

TO: Board of Estimates

FROM: Emaan Abdel-Halim, Human Resources

DATE: 10 July 2015

SUBJECT: Custodial Worker 2 to Maintenance Mechanic 2 – Engineering Division

City Engineer Rob Phillips, and the Operations Manager, Kathy Cryan are requesting one vacant Custodial Worker 2 position (#673) be recreated as a Maintenance Mechanic 2 in order to better meet the service needs of over 35 facilities for the City. This request is coming now instead of as part of the budget request due to the recent vacancy of the Custodial Worker 2 position, which has allowed Engineering to reconsider their staffing model to best meet anticipated workload needs. Based on my conversation with Ms. Cryan, I recommend the Custodial Worker 2 position in Compensation Group 16, Range 7 be deleted and recreated as a Maintenance Mechanic 2 in Compensation Group 16, Range 15.

A review of the class specification for Custodial Worker 2 (see attached) shows:

... **routine manual and unskilled or semi-skilled work in the performance of a variety of building cleaning tasks.** Employees perform assigned tasks subject to established methods and routines and work is reviewed, for conformation with work standards, in assigned work areas by a supervisor or lead worker. [emphasis added]

A review of the class specification for SSMO2 (see attached) shows:

... **perform 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.** Incumbents may be licensed master plumbers, serviceman heating contractors, or master electricians restricted. 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. ... 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]

With the number of City facilities increasing every year, the needs of the new technical systems, and specifically HVAC/R, are becoming more complex and require a higher level of skills. Currently, the Engineering Facilities Operations & Maintenance (FOM) section has a staff of 6 Maintenance Mechanics. The one person who specializes in the HVAC/R systems is currently spread fairly thin. Additionally recent changes in the 2015 budget, have brought custodial services in house for the Street Division; lessening the demand for these custodial services provided by the FOM section. The anticipated renovation of the Madison Municipal Building will also create a surplus of custodial workers for the demand of the services.

The purpose of this reclassification is to not only increase organizational efficiency, but also provide a high level of service to the technical HVAC/R systems in a timely manner. The

Maintenance Mechanics in Engineering's FOM section perform the maintenance, repair and installation work on these specialized mechanical systems, as well as participate in the design and construction of these systems to ensure the most cost effective and efficient operations in the variety of the facilities. By helping the design teams understand the maintenance needs of these specialized mechanical systems, the equipment can be located in a manner that allows of ease of access for maintenance and repair, as well as optimal performance. Lastly, the Engineering Division is transitioning from a preventative maintenance model to a predictive model which requires more sophisticated monitoring and maintenance techniques to test and analyze system performance. The benefit is maximizing the life and efficiency of HVAC systems.

For the reasons outlined in this memo, I am therefore recommending recreation of one Custodial Worker 2 position to a Maintenance Mechanic 2 position within the Engineering budget, as outlined above. The necessary resolutions to implement these recommendations have been drafted.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
16/07	\$41,336	\$46,380	\$51,945
16/15	\$51,521	\$58,294	\$65,289

cc: Rob Phillips – City Engineer
 Mike Dailey – Assistant City Engineer
 Kathy Cryan – Operations Manager (Engineering)
 Rick Marx – Employee Association President (CG 16)
 Greg Leifer – Employee and Labor Relations Manager