

TO: Personnel Board

FROM: Julie Trimbell, Human Resources Analyst

DATE: January 16, 2015

SUBJECT: Building Maintenance and Technical Supervisor - Monona Terrace

Monona Terrace Director Gregg McManners has requested a study of the Building Maintenance and Technical Supervisor position, #3293, in CG18, Range 10, which is currently vacant due to a recent retirement. This has provided the opportunity to evaluate what responsibilities are necessary in order to meet the needs of the Monona Terrace Community and Convention Center and to analyze future recruiting concerns for this position. Based on the position description submitted and interviews with Mr. McManners and MT Associate Director Bill Zeinemann, I recommend the following:

- Creation of a new classification of Monona Terrace Building Maintenance Supervisor with placement in CG18, Range 08.
- Recreation of the current Building Maintenance and Technical Supervisor position (#3293) as a Monona Terrace Building Maintenance Supervisor, CG18, Range 08.
- Deletion of the classification of Building Maintenance and Technical Supervisor classification in CG18, Range 10.

When the facility opened in 1997, this position was filled as a Building Maintenance Supervisor in CG18, Range 06. Over the years, the incumbent (and recent retiree), gradually acquired additional responsibilities. In 2011, the position was reclassified from Building Maintenance Supervisor to Building Maintenance and Technical Supervisor (attached) for added responsibilities in the areas of audio/visual technology, information technology and LEED certification. Although these responsibilities still exist at Monona Terrace, it is not essential that they remain with the current position. In fact, finding a candidate who possesses these varied skills might be rather challenging.

In 2012, a Management Information Specialist (IT Specialist) 2 position was established to address growing information technology needs at Monona Terrace. In addition, the classification of Monona Terrace Technical Services Specialist 2 position was created to provide coordinative and leadwork responsibilities with respect to the audio/visual staff. With the retirement of the Building Maintenance and Technical Supervisor, these areas now fall under the direct supervision of Mr. Zeinemann. The proposed classification of Monona Terrace Building Maintenance Supervisor (attached) would therefore maintain responsibility for building and facility maintenance, and LEED certification.

The existing class specification for Building Maintenance Supervisor (attached) identifies:

...skilled supervisory and programmatic work involving the planning, oversight, and evaluation of building and facility maintenance, mechanical repairs and custodial services at multiple sites. The work involves supervising and scheduling staff; making budget and purchasing recommendations; developing maintenance, modification, preventative maintenance, and repair plans; developing and coordinating service contracts and projects; and integrating the maintenance/custodial staff activities with customer service needs. The work is performed under the direction of a department head or other

administrator; is characterized by the use of initiative and judgment in determining the nature of repairs needed and the appropriate methods, procedures, and staffing to accomplish work; and is reviewed for conformance with desired work standards and operating policies.

This position will perform that type of work, but it will also have primary responsibility over LEED certification and sustainability efforts. Although Monona Terrace has attained the Silver level of LEED certification, there are ongoing documentation and reporting requirements to maintain certification, in addition to renewing certification every five years. Monona Terrace also has aspirations for raising their certification level in the future. Due to these additional responsibilities of a higher level, salary placement should fall between CG18, Range 06 and Range 10.

There are a minimal number of classifications with CG18, Range 07 and 09, none of which appear similar in nature to the Monona Terrace position. In reviewing class specifications in CG18, Range 08, the Housing Site Manager and Warner Park Facility Manager appear to be the most alike. All of the classifications are responsible for overseeing facility maintenance activities within their domain and supervising the following similar classifications: Maintenance Mechanic 2 (CG16, Range 15); Maintenance Mechanic 1 (CG16, Range 13); Housing Maintenance Worker (CG16, Range 10); and Facility Maintenance Worker (CG16, Range 09). Although these two classifications do not have specialized responsibility for LEED certification and sustainability efforts, the Housing Site Manager classification has a comparable level of specialized responsibility for HUD regulations and requirements, and the Warner Park Facility Manager has a similar level of focused responsibility with community and recreational programming, and works with various groups, including the Warner Park Community Recreation Center Advisory Subcommittee, Warner Park Circle of Friends, Northeast Side Senior Coalition and the Madison Metropolitan School-Community Recreation Program.

Based on the previously outlined analysis, I recommend that a new classification of Monona Terrace Building Maintenance Supervisor be created with placement in CG18, Range 08. The new classification is appropriate for the responsibilities of position #3293. Therefore, position #3293 of Building Maintenance and Technical Supervisor should be recreated as Monona Terrace Building Maintenance Supervisor, and be posted and filled through a competitive process.

The necessary Resolution has been prepared to implement this recommendation.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
18/10	\$61,215	\$73,569	\$82,397
18/08	\$56,393	\$66,919	\$74,950

cc: Gregg McManners - Monona Terrace Director
 Bill Zeinemann - Monona Terrace Associate Director