

TO: Finance Committee

FROM: Sarah Olson, Human Resources

DATE: May 18, 2018

SUBJECT: Transit Maintenance General Supervisor

Metro Transit has a vacant Transit Class C Mechanic (CG 41, R06) position. Because of the vacancy, General Manager Chuck Kamp and Transit Maintenance Manager Jeff Butler are requesting that the position be recreated as a Transit General Maintenance Supervisor (CG44, Range 10). This position will play a lead role in the implementation of Metro's 3 new e-buses (zero emissions) in the next two years, and implementing a comprehensive mechanic training program, including an apprenticeship program to attract women and people of color. The position will also assist with major projects involving the \$20-\$50 million upgrade to the existing maintenance facility and the \$35-\$40 million new expansion facility at Nakoosa Trail or Oscar Mayer. Upon reviewing the submitted position description, I agree that the position should be recreated at the level of Transit General Maintenance Supervisor due to the type and level of responsibilities to be performed.

According to the PD, duties would include the creation and implementation of key programs requiring technical expertise to advance Metro Transit's e-vehicle programs, performance improvement and predictive maintenance plan. In addition, this position will also supervise Shift Supervisors in conjunction with the other Transit Maintenance General Supervisor. The work of the proposed new position is very much in line with the current classification of Transit Maintenance General Supervisor, which requires

...responsible supervisory work in managing the daily operations of the Transit Maintenance Unit, both directly and through supervisors. This work involves directing and monitoring the activities of Maintenance Supervisors to assure that the maintenance and repair of transit vehicles (and associated technologies) occurs in accordance with general instructions and procedures established by the Transit Maintenance Manager. This work involves providing guidance, support, and oversight to designated staff, and in the administration of delegated programmatic activities. Work requires judgment and discretion in response to maintenance issues and staff management, with only unusual or more challenging issues/questions referred to the Transit Maintenance Manager for resolution.

The desired background and experience for a successful individual in this position also lines up with the training and experience requirements found in the Transit Maintenance General Supervisor classification.

Since the Transit Maintenance General Supervisor classification already exists in the City's classification scheme, the addition of a Transit Maintenance General Supervisor within the Metro Transit operating budget may be authorized directly by the Finance Committee, according to Mayoral APM 2-4. Therefore, I am recommending that the vacant Transit Class C Mechanic position be recreated as a 1.0 FTE Transit Maintenance General Supervisor position within the Metro Transit budget.

The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2018 Annual Minimum (Step 1)	2018 Annual Maximum (Step 5)	2018 Annual Maximum +12% longevity
41/06	\$39,564	\$52,750	\$59,080
44/10	\$67,171	\$80,725	\$90,412

cc: Chuck Kamp-Metro Transit General Manager
Jeff Butler-Transit Maintenance Manager
Mike Lipski-HR Services Manager
Greg Leifer-Employee & Labor Relations Manager