

TO: Board of Estimates

FROM: Mike Lipski  
HR Services Manager

DATE: March 26, 2014

RE: Maintenance Mechanic 1—Library

The 2014 budget for the Library included funding for a new Maintenance Mechanic position (#4469), described in the budget highlights as being created to “...provide preventive maintenance system wide and resolve maintenance issues. The mechanic would possess the necessary skill sets to operate and maintain sophisticated HVAC and other mechanical systems.” This position will be expected to coordinate work at the various library branches, troubleshoot problems with the various HVAC and mechanical systems, and coordinate repairs and preventive maintenance in conjunction with the Library Maintenance Coordinator (CG15, R11). The position was intended to be created as a Maintenance Mechanic 2, (CG15, R9) but was placed in the operating budget as a Maintenance Mechanic 1 (CG15, R8). The work identified through the budget highlights and confirmed in the position description created by the Library aligns with the higher Maintenance Mechanic 2 level so I recommend recreating the new position (#4469) in the Library’s Operating Budget as a Maintenance Mechanic 2.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

cc: Greg Leifer-Employee and Labor Relations Manager  
Greg Mickells-Library Director  
Mark Benno-Library Administrative Services Manager

Compensation Group/Range	2014 Annual Minimum (Step 1)	2014 Annual Maximum (Step 5)	2014 Annual Maximum +12% longevity
15/08	\$45,659	\$52,758	\$59,098
15/09	\$47,147	\$55,098	\$61,698