

TO: Personnel Board

FROM: Mike Lipski, Human Resources

DATE: December 9, 2019

SUBJECT: Transit Building Maintenance Foreman

At the request of former Metro General Manager Chuck Kamp and Transit Maintenance Manager Jeff Butler, I have studied position #2678 of Transit Building Maintenance Foreman (CG44, R09), currently occupied by Jim Fink. Mr. Fink has held this position since 2007 and the position has not been studied since that time. However, Metro has undergone significant change in the 12 years since his promotion. After reviewing the updated position description and conversations with Mr. Butler and Mr. Fink, I recommend that the classification of Transit Building Maintenance Foreman be deleted, a new classification of Transit Building Maintenance General Supervisor be created in CG44, R10, position #2678 be recreated as a Transit Building Maintenance General Supervisor, and Mr. Fink be reallocated to the new position.

The class specification for the Transit Building Maintenance Foreman describes

...skilled supervisory work in assigning and overseeing the activities of employees involved in the maintenance and repair of buildings, grounds, shelters and standardized equipment of the Metro Transit. Work is characterized by the exercise of independent judgment and discretion. Work involves preparing written specifications for contracted projects, working with outside contractors, assessing contractor compliance, and over-seeing projects through to completion. Work is performed under the general supervision of the Transit Maintenance Manager in compliance with Federal, State, City, and Metro Transit procedures and policies.

Over the last 5 years, this position has taken on greater responsibility as it relates to overseeing building construction projects. Metro Transit has undergone renovations to its administrative offices, is in the process of renovating the bus garage, and is in conversations regarding acquiring land at the former Oscar Meyer facility to build a second bus garage. While Mr. Butler has overall responsibility for the building maintenance section, he has delegated oversight of such large projects to this position. Mr. Fink is intimately involved in the design phase, working with the architects and construction personnel as the Metro liaison. He works with the architects in City Engineering and outside contractors to ensure Metro's needs are met in the design phase. He reviews and approves design plans, oversees the scheduling of the project to ensure that construction does not interfere with Metro operations as a 24/7 facility, and oversees the budget for construction projects. While the description above discusses preparing specs for contracted projects, working with contractors, and assessing compliance, the duties and responsibilities are brief in describing this work. The only reference is "Gather specification information, establish job procedures for bidding purposes, and assist in contract inspections of jobs with outside contractors." However, the actual work performed is much greater. As a result, it is appropriate to review whether this classification has changed such that placement in Range 9 is no longer appropriate.

The Monona Terrace Building Supervisor is in CG18, R08 and has responsibility for the entire Monona Terrace Community and Convention Center.<sup>1</sup> While there are similarities in the classifications, the Transit Building Maintenance Foreman is already classified a range higher than the Monona Terrace classification. The Transit Building Maintenance Foreman has broader responsibilities than the Monona Terrace position, including not only multiple Metro facilities, but also transfer stations and bus stops throughout the City, which makes this higher placement appropriate.

The Parks Facilities Maintenance Supervisor, in CG18, R10, provides a better comparable. The Parks Facilities Maintenance Supervisor is responsible for maintaining Parks facilities located throughout the City, at the various parks and buildings operated by the Parks Division. In addition, the class specification identifies the following relevant responsibilities:

Oversee construction projects including design, project evaluation, programming, schematics, construction cost estimating and specification development for all Parks new building and remodeling projects.

Consult with design engineers, and participate in designing and developing specifications for new Parks facilities and construction projects Perform quality and conformance inspections of work completed by contractors on new construction and remodeling projects.

Because this is the work in the Metro position that has changed significantly over the last few years, it is appropriate to consider whether placement in Range 10 is now appropriate. Other duties in the two classifications are similar in that both classifications are responsible for the maintenance and preventative maintenance of various building systems for each Division. They both oversee staffs and are responsible for assigning and overseeing their work. After review, I recommend that the Metro classification be recreated in Range 10, to align with the Parks Facilities Maintenance Supervisor classification. I also recommend that the title of the classification be changed to Transit Building Maintenance General Supervisor to better align with other Metro Transit classifications in Range 10, including the Transit Maintenance General Supervisor and Transit Operations General Supervisor. Finally, I recommend that position #2678 of Transit Building Maintenance Foreman be recreated as a Transit Building Maintenance General Supervisor with the incumbent reallocated to the new position. We have prepared the necessary Resolution to implement these recommendations.

Editor’s Note:

Compensation Group/Range	2020 Annual Minimum (Step 1)	2020 Annual Maximum (Step 5)	2020 Annual Maximum +12% longevity
44/09	\$68,626	\$82,172	\$92,033
44/10	\$71,608	\$86,058	\$96,385

cc: Natalie Erdman—Interim Transit General Manager  
 Crystal Martin—Transit Service Manager  
 Jeff Butler—Transit Maintenance Manager

<sup>1</sup> Salary Ranges in CG18 and CG44 are parallel. The difference between comp groups is due to the benefits at Metro Transit, not salaries.