

To: Personnel Board
From: Victoria Larson, Human Resources
Date: December 2, 2020
Subject: Maintenance Mechanic 2

At the request of Parks Superintendent Eric Knepp, Assistant Parks Superintendent Lisa Laschinger, and Warner Park Community and Recreation Center Facility Manager Terrence Thompson, I have studied the position of Facilities Maintenance Worker (CG 16, Range 9, Position # 3636), currently occupied by Chad Norquist. This position oversees and completes maintenance tasks at the Warner Park Community and Recreation Center (WPCRC). Based on my review of the current position description and the classification specifications for Facilities Maintenance Worker, Maintenance Mechanic 1 and Maintenance Mechanic 2, as well as discussions with T. Thompson and the incumbent, I conclude that the current Facilities Maintenance Worker position at WPCRC should be recreated as a Maintenance Mechanic 2 in CG 16, Range 15, and that Norquist should be reallocated to the new position.

The classification of Facilities Maintenance Worker is defined as:

...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). This class is characterized by significant time spent independently performing semi-skilled maintenance work, in combination with general custodial functions. Employees exercise judgment and discretion in identifying and completing necessary maintenance and repair tasks under the general supervision of a higher-level supervisor.

The classification of Maintenance Mechanic 2 is defined as:

...highly skilled or master level work in the installation, repair, and maintenance of mechanical systems, machinery, vehicles, equipment, and buildings and grounds at various City facilities. Incumbents may be licensed master plumbers, serviceman heating contractors, or master electricians restricted. The work is independently performed and involves using initiative and judgment in identifying the nature of maintenance problems, completing necessary maintenance and repair tasks in a wide variety of areas, and in developing work methods and procedures. Incumbents will be expected to have contact with outside vendors and/or contractors in completing assigned tasks. Work is characterized by the exercise of independent judgment and discretion in laying out work and in directing lower level employees. Work is performed in accordance with general instructions and procedures and reviewed for overall results.

Prior to Norquist being hired, the WPCRC had a Maintenance Mechanic 2 onsite. Parks restructured their maintenance work and determined the Maintenance Mechanic 2 should be housed out of their Goodman Facility instead in order to serve the entire Parks division. WPCRC basic maintenance needs was planned to be addressed by hiring a Facilities Maintenance Worker. Norquist filled this Facilities Maintenance Worker role in 2013.

Initially, the Maintenance Mechanic who was moved continued to assist with WPCRC maintenance projects until the fall of 2013, when he was then hired on at the Library. Other Parks Maintenance Mechanics had multiple projects at various Parks facilities and Norquist frequently took the initiative to complete maintenance projects at WPCRC without assistance. Norquist's maintenance work quickly

evolved from being semi-skilled to highly skilled work. Specifically, Norquist has repaired doors, the air handling system, the chiller, completes minor electrical work, completes all WPCRC preventative maintenance, and assisted City Engineering with installing an energy efficient system when the boiler went out. Norquist also works with contractors on various projects, including sending bid requests and assisting with bid selection. Additionally, Norquist installed the Warner Park Security system, which saved the facility \$40,000, and was certified to work with building automation systems. Norquist’s knowledge of building automation has improved WPCRC energy efficiency. Due to Norquist’s highly skilled building automation knowledge, Norquist now assists maintenance staff at Golf, Olbrich, and Goodman Pool with identifying and problem solving building automation concerns.

In addition, Norquist has responsibilities similar to a lead worker. Norquist trains new building custodians, is available to assist building attendants and custodians with any questions they have, and oversees the work of contractors and other WPCRC staff when WPCRC closes to conduct annual cleaning and maintenance work.

The work performed by Norquist is highly skilled maintenance work, including responsibility for several Parks building automation systems outside the WPCRC facility. Norquist’s ability to complete these tasks independently and the leadership shown in supporting other maintenance staff team members clearly falls into the advanced level of responsibilities expected of a Maintenance Mechanic 2. Finally, the outcome of this study restores the original Maintenance Mechanic 2 position that used to exist at this facility prior to 2013. While it was a good idea to try and downgrade the position, in reality, Parks needs someone with this level of skill and knowledge to maintain the facility.

For all the reasons discussed in this memo, this level of work is expected at the Maintenance Mechanic 2 level and consistent with the examples of duties and responsibilities found in that class specification. Since Norquist has been performing this work at the higher level for a number of years, I recommend the position be recreated as a Maintenance Mechanic 2 and the incumbent reallocated to the new position.

The necessary resolution to implement this recommendation had been drafted

Editor’s Note:

Compensation Group/Range	2021 Annual Minimum (Step 1)	2021 Annual Maximum (Step 5)	2021 Annual Maximum (+12% Longevity)
16/9	\$50,306.36	\$56,195.62	\$62,938.98
16/15	\$59,107.88	\$66,877.46	\$74,902.88

- Cc: Eric Knepp – Parks Superintendent
 Terrence Thompson – Warner Parks Community and Recreation Center Facilities Manager
 Lisa Laschinger – Assistant Parks Superintendent
 Greg Leifer—Employee and Labor Relations Manager