

TO: Personnel Board

FROM: Sarah Olson, Human Resources

DATE: October 16, 2013

SUBJECT: Fleet Service Parts Leadworker and Parts Project Technician

Fleet Services Superintendent Bill Vanden Brook and Fleet Services Operations Manager Ron Janowski request the creation of a new position to provide day-to-day leadership and direction to the Parts staff for routine parts department functions. After reviewing the position description (see attached), I agree that a new classification of Fleet Service Parts Leadworker should be created in CG15, Range 8, and a new position of the same be created in the Fleet Services budget to be filled through an internal posting process. In addition, I have reviewed the request and agree with the elimination of the classification of Parts Project Technician currently in CG15, Range 7. This memo will expand on the recommendation.

A recent management reorganization took place in Fleet Services eliminating the Parts Manager role and creating an Operations Manager role that consolidated responsibility for the Parts Room staff with responsibility for the Fleet Technicians and overall maintenance responsibilities. With this consolidation of roles, the Operations Manager is not always readily available to provide guidance and oversight to the parts staff, including the training of new staff. As such, Fleet has identified the need for a leadworker to provide daily oversight over the Parts Room staff. The proposed class specification (attached) identifies a Fleet Service Parts Leadworker as performing

... responsible leadership work involving parts, ordering and inventory related activities within the Fleet Service Division. The work involves performing and overseeing the activities of Fleet Service Parts Technicians performing a variety of parts and inventory related activities. Under the supervision of the Fleet Services Operations Manager, the work is characterized by direct responsibility and accountability for the parts needs of the Fleet Service Technicians. There is frequent need to apply independent judgment and discretion in situations where supervisory input is not readily available.

The Fleet Service Parts Leadworker will provide daily oversight, training and mentoring of Parts personnel, including three full-time Fleet Parts Technicians and a Parts Room Assistant. The Leadworker will also perform ordering, receipt, issue activity for centralized parts operations, and manage inventory, stocking levels, parts sourcing and supplies as needed. The Leadworker will coordinate inventory replenishment needs for satellite parts locations with the Fleet Parts Technicians. This role is critical for the Fleet Technicians (CG15, Range 8) who rely on the Parts Room staff to provide the parts they need to maintain efficient productivity. It is recommended that the Leadworker position be created in Range 8 to be in line with other public works Leadworker positions that are traditionally two ranges higher than the classification(s) they are leading. Fleet intends to post this leadworker position to the Fleet Services Division, allowing all Parts Room staff to compete for the position.

The Fleet Parts Project Technician, position #3217, was created in September, 2003 to take on various projects related to the implementation of a computerized inventory control system. There is no longer a need for a Fleet Parts Project Technician due to the lack of projects and the successful implementation of a computerized inventory control system. The incumbent, Bruce

Cunningham, will have the opportunity to compete for the new Leadworker position. However, if he either chooses not to, or is not selected, there is a vacant Fleet Parts Technician position that he will be placed in. The incumbent, in agreement with the Union, and with the approval of the Human Resources Director, would be red circled.

Because there is no longer a need for the Fleet Parts Project Technician classification, we recommend that position #3217 be deleted and recreated as a Fleet Service Parts Leadworker within the Fleet Services budget in CG15/R08. We also recommend the elimination of the classification of Fleet Parts Project Technician within the Fleet Services budget in CG15/R07, effective with the filling of the new Leadworker position.

We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum +12% longevity
15/08	\$44,329	\$51,221	\$57,356
15/07	\$42,882	\$49,318	\$55,224
15/06	\$41,435	\$47,999	\$53,768

cc: Bill Vanden Brook—Fleet Services Superintendent
Ron Janowski—Fleet Services Operations Manager
Greg Leifer/Erin Stenson—Labor Relations