

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: February 12, 2010

SUBJECT: Custodial/Maintenance Reorganization-City Engineering

City Engineering is seeking to reorganize within its' custodial and facility maintenance areas. Currently, the Engineering Operations Manager (CG18/14) supervises a Custodial Services Supervisor (CG17/15), who supervises 12 Custodial Workers 2 and a significant number of hourly employees (approximately 6,000 hours a year, or 3 FTE). In addition, the Engineering Operations Manager supervises a Maintenance Electrician 1 and 2 Maintenance Mechanics 2, who are in charge of preventative maintenance for the mechanical systems (furnaces, boilers, water heaters, air handlers, water softeners, etc.) in City buildings.

In order to create efficiencies and reduce the number of hourly hours necessary to accomplish the work, the Engineering Division is requesting creation of 2 higher-level positions within Local 60 to serve as lead-workers over the lower-level custodial staff in the custodial area. In addition, the Engineering Division would like to create a new classification of Custodial Worker 1 to perform routine, unskilled work such as sweeping, mopping, and emptying trash. In the facility maintenance area, the Engineering Division would like to create a Facility Maintenance Worker and Maintenance Mechanic 2 (Plumber) position to assist with ongoing preventative maintenance needs. The attached organizational charts show the existing and proposed structures. After reviewing the proposed structure and position descriptions, I make the following recommendations:

- Create 1.0 FTE of Custodial Worker 3 (CG16/09) within the existing class specification to serve as a lead-worker over a crew of lower Custodial Workers during the day.¹
- Create a new classification of Custodial Worker 1 (CG16/02) and create 1.0 FTE of Custodial Worker 1 in the Engineering Division budget.
- Create 1.0 FTE of Facility Maintenance Worker (CG16/09) in the Engineering Division budget.
- Create 1.0 FTE of Maintenance Mechanic 2 (CG16/15) to serve as a plumber in the Engineering Division budget.

Regarding the custodial area, currently Engineering has a Custodial Services Supervisor in CG17 (non-represented) who supervises all the custodial staff, 12 FTE of Custodian 2. Because the Custodial Services Supervisor is non-represented, contract language prevents the supervisor from engaging in custodial work on a regular basis. As a result, the Engineering Division has supplemented its custodial staff with hourly employees, costing the Division approximately \$110,000 in hourly wages (this also includes hourly staff who work in the maintenance area discussed below). The Engineering Operations Manager has reviewed the work unit and has

¹ The Custodial Services Supervisor has agreed to move into a represented position of Custodial Services Coordinator (CG16/11) and will serve as a leadworker over a night crew of lower-level Custodial staff.

concluded that the hourly budget could be substantially reduced with a reorganization and the creation of 2.0 additional permanent FTE.

The Engineering Operations Manager seeks creation of 2 work units within the custodial area. The first work unit would be led by a Custodial Worker 3 position, serving as a leadworker over 6 Custodial Workers 2 and a Custodian 1-Building Cleaner. This crew would work days performing custodial work at different City facilities such as the Madison Municipal Building, Fairchild building, Fire Administration, and Fire Station 3. The second work unit would be led by the Custodial Services Coordinator, serving as a leadworker over the other 5 Custodial Workers 2. Reorganizing in this fashion would provide the custodial area with 2 work crews who have specific assignments carried out through a lead worker. The night crew is being led by a higher classification because the night crew will have special project cleaning assignments (i.e. floor stripping/resurfacing, carpeting cleaning, steam cleaning locker rooms/restrooms, periodic deep cleaning, etc.) to oversee/carry out which cannot be done during the day in occupied buildings. However, both leadworkers will be able to perform custodial work in addition to leading the crews, creating efficiencies and reducing the need to supplement with hourly staff. The new classification of Custodial Worker 1 will perform routine cleaning tasks, such as sweeping, mopping, emptying trash, and changing light bulbs. The new 1.0 FTE position will be assigned to the day shift.

In order to accomplish this reorganization, the Engineering Division needs to create 1.0 FTE of Custodial Worker 3 and will seek to fill this position through competition. The intent is to delete 1.0 FTE of Custodial Worker 2 upon the filling of the new position. In addition, the Engineering Division seeks creation of the classification of Custodial Worker 1 to perform routine, unskilled cleaning tasks. I have reviewed the position descriptions and talked with the Engineering Operations Manager. After review, I agree that proposed Custodial Worker 3 falls within the existing classification and 1.0 FTE should be created within the Engineering Division budget, to be filled via competition. In addition, I conclude that the classification of Custodial Worker 1 should be recreated within Compensation Group 16, Range 02. This classification existed a long time ago but was abandoned at some point. However, the routine, unskilled work that the position will be asked to do fits appropriately within the Custodial Worker 1 classification. This position is being placed in Range 02 because the work is routine and unskilled and 02 is the lowest pay range within CG16. Parking Cashiers are the other classification in this range. I have rewritten the class specification (see attached) for the Custodial Worker series and have specified that while the positions are titled 1-3, there is no automatic progression through this series. Rather advancement to any level is based on the needs of the department and accomplished through competition (Custodial Worker is found in departments other than City Engineering).

The Engineering Division is also seeking to reorganize its facility maintenance area. Currently, the Engineering Division has a Maintenance Electrician 1 (CG16/16) and 2 Maintenance Mechanics 2 (CG16/15) who are responsible for preventative maintenance on all building systems in the City-owned buildings. This includes furnaces, boilers, air handlers, water softeners, water heaters, and other mechanical systems. In addition, this area is responsible for fixing problems that occur with the mechanical systems and other maintenance needs, such as fixing doors and performing other general maintenance tasks. Finally, the facility maintenance staff provides input when buildings are being built/remodeled, ensuring that there is proper

access to the mechanical systems. However, with only three staff, the Engineering Division is unable to meet the City's facility maintenance needs. In the past, the facility maintenance area had a Facility Maintenance Worker (CG 16/09) who assisted the higher-level staff in repairs, serving as a laborer, but also having the ability to do limited preventative maintenance, such as changing belts, oiling the systems, and doing general maintenance work like repairing doors. However, this position was vacated in 2009 and eliminated in the 2010 budget.

Again, in order to reduce the amount of hourly staff and create efficiencies, the Engineering Division is requesting creation of 1.0 FTE of Facility Maintenance Worker and 1.0 FTE of Maintenance Mechanic 2. The Facility Maintenance Worker position would replace the position eliminated in the 2010 budget and will perform the lower-level maintenance tasks so that the higher positions can focus on other duties. The new Maintenance Mechanic 2 position would serve as a plumber for the Engineering Division. The facility maintenance area has not had an employee able to replace/repair water heaters or change toilets and this work has been contracted out at great cost. By having a plumber in-house, the Engineering Division will save the money on contracting out plumbing work, and this position will be able to assist with the other maintenance needs. This will give the Division a skilled plumber and electrician on staff to get work done. After reviewing the proposed position descriptions (attached), I recommend creation of 1.0 FTE of Facility Maintenance Worker and 1.0 FTE of Maintenance Mechanic 2 to serve as a plumber in the Engineering Division. The Parks Division also has a plumber classified as a Maintenance Mechanic 2 so this will provide parity with that position.

We have prepared the necessary Resolutions to implement these recommendations.

Editor's Note:

Compensation Group/Range	2009 Annual Minimum (Step 1)*	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
16/02	\$33,696	\$36,886	\$41,314
16/07	\$37,987	\$42,622	\$47,736
16/09	\$40,297	\$45,015	\$50,414
16/15	\$47,347	\$53,571	\$60,008

*The 2009 salaries are listed. The salary schedule for 2010 is not approved but salaries will be adjusted to reflect any change at that time.

cc: Kathy Cryan-Engineering Operations Manager
 Rob Phillips-City Engineer