

TO: Personnel Board

FROM: Tameaka Bryant, Human Resources

DATE: December 18, 2018

RE: Control Systems Technician-Water Utility

City of Madison Water Utility General Manager, Tom Heikkinen and Water Supply Manager, Joe DeMorett have requested a study of the vacated position of Electronics Maintenance Technician (Pos. #1790, CG16, R17). The position has responsibility for overseeing a wide range of electronics which have become increasingly more complex and complicated in the last decade. This position will now require a Journeyman Electrician License. Mr. DeMorett has stated because of the change in technology over the past decade this position needs to be reclassified in a new compensation group and range. After reviewing the updated position description and meeting with Mr. DeMorett, I recommend that the classification of Electronics Maintenance Technician be deleted, a new classification of Control Systems Technician be created in CG16, R19, and the existing vacant position of Electronics Maintenance Technician be recreated in the new classification and range, for the reasons outlined below.

The Electronics Maintenance Technician is part of the Water Supply Section, which ensures that water is distributed throughout the City as needed. The position performs electrical maintenance on electronics, flow meters and pressure gauges at the various pump houses. Until 2016, the Supply Section had 2 Electronic Maintenance Technicians performing this work. However, when one position became vacant in 2016, the Water Utility determined that it needed a professional programmer to oversee and develop the ever-more complicated electronic systems used by the Utility. At that time, the professional Control Systems Programmer was created in CG18, R12. Over the past 5 years, the Water Utility has used more complex and complicated electronics in its operations. As a result, this position is now responsible for key access, video surveillance, alarms and low voltage electrical systems for all of the Water Utility sites, in addition to the previous work. The Control Systems Programmer does the software programming of the aforementioned electrical systems, whereas the Electronics Maintenance Technician does the hardware maintenance on these systems. Having one professional programmer and one electrical technician has worked very well. The previous Electronics Maintenance Technician also had a Journeyman Electrician license, which allowed him to back up the Water Utility's Master Electrician. Because the updated position has increased responsibility on a wide range of electronics, I recommend that it be moved from CG16, R17 to CG 16, Range 19. This is equivalent to the City's Maintenance Electrician 2. The Maintenance Electrician classification specification states:

Perform journey-level installation, inspection, and maintenance work and systems analysis on electrical and other systems within the Parks Division. Develop comprehensive ongoing maintenance schedules and plan for their implementation. Maintain related plans, drawings, and schematics. Lead in the more judgmental and/or discretionary elements of electrical trades work, including needs assessment, research, problem resolution, system design, and associated coordination with contractors, engineers, and architects. Oversee diverse and complex facility maintenance programs which include various integrated systems involving electrical, plumbing, and mechanical sections. Consult with other departments and/or external agencies in the resolution of special equipment and system problems.

This work is similar in nature to the Water Utility position to perform journey-level installation, inspection, and maintenance work and systems analysis on electrical systems within the Water Utility. The Madison Metropolitan Sewerage Department also has a similar position as the Control Systems Technician, titled Process Control Technician. This position does work as described below:

- Maintain a Wisconsin Journeyman Industrial Electrician license.
- Develop and maintain controller programming including machine level, HVAC and local control panels for wastewater treatment and pumping station control.
- Build, configure, and maintain HMI displays and tools.
- Provide technical information and support to personnel calibrating and maintaining field level instrumentation.
- Maintain process control system hardware. This includes controllers, computers, network switches, and I/O devices.
- Review electrical engineering plans to ensure adherence to design specifications and compliance with applicable electrical codes and standards.

This work is what is expected at the Water Utility, and the pay range for this position at MMSD is \$62,400-\$83,200, which would align most closely to our CG 16, Range 19 salary schedule. Based on the increased level of technical knowledge and needed ability to maintain large electrical systems, as well as the related position described herein, I recommend that the classification be placed in CG16, Range 19.

Furthermore, I recommend that the title be changed from Electronic Maintenance Technician to Control Systems Technician. The rationale behind the name change is to align the job title with the computer software counterpart’s job title of Control Systems Programmer. It is also more reflective of what this position does, as it is maintaining electrical systems and not individual electronics. The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2019 Annual Minimum (Step 1)	2019 Annual Maximum (Step 5)	2019 Annual Maximum +12% longevity
16/19	\$64,772.24	\$ 75,572.12	\$84,640.77

- cc: Joe DeMorett— Water Supply Manager
 Tom Heikkinen —Water Utility General Manager
 Greg Leifer—Employee and Labor Relations Manager
 Mike Lipski-Human Resources Services Manager