

T0: Personnel Board

FROM: Sarah Olson, Human Resources

SUBJECT: Maintenance Mechanic 1, Housing Operations Unit

DATE: May 25, 2016

At the request of the Housing Operations Unit Director Agustin Olvera, a study was conducted of one Maintenance Mechanic 1 (Compensation Group 16, Range 13), held by G. Thompson (position #1041). This position is responsible for installation, repair and maintenance of mechanical systems, machinery, equipment, and building and grounds at various City facilities that offer public housing. After reviewing the duties and responsibilities associated with this position, as seen in the attached position description, and meeting with the supervisor, June Garvin, and the incumbent, I conclude this position should be recreated as a Maintenance Mechanic 2 (Compensation Group 16, Range 15), and that the incumbent should be reallocated to the new position.

Employees in the Maintenance Mechanic 1 classification perform general maintenance work and they work under limited supervision. On the other hand, employees in the Maintenance Mechanic 2 classification describes:

...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.

The Housing Operations Division's Low Rent & Public Housing unit is comprised of 3 main locations. There's an East side office on Straubel Ct., West side office on Olin Ave., and a downtown office on Braxton Pl. Each location has a Housing Site Manager that oversees an Assistant Property Manager or Tenant Services Aide and maintenance and other administrative staff. There are a total of 3 Maintenance Mechanics spread out between the 3 locations, with Mr. Thompson being the only Maintenance Mechanic 1. The other two Mechanics are at the 2 level.

Mr. Thompson started with the City of Madison in 1984 and promoted from a Housing Maintenance Worker to Maintenance Mechanic 1 in 1997. About three years ago, the CDA completely renovated 6 of the 10 Truax Park Apartment buildings. One year ago, the CDA completed a new construction project of the 48 units at Truax Park Apartments. Throughout these changes, there have been new building systems including plumbing, electrical, HVAC, fire

and security systems added to Mr. Thompson’s responsibilities. These new duties not only added to the complexity of the position but also the technical expertise needed. So many systems from heat pumps to split units (heating and cooling) rely on computer systems to manage controls. He independently performs installation, repair and maintenance of all of these systems. This includes all duties from beginning to end and although the class specification for a Mechanic 2 indicates potential contact with outside contractors and vendors when needed, Mr. Thompson prides himself in generally completing these tasks without the assistance of third parties. The work Mr. Thompson now performs is consistent with the other 2 Maintenance Mechanic 2s in this work unit.

Due to the increased complexity and technical knowledge needed to install, maintain and repair various systems, and other reasons outlined in this memo, I recommend the Maintenance Mechanic 1 position, occupied by G. Thompson, be recreated as Maintenance Mechanic 2 position and the incumbent be reallocated to the new position.

We have prepared the necessary Resolution to implement this recommendation

Editor’s Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
16/13	\$50,085	\$55,816	\$62,514
16/15	\$52,681	\$59,606	\$66,758

cc: Agustin Olvera—Housing Operations Unit Director  
 Natalie Erdman—Director of Planning, Community & Economic Development  
 Greg Leifer—Employee & Labor Relations Manager