services Superintendent