

TO: Personnel Board

FROM: Susan J. Gafner, Human Resources

DATE: February 16, 2017

SUBJECT: Maintenance Mechanic 1-Water Utility

The Water Utility General Manager, Tom Heikkinen, has requested that the position of Maintenance Mechanic 1 (#1776), in CG16, R11, currently underfilled by Matt Edgren as a Maintenance Worker, be studied to determine whether Mr. Edgren should be moved to the budgeted level of Maintenance Mechanic 1 at the Water Utility. Mr. Edgren has worked as a Maintenance Worker for the Water Utility since October 11, 2015. Based on a review of the submitted position description, and interviews with the Water Utility Maintenance Supervisor Doug Van Horn and the incumbent, I agree that the incumbent should be moved to the budgeted level of 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 specifications 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 need of the department/division and the qualifications of the candidate/incumbent.

The Water Utility Maintenance Section has 3 Maintenance Mechanic 2s, and 3 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 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 1. 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 2 and assist with repairs.

Mr. Edgren has worked for the Water Utility since 2015. Initially, when he started, for the first 6 months he was shadowing with a Maintenance Mechanic 2 and assisting with repairs. Shortly after passing his trial period in early 2016, Matt found himself working more independently. These types of duties include calibrating chlorine analyzers and fluoride pumps, fixing leaking or broken water pipes, repair of chlorine analyzer malfunctions, chlorine leads and chlorine distribution, rebuilding chlorine tubing kits, and shutting down wells for the year. Matt has been involved in two large projects independently at the Water Utility. These include tuck pointing brick work at well #27 and installing a brand new air conditioning unit at well #9. He also has replaced basement windows with new glass block layouts and regularly works overtime independently on weekends due to workload and low staffing levels. Mr. Edgren is also responsible for periodic HVAC maintenance and pipe fitting duties such as soldering. For the last year and 10 months in the Water Utility, Matt has been functioning independently completing repair work that is of a complex and responsible level. The Maintenance Mechanic 2s are troubleshooting and performing installations. Matt assists with several 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.

For all the reasons above, I recommend that Mr. Edgren be moved from the position of Maintenance Worker currently in CG16, R11 to the budgeted level of the position of Maintenance Mechanic 1 in CG16, R13. The necessary resolution to implement this recommendation have been drafted.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
16/11	\$48,448.92	\$54,028.00	\$60,511.36
16/13	\$51,168.52	\$57,023.20	\$63,865.98

cc: Tom Heikkinen-Water Utility General Manager
Doug Van Horn-Water Utility Maintenance Supervisor
Matt Edgren
Greg Leifer-Labor Relations Manager