

TO: Personnel Board  
FROM: Victoria Larson, Human Resources  
DATE: June 12, 2020  
SUBJECT: Facilities Foreperson and Skilled Building and Trades Foreperson

The City Engineer, Rob Phillips and Engineering's Deputy Division Manager, Kathy Cryan, are recommending a restructure within the Engineering Division's Facilities Operations & Maintenance section. Currently, the structure entails one Engineering Operations Supervisor directly under Kathy, with facilities employees reporting directly to the Operations Supervisor. These employees include sewer and storm water utility operations, maintenance, and construction workers; environmental technicians; fleet employees; facility maintenance workers, electricians, plumbers, and HVAC technicians; and custodial services employees. The number of employees along with the varied nature and complexity of work creates a significant burden on K. Cryan and the Engineering Operations Supervisor. As a result, Engineering is requesting that the section be reorganized to allow for a formal supervisor over the custodial unit and the Facility Maintenance Worker Trainee. Engineering is also requesting a leadworker/working foreperson within the Building Trades group to allow for more direct supervision of the unit through lower-level employees. These 2 positions along with an existing Electrician Foreperson will act as a team to coordinate and supervise the activities of the Facilities Services section. After meeting with K. Cryan and reviewing the proposed structure, I recommend the following:

- Create a new classification of Building & Trades Foreperson in CG71, R05, and delete the classification of Electrical Foreperson in the same CG and Range;
- Recreate positions #1497, #1785, and #4454 of Electrical Foreperson as a Building & Trades Foreperson in the same CG and Range within in their departments' budgets (Parks, Water, Engineering.) and reallocate incumbent P. Jans, D. Newson, and M. Parks to the new positions;
- Recreate position # 4302 classified as Plumber (CG 71 R04) as a Building & Trades Foreperson in CG 71, R05. The incumbent of position # 4302 will continue to underfill the position until the new position is filled.
- Recreate position # 1095 of Program Assistant as a Public Works Foreperson (CG 18, R05), to be filled through an internal, competitive process. The incumbent of position #1095 will continue to underfill the position until the new position is filled.

The facilities services section of Engineering has undergone significant changes over the last 12 years. In 2008, facilities maintenance workers were responsible for basic preventative maintenance and minor repairs within City-owned buildings. Contractors were hired for any major, complex work. Now most of the City's maintenance work is completed in-house and requires licensed HVAC, plumbing, and electrical professionals. This has required the addition of five new maintenance positions to the facilities team since 2008. These employees are required to work on increasingly complex building systems, which include the installation and upgrading of various systems including: solar thermal hot water, air conditioning, heating, boiler, and fire protection. They also install new water and sewer lines, convert light fixtures to LED, install electrical vehicle charging systems, and perform combustion analysis. Many of the responsibilities noted above supports the City's sustainability efforts. The Facilities Section has also developed innovative new programs and procedures to support sustainability. The hourly Solar Trainee Program was developed,

which combines intensive on the job and classroom training in the installation of solar equipment. Also, a green cleaning program was implemented and a Building Automation System was developed in order to remotely monitor, control, and trouble shoot building systems.

The recreation of position number # 1095 as a Public Works Foreperson in CG18, R05, will help provide more oversight of both the facilities employees and complex maintenance systems. The Public Works Foreperson will specifically participate in the hiring, training, scheduling, coaching, and discipline of facilities operations staff. This employee will also administer and maintain facilities computerized systems, manage facility operations programs, and assist with annual operating budget creation. The position is similar to the Public Works Forepersons in Streets, who are front-line supervisors but also have responsibility for a program within Streets, such as refuse, recycling, large trash pickup, and stump grubbing. By creating a direct supervisor over this work unit, the Deputy Division Manager, Ms. Cryan, will be able to focus on other high-level tasks involved in managing the Engineering Division.

The deletion of the Electrical Foreperson classification and the creation of a Building & Trades Foreperson will allow the Facilities Operation section to operate more efficiently and reduce overtime costs. This will create another level of leadwork, to assist and support the Public Works Foreperson. It will also allow staff and project oversight by individuals skilled and licensed in a trade profession. Engineering currently has an Electrical Foreperson. Broadening the classification title will allow them to promote a second foreperson who is either a skilled and licensed plumber or HVAC contractor. Currently position # 4302 is classified as a Plumber. Engineering is requesting the recreation of this position as a Building & Trades Foreperson. The recreated Electrical Foreperson will oversee Engineering’s Electricians, their Pre-Apprentice, and their Solar Trainees. The other Building & Trades Foreperson will oversee four Facility Maintenance Technicians and the Facilities Maintenance Technician Trainee. Engineering will then have forepersons with both electrical and plumbing expertise.

As a result, of eliminating the Electrical Foreperson classification, similarly-titled positions in Parks and Water Utility will also need to be recreated as a Building & Trades Foreperson. This recreation is not changing the nature of the position’s duties and therefore does not justify a range change. This action is simply broadening the title to allow all of our City agencies to hire forepersons who are licensed and specialize in different trade areas.

Based on the information presented above, I recommend creating the Building & Trades Foreperson classification and deleting the Electrical Foreperson classification, position # 1095 be recreated as a Public Works Foreperson (CG 18, R 5), position # 4302 be recreated as a Building & Trades Foreperson (CG 71, R5) and the Electrical Forepersons at Parks, Water Utility, and Engineering be recreated as Building & Trades Foreperson (CG 71, R 5).

Editor’s Note:

Compensation Group/Range	2020 Annual Minimum (Step 1)	2020 Annual Maximum (Step 5)	2020 Annual Maximum (+12% Longevity)
18/5	\$59,209.28	\$68,648.06	\$76,885.90
71/4	\$62,921.56	\$72,893.60	\$81,640.78
71/5	\$68,407.30	\$78,377.26	\$87,782.50

Cc: Rob Phillips, City Engineer

Kathy Cryan, Engineering Deputy Division Manager  
Greg Leifer—Employee and Labor Relations Manager