

TO: Personnel Board

FROM: Michael Lipski, Compensation and Benefits Manager

DATE: July 7, 2011

SUBJECT: Building Maintenance Supervisor-Monona Terrace

Monona Terrace Director Gregg McManners has requested a study of the Building Maintenance Supervisor, in CG18, Range 06, currently occupied by Jeff Griffith. Mr. Griffith has been in this classification since Monona Terrace opened in 1997. However, since that time, the responsibilities of the position has grown to include supervision of audio/visual staff as well as other areas of responsibility outlined in this memo. Based on the position description that was submitted and interviews with Mr. McManners and the incumbent, I recommend creation of a new classification of Building Maintenance and Technical Supervisor, placement of the new classification in CG18, Range 08, recreation of the current Building Maintenance Supervisor position as a Building Maintenance and Technical Supervisor and reallocation of the incumbent to the new position.

The Building Maintenance Supervisor class specification (attached) identifies

...skilled supervisory and programmatic work involving the planning, oversight, and evaluation of building and facility maintenance, mechanical repairs and custodial services at multiple sites. The work involves supervising and scheduling staff; making budget and purchasing recommendations; developing maintenance, modification, preventative maintenance, and repair plans; developing and coordinating service contracts and projects; and integrating the maintenance/custodial staff activities with customer service needs. The work is performed under the direction of a department head or other administrator; is characterized by the use of initiative and judgment in determining the nature of repairs needed and the appropriate methods, procedures, and staffing to accomplish work; and is reviewed for conformance with desired work standards and operating policies.

Although the Building Maintenance Supervisor class specification refers to responsibility over multiple sites, Mr. Griffith has always had responsibility for only Monona Terrace.

Since the facility opened in 1997, Mr. Griffith has taken on additional responsibility beyond just supervising maintenance personnel. Shortly after starting, Mr. Griffith was given responsibility for supervising the audio/visual technicians (CG16, Range 14). This includes responsibility for the computer network at the facility, as well as telephones. Monona Terrace has its own network for the facility and its various conference rooms that is not normally supported by Information Technology. Therefore, Mr. Griffith and his staff have had to learn and maintain current on computer network information. In addition, they have had responsibility for ensuring that the network remains current in order to be compatible with customer computer systems. This area of responsibility is not included in the current Building Maintenance Supervisor classification.

In 2005, Monona Terrace started the process for LEED certification. Mr. Griffith was assigned primary responsibility for the certification and spent approximately 2000 hours between 2005 and 2007 on this work. He had to document all systems at the Convention Center relative to various categories, including electricity and water usage, recycling, bicycle usage, catering and use of locally grown/organic foods, composting, etc. Since attaining the LEED Silver certification, there are ongoing documentation and reporting requirements that Mr. Griffith is

responsible for to maintain the certification. In addition, the certification must be renewed every 5 years, and Mr. Griffith is in charge of the renewal process. As an offshoot of the LEED certification process, Mr. Griffith is in charge of sustainability for Monona Terrace. Again, these responsibilities are not included in the class specification for Building Maintenance Supervisor. Because of the additional technical responsibilities as it relates to audio/visual staff and the sustainability work, I recommend creating a new classification of Building Maintenance and Technical Supervisor and recreating the position as part of the new classification.

The added duties and responsibilities in the new classification are a higher level than the current placement in CG18, Range 6. The technical skills for the computer networking are similar in some respects to those required by IT staff who range from an 18-06 to 18-10. The sustainability/LEED work is also high-level work. After a review of the classification system, I find that placement of the position in CG18, Range 08 is appropriate. Although IT staff (without team lead responsibilities) can range as high as a Range 10, those positions generally oversee programs with city-wide impact, such as the phone system or GIS work. This is a larger scope of responsibility than a telephone system and computer network used only at the convention center. Other professional IT staff are classified in Range 8 and have responsibility for the computer network. The Overture Center Maintenance Manager is also classified in CG18, Range 10, and has responsibility for the building maintenance staff at Overture Center. However, when originally classified, this position reported directly to the Overture Center Director and participated on the Overture Center Management Team, responsibilities and a reporting relationship not found in the current position. In addition, the Overture Center Maintenance Manager has a subordinate supervisor, CG18, Range 07, reporting to it, which gives it a greater degree of responsibility. The Building Maintenance and Technical Supervisor does not have any subordinate supervisors reporting to him. Based on this, I find placement in Range 10 to be inappropriate as positions at that level have a higher degree of responsibility than the current position. However, I find that this position has a higher degree of responsibility than the Overture Center Technical Supervisor, in CG18, Range 07. The Overture Center Technical Supervisor supervises the Theater Technician staff at the Overture Center and is in charge of theater maintenance and stage design. However, that position does not have the added responsibility for building maintenance, like the current position. Based on this, I recommend placement in Range 08, consistent with other positions such as Housing Maintenance Supervisor and Fleet Services Maintenance Supervisor. We have prepared the necessary Ordinance and Resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2011 Annual Minimum (Step 1)	2011 Annual Maximum (Step 5)	2011 Annual Maximum +12% longevity
18/06	48,225	56,781	63,596
18/08	52,309	62,073	69,524

cc: Gregg McManners-Monona Terrace Director  
 Bill Zeinemann-Monona Terrace Associate Director