

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 18 December 2018

SUBJECT: Housing Maintenance Worker – CDA Housing

At the request of the CDA Housing Director, Tom Conrad and Housing Site Manager, June Garvin, received on 7/26/2018, a position study was conducted of the Housing Maintenance Worker position (#1052) currently occupied by Mr. Wesley Odegaard. This reclassification request comes as a result of several expansion and remodels of the Truax Park Apartments for CDA Housing over the last several years. After reviewing the updated position description and meeting with Ms. Garvin and the incumbent, I recommend the following for the reasons outlined in this memo:

- Recreate position #1052 of Housing Maintenance Worker into the classification of Maintenance Mechanic I (CG 16, Range 13)
- Reallocate the incumbent (W. Odegaard) into the new position.

In meeting with Ms. Garvin, we discussed the facility changes in the Truax Park Apartments over the last 8 years. Initially, 6 of the 10 existing buildings were renovated in 2010. These 6 buildings, comprised of 71 apartments, were remodeled to now include in each unit: individual furnaces, central air conditioning, washer and dryers, microwaves, and dishwashers. These 71 units also have fire suppression and sprinkler systems. In addition, elevators were installed for the 4 story buildings. The most recent change occurred in 2015, with the construction of 2 new buildings which adds 40 additional apartments. All of the newly constructed units include the same above mentioned amenities as well; and some units include electronic heating and programmable thermostats. In addition to the apartment units, there are 28 townhouse units which also went through renovations upon completion of the Rapid Rehousing Program.

The classification specification for the Housing Maintenance Worker describes the work as:

... **varied and responsible facility maintenance, repair and custodial work** relating to the **residential facilities, building systems, related equipment and grounds** of Community Development Authority Housing. Under the general supervision of a Housing Manager and leadership of a Maintenance Mechanic, employees exercise skill and initiative in **performing a broad range of semi-skilled maintenance tasks** on apartments, duplexes, four-plexes and single family homes as well as preparing vacant units for new tenants. [emphasis added]

Duties include

Check and repair plumbing fixtures, traps, valves, drains, water heaters, water softeners and fire pumps. Check and repair electrical switches, breakers, fixtures, wiring, intercoms, security systems and fire alarms. Check and repair ranges and refrigerators. Check and repair bases, tiles, handrails, handles, traverse rods, windows and caulk.

Assist skilled workers in the completion of repairs and daily maintenance in occupied residential apartment units, including general plumbing, electrical, carpentry, and appliance repair. Move furniture and other heavy objects up and down stairs, take deliveries of salt, and install salt in water softeners.

Mr. Odegaard began working for CDA Housing as an hourly seasonal in 2011; and became a permanent Housing Maintenance Worker in 2013. Mr. Odegaard's work initially consisted of preparing apartments for rent, repair and replacing garbage disposals, replacing electrical outlets, light switches and light bulbs. Over the years and with his skills set, Mr. Odegaard's work became more complex as he began in 2013 to replace water softeners and heaters in the remodeled apartments; and in some cases rebuilding the water furnace heads and motors. With the now remodeled units, Mr. Odegaard will often repair issues with the apartments' washer/dryer units, refrigerators, furnaces and building boilers. For those units with garage doors, Mr. Odegaard will troubleshoot the issues and even replace/repair the motors and the rollers that run the door. On the plumbing side, his work has expanded to include toilet repair and replacement. Mr. Odegaard often is able to extend the life of the equipment with his repair work by rebuilding motors and pumps, saving money on replacing units. Now with many of the apartment units having individual equipment like furnaces, laundry machines, etc., there are higher level replacements or rebuilds for Mr. Odegaard to keep the apartment units fully functioning in an efficient and safe manner. While the class spec for the Housing Maintenance Worker calls for routine repair work, the Housing Maintenance Worker will generally assist higher level employees with more complicated, skilled, repair tasks such as those outlined in this paragraph. Because Mr. Odegaard is taking on these tasks independently, he is working above and beyond what is expected of a Housing Maintenance Worker.

The classification specification for Maintenance Mechanic I describes the work as:

... **semi-skilled, skilled, or master-level work** in the **installation, repair, and/or maintenance of mechanical systems, machinery, equipment, and buildings and grounds** at various city facilities. Employees in this classification may perform general maintenance work or specialized work as plumbers, electricians, or heating contractors. The work is characterized by the **independent nature of the tasks performed** and may involve overseeing the work of lower-level staff. [emphasis added]

With the shift from maintenance work for the apartments, the expansion of the Truax property, and the addition of a wide variety of equipment to the apartments; it appears that Mr. Odegaard's work rises to the level of a Maintenance Mechanic I. The skills to rebuild motors and pumps, to install/replace plumbing like toilets, and troubleshoot furnace issue requires a higher level of knowledge and skills consisted with the skilled work of a Maintenance Mechanic I. Given these considerations, I find the Maintenance Mechanic I to be an appropriate classification for this position.

Based on the findings of this position study, I am recommending that position #1052 of Housing Maintenance Worker be recreated as a Maintenance Mechanic I in CG 16, Range 13 and the incumbent, Mr. Odegaard, be reallocated to the new position in the CDA Housing operating budget.

The necessary resolution to implement these recommendations has been drafted.

Editor's Note:

Compensation Group/Range	2019 Annual Minimum (Step 1)	2019 Annual Maximum (Step 5)	2019 Annual Maximum (+12% longevity)
I6/10	\$ 49,921	\$ 55,876	\$ 62,581
I6/13	\$ 54,426	\$ 60,654	\$ 67,932

cc: Natalie Erdman – Director, PCED  
Tom Conrad – CDA Housing Director  
June Garvin – Housing Site Manager  
Greg Leifer—Employee and Labor Relations Manager  
Michael Lipski – Human Resources Services Manager