

To: Personnel Board

From: Emaan Abdel-Halim, HR Services Manager

Date: January 3, 2023

Subject: Maintenance Mechanic 2-Water Utility

The Human Resources Department received a request on January 27, 2022, from the Water Utility through Maintenance Supervisor Doug VanHorn and Water Utility General Manager Krishna Kumar to recreate position \$3583 of Maintenance Mechanic 1 in CG 16, Range 13 to a Maintenance Mechanic 2 in CG 16, Range 15 and reallocate the incumbent to the new position based on increased duties and responsibilities. After reviewing the updated position description and new duties that the incumbent has performed, I agree with the request for the reasons outlined in this memo.

The maintenance section of the Water Utility takes care of all the Utility infrastructure at unit wells located throughout the City. Maintenance Mechanics are expected to troubleshoot and make repairs to equipment, install new equipment, and perform preventative maintenance tasks. Within this section, employees generally start work as a Maintenance Worker, learning the various equipment and wells. As their skills advance and the employee can perform maintenance tasks independently, they are able to move to the Maintenance Mechanic 1 level. However, in order to advance to a Maintenance Mechanic 2, the employee must have thorough knowledge of the Utility's equipment, be able to independently troubleshoot and resolve complex issues, and install large pieces of equipment, either on their own or even by leading other employees.

The class specification for a Maintenance Mechanic 2 describes

...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...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. [emphasis added]

Joe Kennedy has worked for the Water Utility since 2007 was promoted to a Hydrant Inspector and has been a Maintenance Mechanic 1 since 2018. Over the last couple years, J. Kennedy's knowledge of the Utility's equipment has continued to increase and he has been given independent responsibility for major infrastructure projects. For instance, J. Kennedy oversaw the complete replacement of air handler units at multiple unit wells, has rebuilt booster pumps, did troubleshooting of a chlorine feed system that resulted in a new booster being ordered and installed, has installed CA units at multiple wells, and installed chlorine feed pumps at multiple wells. J. Kennedy has also effectively worked with outside contractors on major projects. This work is exactly the type of work expected at the Maintenance Mechanic 2 level at the Water Utility and is consistent with the work performed by other Maintenance Mechanic 2s at the Utility.

Based on the findings of this position study, I recommend that position #3583 of Maintenance Mechanic 1 at the Water Utility be recreated as a Maintenance Mechanic 2 and the incumbent reallocated to the new position. The necessary resolution has been prepared to implement this recommendation.

Editor's Note:

Effective Date: February 6, 2022

Compensation Group/Range	2023 Annual Minimum (Step 1)	2023 Annual Maximum (Step 5)	2023 Annual Maximum (+12% longevity)
16/13	\$ 58,182.02	\$ 64,839.58	\$ 72,620.33
16/15	\$ 61,197.24	\$ 69,241.64	\$ 77,550.64

cc: Krishna Kumar–Water Utility General Manager
Dan Rodefeld–Water Utility Operations Manager
Doug VanHorn–Water Utility Maintenance Supervisor
Tory Larson–Interim Employee and Labor Relations Manager
Walt Jackson - Local 6000 representative
Rick Marx - Local 6000 representative