

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: May 22, 2012

SUBJECT: Maintenance Mechanic 1-Water Utility

The Water Utility General Manager, T. Heikkinen, has requested that the position of Maintenance Mechanic 1 (#1776), in CG16, R13, currently occupied by Doug Van Horn, to determine whether it should be reclassified as a Maintenance Mechanic 2 at the Water Utility. The Maintenance Mechanic 1 position is already budgeted at the 2 level. Mr. Van Horn has worked for the Water Utility since 1999, and has been a Maintenance Mechanic 1 since 2010. Based on a review of the submitted position description, and interviews with Water Utility Maintenance Supervisor Chuck Engelhart and the incumbent, I agree that the incumbent should be reallocated to the currently budgeted level for the reasons outlined in this memo.

The class specification for a Maintenance Mechanic 1 (attached) identifies

...responsible semi-skilled or skilled work in the repair and maintenance of mechanical systems, machinery, vehicles, equipment, and buildings and grounds at various City facilities. The work involves using initiative and judgment in identifying the nature of maintenance problems and completing necessary maintenance and repair tasks in a wide variety of areas. Incumbents may be expected to oversee the work of lower-level permanent and hourly employees. Employees work under limited supervision, assignments are received from a supervisor who is available for information and assistance, and work is reviewed through in-progress checks and for overall results.

The class specification for a Maintenance Mechanic 2 identifies

...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.

Movement from a Maintenance Mechanic 1 to a 2 is not automatic but rather depends on the needs of the department/division and the qualifications of the candidate/incumbent.

The Water Utility Maintenance Section has 4 Maintenance Mechanic 2s, 2 Maintenance Mechanic 1s, and 2 Maintenance Workers. These employees are responsible for maintaining the Water Utility pumping equipment and buildings at approximately 40 sites throughout the City. These sites include pumping stations, reservoirs, towers, and office buildings. Historically at the Water Utility, and consistent with the general descriptions above, the Maintenance Mechanic 2

has been distinguished from the 1 by independent responsibility to install, troubleshoot, and resolve problems with various water utility equipment, such as pumps and chlorinators. Maintenance Mechanic 1s and Maintenance Workers may assist Maintenance Mechanic 2s in performing repairs, with Maintenance Mechanic 1s performing more complex aspects of the repair work. However, Maintenance Mechanic 1s generally are not skilled enough to independently install equipment and troubleshoot problems. This takes experience in working with Water Utility systems. Also, as noted in the descriptions above, Maintenance Mechanic 1s at Water work under direction of the Maintenance Mechanic 2s, while the Maintenance Mechanic 2 works independently and provides direction to lower level staff.

Mr. Van Horn has worked for the Water Utility since 1999. Initially, Mr. Van Horn was a Painter in the Trades Union, and his position allowed him to spend a certain percentage of time performing duties other than painting. Because of this, Mr. Van Horn had experience assisting the Maintenance Mechanics on maintenance activities for water utility equipment. In 2010, Mr. Van Horn applied for and was hired as a Maintenance Mechanic 1 in AFSCME Local 60. At the time of his hire, while Mr. Van Horn was familiar with maintenance requirements on pumping and water equipment, he did not have enough experience to be able to install, troubleshoot, and independently resolve problems. Rather, he worked with the Maintenance Mechanic 2s to learn the equipment. However, for approximately the last 12 months, Mr. Van Horn has taken on the independent responsibility to troubleshoot and fix equipment. He has been given responsibility for lower-level staff to train them on the equipment. For example, on the day I met with Mr. Van Horn, he came in from a project where he was fixing an altitude valve, which lets water in and out of a reservoir, something that was not done since 1994. In addition to being given independent responsibility over this project, he was training a lower level individual on how to perform the work. Mr. Van Horn independently pulls pumps, works with contractors on projects, and performs other complex maintenance activities. Because of this, I find that his work is similar to that described in the Maintenance Mechanic 2 class specification, and similar to the other Maintenance Mechanic 2s at the Water Utility. I therefore recommend that Mr. Van Horn's be reallocated to the budgeted position of Maintenance Mechanic 2.

We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2012 Annual Minimum (Step 1)	2012 Annual Maximum (Step 5)	2012 Annual Maximum +12% longevity
16/13	\$45,915	\$51,169	\$57,304
16/15	\$48,294	\$54,642	\$61,204

cc: Tom Heikkinen—Water Utility General Manager
 Dan Rodefeld—WU Operations Manager
 Chuck Engelhart—WU Maintenance Supervisor
 Doug Van Horn
 Greg Leifer—Labor Relations Manager