

TO: Personnel Board

FROM: Sarah Olson, Human Resources

DATE: 17 April 2014

SUBJECT: Facilities Maintenance Worker- Engineering (P. Hertel)

At the request of City Engineer Rob Phillips and Engineering Operations Manager Kathy Cryan, I conducted a position study of a Facilities Maintenance Worker (#4301; CG16-09) currently occupied by Mr. Peter Hertel in the Engineering Division. Their request for this position to be reclassified as a Maintenance Mechanic I (CG16-13) is due to the increased difficulty and assignment of complex tasks, with most of his work being paid out of class as a Maintenance Mechanic I. Upon reviewing the position description and meeting with Ms. Kathy Cryan and the incumbent, Mr. Hertel, I recommend reclassifying Mr. Hertel to the level of Maintenance Mechanic I (CG16-13) for the reasons outlined in this memo.

The analysis of this position study included a review of the class specification for Facilities Maintenance Worker (see attached) which shows:

... varied and responsible facility maintenance and custodial work. Employees perform a broad range of semi-skilled maintenance tasks to include minor painting, carpentry, plumbing, and electrical repairs; and perform the full range of custodial tasks typical of large governmental facilities (e.g., cleaning office, shop, and common areas).

The class specification for Maintenance Mechanic I (see attached) was reviewed to show:

... semi-skilled, skilled, or master-level work in the installation, repair, and/or maintenance of mechanical systems, machinery, equipment, and buildings and grounds at various city facilities. Employees in this classification may perform general maintenance work or specialized work as plumbers, electricians, or heating contractors.

Mr. Hertel has been a Facilities Maintenance Worker since he started with the City in July of 2010. When he was hired, he helped with installations, assisted Leadworkers, and performed some general construction, electrical, plumbing and HVAC.

For over two years now, Mr. Hertel's job assignments have evolved to the independent performance of and specialized work with HVAC, electrical and plumbing systems and assuming lead responsibility for a number of projects. Projects led by Mr. Hertel include new boiler and furnace installations at Fire Stations 8 and 10, new electrical installation work for a number of projects including the solar water heating project at Engineering and the swimming area filtration systems at Brittingham Beach; window replacements at Traffic Engineering and Fire Stations 3 and 5; and rehabilitation of the flash over containers for Fire training. He has also assumed lead maintenance responsibility for the Police Training Facility.

In addition to leading projects, he troubleshoots and repairs HVAC, electrical and plumbing systems and participates in the on-call rotation to respond to after-hours emergencies. Mr.

Hertel is also performing scheduled preventative maintenance activities to a wide range of building systems.

Recently, Engineering has assigned 3 quadrants or territories within the City, (Central, East and West) and will have 2 staff assigned per territory. Staff range from classifications of Maintenance Mechanic to Master Electrician. Mr. Hertel will be paired with a Master Electrician for the West quadrant of the City of Madison. Assigning certain staff to certain areas of the City for a period of one year ensures reliability and peak operating efficiency and gives an opportunity for staff to get to know all City facilities within the next few years.

A Facility Maintenance Worker would be expected to perform maintenance duties that are minor in nature such as painting walls, installing door locks, hanging doors, and changing furnace filters. Whereas a Maintenance Mechanic I's maintenance duties are advanced in nature and include repair and maintenance on HVAC equipment including boilers, gas and electric welding, and responding to emergency situations involving equipment and facilities. When looking at the class specification for the Maintenance Mechanic I, the work involves using initiative and judgment in identifying the nature of maintenance problems and completing necessary maintenance and repair tasks in a variety of areas, (i.e., HVAC, electrical, plumbing, general construction). This is what is being expected of Mr. Hertel, and the level at which Mr. Hertel has been performing.

Therefore, I am recommending recreation of Mr. Hertel's Facilities Maintenance Worker position to a Maintenance Mechanic I – Engineering position within the Engineering budget, and reallocating Mr. Hertel to the new position. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2014 Annual Minimum (Step 1)	2014 Annual Maximum (Step 5)	2014 Annual Maximum +12% longevity
16/09	\$42,881	\$47,901	\$53,638
16/13	\$47,901	\$53,381	\$59,800

cc: Rob Phillips – City Engineer
Kathy Cryan – Engineering Operations Manager
Greg Leifer – Labor Relations Manager