

TO: Personnel Board

FROM: Sarah Olson, Human Resources

DATE: April 9, 2013

SUBJECT: Maintenance Worker – Water Utility

The Water Utility General Manager, Tom Heikkinen, has requested that the position of Maintenance Worker 1 (#3583), in CG16, R11, currently occupied by Kyle Humphrey, be studied to determine whether it should be reclassified as a Maintenance Mechanic 1 at the Water Utility. Mr. Humphrey has worked as a Maintenance Worker for Water Utility since March 20, 2011. Based on a review of the submitted position description, and interviews with Operations Manager Dan Rodefald and the incumbent, I agree that the incumbent should be reallocated to the position of Maintenance Mechanic 1 for the reasons outlined in this memo.

The class specification for a Maintenance Worker (attached) identifies

...semi-skilled work in the maintenance and repair of Water Utility facilities and equipment. Under the general supervision of a Water Utility Maintenance Supervisor, the work involves maintaining pumping equipment, chlorinators, chlorine analyzers, fluoride pumps, carpentry, HVAC equipment, plumbing, and building repair.

The class specification for a Maintenance Mechanic 1 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.

Movement from a Maintenance Worker to a Maintenance Mechanic 1 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, and 2 Maintenance Workers who 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 1 has been distinguished from the Maintenance Worker by the more complex aspects of repair work and increased scope of responsibility to repair and maintain mechanical systems, machinery, vehicles, and grounds. Duties of a Mechanic 1 are often completed independently without the assistance of a Mechanic 2. However, the Mechanic 1 still works with a Mechanic 2 on complex installations and troubleshooting. A Maintenance Worker is primarily responsible for repair and maintenance of

facilities and equipment, assisting the higher level staff. Maintenance Workers generally begin shadowing Mechanic 1s and 2s and assist with repairs.

Mr. Humphrey has worked for the Water Utility since 2011. Initially, when he started, for the first six months he was shadowing a Maintenance Mechanic 1 or 2 and assisting with repairs. Shortly after passing his trial period in late 2011, Kyle found himself working more independently. These types of duties include fixing leaking or broken water pipes, repair of chlorine analyzer malfunctions, chlorine leads and chlorine distribution, rebuilding chlorine tubing kits, calibrating chlorine analyzers and fluoride pumps and starting and shutting down a seasonal well for the year. Following the cleaning of a well reservoir, he is responsible for the startup and stopping of running water, the repair of concrete, tuck pointing, roof resealing, and windows. He is also responsible for periodic HVAC maintenance and pipe fitting duties such as soldering. For the last 1.5 years in Water Utility, Kyle has been functioning independently completing repair work that is of a complex and responsible level. The Maintenance Mechanic 2s are troubleshooting and performing installations. Kyle assists with some of the Maintenance Mechanic 2 duties but is not yet at that level 2 where he has independent responsibility to install, troubleshoot and resolve problems with various water utility equipment. I therefore recommend that Mr. Humphrey be reallocated to the position of Maintenance Mechanic 1.

We have prepared the necessary Resolution to implement this recommendation.

Attachments

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum +12% longevity
16/11	\$44,344	\$49,450	\$55,380
16/13	\$46,834	\$52,192	\$58,448

cc: Tom Heikkinen—Water Utility General Manager
Dan Rodefeld—WU Operations Manager
Kyle Humphrey
Greg Leifer—Labor Relations Manager