

TO: Board of Estimates

FROM: Susan J. Gafner, Human Resources

DATE: 8 October, 2015

SUBJECT: Parking Maintenance Worker 1 to Parking Equipment Mechanic-Parking Utility

Parking Operations Manager David Wills is requesting one vacant Parking Maintenance Worker 1 position #1274 be recreated as a Parking Equipment Mechanic in order to better meet the service needs of Parking Utility as it continues to expand and install multi-space meters. This request is coming now instead of a part of the budget request due to the recent vacancy of the Parking Maintenance Worker 1 position, which has allowed Parking Utility to reconsider their staffing model to best meet anticipated workload needs. Based on the conversations with Mr. Wills, I recommend the Parking Maintenance Worker 1 position in CG 16, Range 9 be deleted and recreated as a Parking Equipment Mechanic in CG 16, Range 10.

A review of the class specification for the Parking Maintenance Worker 1 (see attached) shows:

.... semi-skilled, physical work in the performance of varied parking facility maintenance, repair and cleaning activities. The work is performed independently, especially as it relates to routine phases of the work, or as part of a crew under the direction of the Parking Maintenance Worker 2 and the Parking Maintenance Supervisor. The work involves such activities as performing minor electrical, plumbing, heating system, concrete, metal, parking meter, carpentry and related repairs; performing preventive equipment maintenance; and grounds maintenance, including snow removal. Work is subject to review in progress and upon completion.

A review of the class specification for the Parking Equipment Mechanic (see attached) shows:

.... specialized mechanical and electrical work in the installation, servicing, repair and maintenance of parking meters and other parking utility equipment and properties. Reporting to a Parking Maintenance Supervisor, work is performed independently and is reviewed upon completion.

The Parking Equipment Mechanic classification is responsible for taking care of the Multi-space meters, whereas the Parking Maintenance Worker performs more general repair tasks within the garages. Since the Government East ramp is scheduled to be demolished in the near future, there is less need for a Maintenance Worker at this time. On the other hand, with more and more of the Multi-space parking meters being installed to replace single space meters, there is a need to increase the number of Parking Equipment Mechanics as well as expanding shift/days of coverage to properly maintain the equipment. In addition to what is in service now, there are plans to install another 50 Multi-space meters which will place a greater demand for qualified personnel to maintain and service them.

For the reasons outlined in this memo, I am therefore recommending recreation of one Parking Maintenance Worker 1 position to a Parking Equipment Mechanic position within the Parking Utility/Transportation budget, as outlined above. The necessary resolutions to implement these recommendations have been drafted.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
16/09	\$43,850	\$48,983	\$54,861
16/10	\$44,928	\$50,288	\$56,322

cc: Scott Lee—Assistant City Parking Manager  
David Wills—Parking Operations Manager  
David Dryer—City Traffic Engineer/Parking Manager