

TO: Personnel Board

FROM: Susan Gafner-HR Analyst

DATE: April, 15 2016

SUBJECT: Maintenance Repair Coordinator

At the request of Streets Superintendent Chris Kelley, I have conducted a position study to determine whether a new classification of Maintenance and Repair Coordinator should be created, and existing employees performing the work should be retitled. The request for this new classification and title change is due to the different skills in the training and experience that better align with the work within the Streets Division. These positions have been identified as Maintenance and Repair Coordinators in the City's Operating Budget document for years, but have never been formally titled as such in the City's classification plan. After reviewing the submitted documents and conversations with Mr. Kelley and Assistant Streets Superintendent Steve Schultz, I recommend that a new classification of Maintenance and Repair Coordinator be created, and the incumbents reallocated to the new classification for the reasons outlined in this memo.

A review of the class specification for the Public Works General Foreperson (see attached) shows:

... responsible varied and/or technical supervisory work organizing, directing, monitoring, and evaluating public works maintenance activities. Work involves direct responsibility for subordinate crews and maintaining effective employee relations. Work often requires independent judgment and discretion in supervising staff and implementing assigned programs and services. Under general supervision, work may involve emergency response, and/or technical decisions not subject to immediate review.

The foremen positions oversee the day to day operations of the services provided to the City of Madison residents. The Public Works General Foreperson directs and supervises the work of a large number of employees, typically requiring a broad range of technical expertise. On average, the Public Works General Foreperson supervises between 15-30 people on a shift. They assign, monitor and inspect activities, and schedule personnel and equipment. They prepare operational reports, records and statistics as required and exercise judgment in operational matters within budgetary parameters.

The proposed class specification for the Maintenance and Repair Coordinator (see attached) shows:

...responsible supervisory work in directing assigned skilled and semi-skilled workers in shop and building maintenance activities, and de-centralized vehicle repair and maintenance. This class is characterized by independent judgment and discretion in scheduling and supervising employees. Reporting to a Public Works General Supervisor, work is reviewed for compliance with established procedures and standards.

The Maintenance and Repair Coordinators need to oversee the repair, maintenance, replacement, and inventories of all Streets equipment. They provide direction in equipment attachments, oversee the fueling for sites, and develop contingency plans for supply interruptions and shortages. The Maintenance and Repair Coordinators are not responsible for supervising large groups of employees, which is the primary function of the Public Works General Foreperson. Rather, the Maintenance and Repair Coordinator supervises at most 6 employees and is primarily responsible for the maintenance work within the division. They are responsible for interpreting blueprints, manuals, sketches and layouts. As a result, different knowledge, skills, abilities, and training/experience requirements are necessary for someone performing the work. This new classification will differentiate the responsibilities of those that are currently holding the position. This separation will create a clear understanding of the job duties and requirements and qualifications that are necessary when a vacancy is created. The attached class specification shows that the Maintenance and Repair Coordinator will require 3 years skilled maintenance work performing building and mechanical repair work, including or supplemented by leadership experience versus 3 years of supervisory experience that is required to be a Public Works General Foreperson.

The new classification of Maintenance Repair Coordinator will remain in the same Comp Group and Range as the Public Works General Foreperson. The duties from supervising more staff as a Public Works General Foreperson have been replaced equally by the technical work and responsibilities necessary of the Maintenance Repair Coordinator.

For all the reasons above, I recommend a new classification of Maintenance and Repair Coordinator be created in CG18, Range 07, and the existing employees have their job title changed from Public Works General Foreperson to Maintenance and Repair Coordinator.

The necessary resolution to implement this recommendation have been drafted.

Editor’s Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
18/07	\$55,628	\$65,896	\$73,804

cc: Chris Kelley—Streets Superintendent