

TO: Board of Estimates

FROM: Susan J. Gafner, Human Resources

DATE: April 13, 2017

SUBJECT: Parking Equipment Electrical Technician

The Parking Utility currently has a Parking Equipment Technician 2, 1.0 FTE vacancy (CG16, R14; position #1267) in the Parking Maintenance section under Field Operations. After reviewing the work load and distribution of duties, the Parking Utility has determined that it needs a position that will solely focus on troubleshooting electronic and electro-mechanical issues at the various locations that Parking Utility services. This position has seen a 50% increase in these duties over the past several years. As a result, a new position description has been drafted outlining these duties (see attached). Following my review of the updated position description and talking with the Parking Operations Supervisor, David Wills and the Parking Maintenance Supervisor, Dan Valenza, I recommend recreating the vacant Parking Equipment Technician 2 as a 1.0 FTE Maintenance Electrician 1 (CG16, R16), with a working title of Parking Equipment Electrical Technician, for the reasons outlined in this memo.

The vacant Parking Equipment Technician 2 position is currently being covered by various Maintenance and Equipment permanent staff. Increased service calls to entry and exit stations, pay on foot and cashier stations, barrier gates and card access systems have created a back log of work that impacts the public and the staff that work in these areas. Creating a position that will primarily focus on parking revenue control equipment with higher level electrical duties better aligns with the increasing demands of the software and technology the department looks to install in the near future. Judge Doyle Square and other Parking Utility projects and remodels will continually increase the electrical knowledge, skills and abilities that are necessary for this position. This position will be maintaining and troubleshooting electronic and electro-mechanical malfunctions, designing and installing networks for the Parking Utility's Local Area Network infrastructure, and performing other electrical responsibilities.

The classification of Maintenance Electrician 1, in CG16, Range 16, includes

...skilled electrical work in the maintenance, installation and repair of electrical equipment and systems (including heating, ventilation and air conditioning equipment); and other skilled work in the overall maintenance of designated facilities. Work is characterized by considerable judgment and discretion in laying out and performing assigned work and in providing related leadership to other building maintenance workers. The work is performed under the direction of a higher-level supervisor or manager

Examples of the work include

Perform electrical maintenance, installation and repair work within designated facilities. Install new lighting circuit and fixtures, outlets, switches, relays, circuit breakers, power disconnects, circuit panels, etc. Install new or replace various electrical and electronic control components on various boiler forced air furnaces, ventilating and air conditioning systems. Repair overhead door controls and transmitter. Design, install and maintain electrical control systems and wire systems; draw electrical schematics.

Trouble shoot and repair various electrical systems. Utilize appropriate electrical testing equipment (e.g., amp probe, voltmeters, etc.).

Perform preventive maintenance on various heating and air conditioning systems, fan motors, valves, compressors, pump appliances, starter motors, communication systems, security systems, air handlers, pneumatic control systems and ventilating equipment. Test boiler and cooling tower chemical composition and adjust accordingly.

The work in the updated position description is consistent with these duties found in the Maintenance Electrician 1 class specification. This position will be performing electrical and electronic maintenance and repair work, troubleshooting problems, and performing preventative maintenance on electrical systems for the Parking Utility. The Parking Utility plans to fund this recreated position with recent salary savings from the vacant position. The remainder of the funding is already included in the Parking Utility budget.

As noted above, the updated position description for the vacant position aligns with the classification of Maintenance Electrician 1, and a working title of Parking Equipment Electrical Technician. Based on the above, I recommend recreating vacant position #1267, 1.0 FTE in CG16, R14 as a 1.0 FTE Maintenance Electrician 1, in CG16, R16, with a working title of Parking Equipment Electrical Technician in the Parking 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
16/14	\$52,530	\$59,130	\$66,225
16/16	\$55,041	\$63,129	\$70,704

cc: David Dryer-City Traffic Engineer and Parking Manager  
David Wills-Field Parking Operations Supervisor  
Dan Valenza-Parking Maintenance Supervisor  
Mike Lipski-Human Resources Services Manager  
Greg Leifer-Employee and Labor Relations Manager