

TO: Board of Estimates

FROM: Susan J. Gafner, HR Analyst

DATE: March 15, 2017

SUBJECT: Auto Mechanic-Water Utility

The Water Utility currently has an Equipment Operator II (CG16, R10; position #3665) vacancy in its Water Distribution section. After reviewing the work load and distribution of duties, Water has determined that it needs a position to focus on the constant backlog of vehicle maintenance work. As a result, a new position description has been drafted outlining these duties. Following my review of the updated position description and talking with the Water Utility Maintenance Supervisor, Doug Vanhorn, I recommend recreating the vacant Equipment Operator II position as an Automotive Mechanic (CG16, R13) for the reasons outlined in this memo.

The Water Utility currently has two mechanics assigned to the Operations area. The permanent positions include a Master Mechanic and an Automotive Mechanic. These positions are responsible for performing service and maintenance of vehicles and diesel powered work equipment in order to insure availability without unnecessary interruption. They also are required to maintain miscellaneous small equipment such as tampers, gas powered saws and generators. Historically, the Water Utility has kept the work in-house instead of sending repairs to Fleet due to the complexity and time sensitive repairs of the department. Currently these positions cannot keep up with the current demand of a fleet size of over 130 vehicles. The distribution area housed the Equipment Operator II position in the past, but was no longer in need of the work due to a fully staffed work crew. They were willing to give up the position so that the Operations area could be successfully in keeping up with the demand of repairs. Recreating the current Equipment Operator II into another Automotive Mechanic will keep up with the work load on the maintenance of the vehicles. It will also improve their performance, overall life cycle and therefore saving costs in the future.

The Water Utility plans to fund this recreated position from the current Equipment Operator II position and any additional money would come from salary savings within the budget.

The updated position description for the vacant position aligns with the classification of the Automotive Mechanic. Based on the above, I recommend recreating vacant position #3665 in CG16, R10 as an Automotive Mechanic, CG16, R13 in the Water Utility budget. We have prepared the necessary resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
16/10	\$46,932	\$52,530	\$58,834
16/13	\$51,168	\$57,023	\$63,865

cc: Thomas Heikkinen-Water Utility General Manager  
Doug Vanhorn-Water Utility Maintenance Supervisor  
Greg Leifer-Employee and Labor Relations Manager