

TO: Personnel Board

FROM: Mike Lipski, Human Resources

DATE: April 14, 2017

SUBJECT: Automotive Maintenance Worker 3—Fleet

Interim Fleet Superintendent Ron Janowski has requested a review of position #1167 of Automotive Maintenance Worker 3 based on the upcoming retirement of the incumbent. Mr. Janowski has submitted an updated position description (attached) with the current duties and responsibilities. After reviewing the updated position description and talking with Mr. Janowski, I make the following recommendations for the reasons outlined in this memo:

- Create a new classification of Fleet Maintenance Program Administrator in CG15, R11;
- Delete position #1167 of Automotive Maintenance Worker 3 and recreate it as a Fleet Maintenance Program Administrator in CG15, R11, and reallocate the incumbent, D. Binger, to the new position.

The position being studied is responsible for setting up preventative maintenance schedules and master equipment files for the various vehicles purchased by the City. This involves researching the new vehicles, entering preventative maintenance scheduled into the computer system, and ensuring that the proper parts are stocked. The position is also responsible for warranty information and general vehicle information tracking.

The classification of Automotive Maintenance Worker 3 describes

...manual, semi-skilled and leadership work in servicing fleet and heavy construction equipment; and in the development and maintenance of associated maintenance programs, standards and services. Work involves training and leading subordinate worker, and monitoring and maintaining service standards.

While some of the work described above was added at one point to the Automotive Maintenance Worker 3 class specification, the primary function of the classification is to work on vehicles, as described below:

Lubricate and service heavy equipment (e.g., graders, front-end loaders, crawler-tractors, cranes, scrapers, farm tractors, heavy-duty trucks, etc.). Lubricate and change oil and filters in engines, transmissions, hydraulic systems and differentials. Check equipment cooling systems, leaks, anti-freeze levels, batteries, brakes, lights, etc. Operate and maintain specialized servicing equipment, such as grease guns, air hose, floor jacks, hydraulic hoists, battery chargers, pumps, steamers, etc. Clean, wash and steam-clean equipment. Operate motor vehicles.

Train subordinate automotive maintenance workers in all phases of their work. Provide related guidance, clarification, and leadership. Monitor activities for conformance with established standards.

The position being studied does not perform any of this work. Rather, primary work of the position is more closely aligned with a currently unused classification of Library Maintenance Coordinator, which is in CG15, Range 11. The Library Maintenance Coordinator describes

...responsible and skilled leadership work in the planning and oversight of the Madison Public Library's Facilities Maintenance and Custodial Services Program; and in the performance of the more technical elements of that work. Under the general supervision of the Library Administrative Services Manager, this position exercises judgment and initiative, within delegated parameters, in meeting programmatic objectives.

Examples of related duties include:

Develop preventive maintenance plans and recommend personnel, equipment and materials. Develop and recommend specifications and/or cost estimates for construction projects. Review operational data and recommend building modifications, equipment or changes in operational procedures. Present management with recommendations for building/custodial upgrades, purchases, etc.

Develop and maintain necessary records and reports. Maintain equipment and supply inventories, PM schedules, etc. Maintain and administer key and lock inventories, computerized card access system. Prepare monthly expense, activity reports, other related records and reports. Assist computer specialist with data transmission requirements.

Meet with library staff and representatives of various agencies relative to facility maintenance operations and administration. Research and recommend various maintenance service contracts, (e.g., elevators, chillers, boilers, HVAC control and related other services).

These duties compare favorably to the duties found in Ms. Binger's updated position description, including

- Research vehicle and fluid specifications, maintenance intervals for chassis and body
- Research and add component specifications for major components in system for both chassis and body...
- Research and add warranty information...
- Create operator responsibility books for chassis and/or body when needed
- Set up and Manage Preventative Maintenance information and schedules
- Troubleshoot fueling and preventative maintenance issues on non-pump fueled units
- Coordinate replacement of units with [Bobcat] Dealer and agencies

The Library Maintenance Coordinator requires someone to possess three years of related skilled and diverse facility maintenance and repair work, and Fleet is seeking someone with similar fleet repair experience to take on the maintenance program.

Because this work is consistent with the Library position and is not adequately represented by the Automotive Maintenance Worker 3 title, I recommend a new classification be created. The new class should be called Fleet Maintenance Program Administrator, which more accurately describes the work of this position. With the similarities to the Library position, placement in CG15, Range 11 is appropriate. This also provides a career progression for the Fleet Technicians in Fleet, who currently top out at the equivalent of CG15, Range 10. Finally, it is appropriate to reclassify the incumbent to the new level as she has been performing this work.

We have prepared the necessary Resolution to implement these recommendations.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
15/07	\$47,410	\$54,526	\$61,069
15/11	\$53,804	\$64,194	\$71,897

cc: Ron Janowski—Interim Fleet Services Superintendent
Greg Leifer—Employee and Labor Relations Manager