

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: May 14, 2010

SUBJECT: Facility Maintenance Worker-Overture Center

The Overture Center has requested a study of the Facility Maintenance Worker (FMW) position (#4026), currently occupied by J. Schaefer. The Overture Center currently has 3 FTE of FMW (CG16-09), two reporting to the Maintenance supervisor and one, the position in question, who works with the Theater Technicians on theater maintenance projects. Mr. Schaefer reports to the Overture Technical Director, S. Schroeder, along with the Theater Technicians. This position was created in 2006 as a FMW. However, since the position was filled, it became apparent that the duties the incumbent was expected to perform were not consistent with the FMW classification. After reviewing the position description and meeting with Mr. Schroeder and Mr. Schaefer, I conclude that a new classification of Stage Maintenance Worker should be created in CG16, Range 11 to reflect the specialized work performed by this position, and that Mr. Schaefer be reallocated to the new classification.

The class specification for FMW (see attached) describes "...varied and responsible facility maintenance and custodial work." It refers to "...semi-skilled maintenance tasks to include minor painting, carpentry, plumbing, and electrical repairs; and perform the full range of custodial tasks typical of large governmental facilities (e.g., cleaning office, shop, and common areas)." While this work accurately describes the work of the 2 FMWs reporting to the maintenance supervisor, it does not accurately describe work assigned to Mr. Schaefer. Rather, Mr. Schaefer performs semi-skilled and skilled work in maintaining the theaters of the Overture Center. He repairs lights and rigging, troubleshoots physical systems within the theaters such as the curtains or rigging, maintains inventory for products used by the Theater Technicians, helps put platforms down in performance and banquet areas, and manages the meter bag tagging/removal program with financial implications for the Overture Center. In fact, only 5% of his position description (see attached) includes general custodial tasks such as sweeping, cleaning, and running errands.

As examples of the specialized nature of this position, one task Mr. Schaefer is performing involves developing, in conjunction with one of the Theater Technicians, a preventative maintenance plan for the rigging systems in Overture Hall, the largest theater. This is going to be a 2 week project involving the Theater Technicians and Stagehands in inspecting the entire rigging system for problems. Mr. Schaefer is developing the schedule for this project. Also, Mr. Schaefer is responsible for tracking meters that are shut down due to events at the Overture Center. In addition, Mr. Schaefer assists the Theater Technicians with their welding, carpentry, and computer projects. In fact, Mr. Schaefer is intimately involved in installing wireless routers and troubleshooting problems with the wireless headset system at the Overture Center. This level of responsibility is not found within the Facility Maintenance Worker classification.

In reviewing the work Mr. Schaefer performs, I conclude that a new classification should be created to reflect the specialized work of his position at the Overture Center. The work does not fall within a current classification, and a new classification of Stage Maintenance Worker (see class specification attached) would accurately describe the maintenance work Mr. Schaefer performs in the theaters of the Overture Center. I am recommending placement of this new classification in CG16, Range 11, or two ranges higher than its current placement. This is based on the fact that the position is required to perform skilled and semi-skilled work in the theaters, as opposed to the semi-skilled and custodial work called for in the FMW classification. The position is also expected to perform higher-level computer work than a FMW. The position is also comparable to positions in Range 11 such as the Custodial Services Coordinator, which describes "...direct responsibility and accountability for planning, coordinating and completing projects and assignments and by the frequent need to apply independent judgment and discretion in situations where supervisory input is not readily available," and the Traffic Signal Maintenance Worker, which describes "...technical and semi-skilled work assisting higher level electricians in the repair, maintenance, and installation of electrical and electronic equipment..." The Stage Maintenance Worker will be expected to independently complete repair and maintenance projects and, as shown above, develop maintenance schedules at the Overture Center, similar to the Custodial Services Coordinator. The Stage Maintenance Worker must apply independent judgment and discretion and is given latitude to complete assignments. In addition, the Stage Maintenance Worker is performing skilled and semi-skilled work, assisting the Theater Technicians on projects throughout the Overture Center, similar to the Traffic Signal Maintenance worker. Based on this, placement in Range 11 is appropriate. As Mr. Schaefer has been performing work at this higher level for at least 6 months, I recommend reallocating Mr. Schaefer to the new classification.

We have prepared the necessary Resolutions to implement these recommendations.

Attachments

Compensation Group/Range	2009 Annual Minimum (Step 1)*	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
16/09	40,297	45,015	50,414
16/11	42,622	47,530	53,222

\*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: Tom Carto-Overture Center Director  
 Steve Schroeder-Technical Director  
 Mike Deiters-Labor Relations Manager  
 J. Schaefer