

TO: Personnel Board

FROM: Bill Wick, Human Resources Analyst

DATE: October 16, 2025

SUBJECT: Fleet Technician, Fleet Services Division

On April 11, 2024, then-Fleet Program Manager and current Assistant Fleet Superintendent Rachel Darken submitted a request to Human Resources for a position study of the Fleet Technician classification, in Compensation Group 15, Range 08A. There are currently 22 positions classified as Fleet Technician in the Fleet Services Division operating budget (Pos. #'s 1153, 1155, 1156, 1158, 1162, 1163, 1166, 1169, 1172, 1174, 1178, 1180, 1182, 1183, 1184, 1185, 1190, 3216, 3258, 3259, 4074, and 5090). Positions 1183 and 5090 are currently vacant. This study request was to determine if the job duties and responsibilities of the Fleet Technician classification justified being moved to a higher range.

After a review of the position description, meetings with the interim agency head; the Fleet Operations Manager who directly supervises these positions through two Public Works General Supervisors; and the incumbent employees, and upon a full analysis, I recommend the following for the reasons outlined in this memo:

- Create Range 09A within the Compensation Group 15 salary schedule;
- Delete the classification of Fleet Technician in Compensation Group 15, Range 08A of the salary schedule;
- Delete Range 08A from the Compensation Group 15 salary schedule;
- Recreate the classification of Fleet Technician in Compensation Group 15, Range 09A of the salary schedule;
- Recreate position numbers 1153, 1155, 1156, 1158, 1162, 1163, 1166, 1169, 1172, 1174, 1178, 1180, 1182, 1183, 1184, 1185, 1190, 3216, 3258, 3259, 4074, and 5090 in the new range; and
- Reallocate the employees (D. Hammersley, K. Cutler, G. Dahl, A. Dalton, S. Tetzlaff, A. Beluli, J. Brown, T. Johnson, K. Dalton, A. Kopmeyer, M. Rosales Franco, E. Ebert, J. Wolfe, J. Hyatt, R. Benda, B. Clifcorn, B. Scoville, L. Meuzelaar, D. Johnson, and I. Jones) to the new range.

The Fleet Technician classification specification was last updated in December 2011.

A review of the Fleet Technician classification specification describes the work as:

. . . **highly skilled mechanical work in the repair and maintenance of all types of automotive/fleet and construction equipment** within the Fleet Service Division. The work is characterized by the **high degree of complexity, independence, and technical discretion and may involve providing leadership and mechanical expertise to other workers**. The work is performed under the general supervision of a foreperson and is reviewed for overall results. [Emphasis added]

This class has a career ladder component. The first five steps of the salary schedule align with CG15, R08; however, due to the career ladder component adding two steps (6, 7) to the Fleet Technician salary schedule, the creation of CG15, Range 08A, consisting of seven steps, was necessary - Fleet Technician is currently the only classification that exists within CG15, Range 08A. The class spec describes the career ladder as:

Employees in the career ladder will progress through Steps 1-5 of the salary schedule per the normal progression.

Employees will progress to step 6 of the salary schedule based on meeting all the following criteria:

- 5 years of service in the Fleet Technician classification;
- Achieving ASE Certification as a Master Auto Technician (A1-A8 Auto certifications) or a Master Truck Tech (T1-T8 Med/Hvy Truck certifications);
- EVT Certification F3-Fire Pumps & Accessories; and
- EVT Certification F5-Aerial Fire Apparatus.

Employees will progress to step 7 of the salary schedule based on meeting all the following criteria:

- Placement at step 6 of the salary schedule and the requisite requirements thereof;
- 10 years of service in the Fleet Technician classification; and
- Achieving ASE Certification in both areas-A4-A8 Auto and T3-T6, T8 Med/Hvy Truck.

Out of the 19 incumbent Fleet Technicians, four have attained Step 6 and three have attained Step 7 of the salary schedule.

Minimum qualifications for the Fleet Technician classification are:

Three years of experience in the skilled repair of a variety of automotive equipment. Such experience would normally be obtained after graduation from high school, trade school or equivalent, supplemented by coursework in automotive mechanics. Completion of an accredited apprenticeship program and two years of experience equivalent to that as an Automotive Maintenance Worker for the City of Madison may be substituted for the required experience. [Emphasis added]

Fleet Technician work requires:

Thorough knowledge of the mechanical functions of all types of automotive/fleet and basic construction equipment. Working knowledge of the principles, practices, methods, equipment and supplies specific to the diagnosis and mechanical repair of systems and components of automotive/fleet and construction equipment. Working knowledge of mechanical, hydraulic and electrical/electronic systems common to the automotive field. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of automotive body repair methods and tools. Ability to read, understand and carry out instructions from repair manuals. Ability to plan and layout repair and maintenance work independently. Ability to establish and maintain effective working and public relationships. Ability to analyze, diagnose and correct mechanical, hydraulic, electrical and related failures and defects and overhaul components, including the use of computerized diagnostic tools as appropriate. Ability to perform minor automotive body repair tasks. Ability to prepare written cost estimates. Ability to maintain routine work records. Ability to operate a wide variety of automotive/fleet equipment for road testing and operational checks. Skill in using hand and power tools commonly used in automotive repair (e.g., electronic test equipment, brake lathe, hose machine, engine analyzer, air conditioning/recharging machine, etc.). Ability to maintain adequate attendance. [Emphasis added]

The position study request stated:

The variety of equipment and technical skills required to service and repair it has increased exponentially over the years. The City has added more electric and hybrid electric vehicles into the fleet, and we are expanding our use of biodiesel and other alternative fuels. All of these technological advances come with added knowledge and experience that must be applied by technicians. Vehicles and equipment have more technology on it than ever before, and the onboard computers require repairs and rewriting of system modules. We are also implementing more technology in our overall fleet management, including GPS systems. In addition, tasks such as welding have been added to this position that used to be housed in other positions. These combined updates to this position warrants a review of the classification level. . .

eliminated the welder position. . .

The equipment in the fleet has become more advanced with each passing year. Fleet Technicians have adapted to the needs of changing equipment, which required added skills and abilities. **The alternative to this position performing this work is paying higher costs to send the repairs to outside vendors. . .**

Vendors are also experiencing a labor shortage, which would add to the time vehicles have to be taken out of service for repairs. . . [Emphasis added]

The Fleet Services Division previously had one position classified as Welder – Local 236 in CG15, Range 09. That position was vacated in March 2020 and removed from Fleet’s operating budget in January 2022.

A review of the Welder – Local 236 (CG15/R09) class spec describes the work as:

... **skilled journey-level work in repair welding, design, fabrication and layout of steel and sheet metal work.** Under general supervision, work is performed with a high degree of independence and is reviewed upon completion for overall results.

Minimum qualifications for this class are, “**Three years experience as a skilled welder.** Such experience would normally be gained after graduation with a technical degree in welding or a related field.”

This work requires, “**Thorough knowledge of the tools, materials, methods and practices of the welding and related metal-working trades. Working knowledge of the properties of ferrous and non-ferrous metals in relation to welding and brazening operations. Working knowledge of the occupational hazards of the work and necessary safety precautions.** Ability to work from plans, sketches and blueprints. Ability to perform skilled welding, blacksmithing and related metal work. Ability to use Ability to weld flat, horizontal and vertical up and down up to .75 plate using wire feed equipment. Ability to communicate effectively, both orally and in writing. Ability to follow oral and written instructions. Ability to organize and coordinate welding activities and to determine priorities. Ability to operate a motor vehicle. Ability to lift objects weighing up to 70 pounds. Ability to maintain adequate attendance.” [Emphasis added]

The Fleet Services Division has one position classified as Master Automotive Body Technician in CG15/R09.

The Master Automotive Body Technician (CG15/R09) class spec describes the work as:

... **highly skilled work in the repair, restoration, and modification of vehicle bodies. This class is characterized by independent technical judgment in the specialized field of automotive body repair work and in providing technical direction and leadership to other staff on a project basis.** Assignments are normally received from a supervisor in the form of general work orders and/or instructions, and reviewed for overall results. The work includes determining the feasibility, costs, methods (including sending work to outside vendors), and operations required to perform acceptable and cost effective repairs and restorations.

Minimum qualifications for this class are, “**Three years of varied journey-level automotive body repair and restoration experience.** Such experience would

normally be gained after graduation from a two-year technical college with significant coursework in automotive body technology.”

This work requires, “**Thorough knowledge of the principles, practices, methods, tools, and supplies common to the field of automotive body repair work. Thorough knowledge of the structural interrelationship, repair, and reinforcement of automotive chassis and body parts and components. Working knowledge of and ability to use computer software applicable to the duties of the position.** Ability to evaluate damaged or deteriorated fleet equipment (e.g., automobiles, trucks, light/heavy tractors, mowers, construction equipment, etc.) and determine appropriate repair estimates and methods. Ability to lay out and perform the full range of automotive body repair work. Ability to perform acceptable welds on structural steel and plastics. Ability to use paint spraying, mixing, and matching equipment; body repair tools (e.g., sanders, polishers, body files, spray guns, etc.); and safety equipment (e.g., air filtration and purification equipment, etc.) used in the trade. Ability to train and advise lower level employees on the more complex elements of the work. Ability to perform mechanical repairs associated with body damage. Ability to maintain routine work and inventory/supply records. Ability to read related manuals and instructions. Ability to operate a variety of fleet equipment. Ability to maintain adequate attendance.” [Emphasis added]

This class requires possession of a valid Class A CDL.

Each of the classifications of Fleet Technician, Welder – Local 236, and Master Automotive Body Technician require a similar level of technical experience in the repair of automotive equipment, with the Welder and Master Automotive Body Technician performing more specialized work in their respective fields. Given that the class spec for Fleet Technician requires knowledge of automotive body repair, in addition to other technical knowledge related to the maintenance and repair of automotive equipment, and further given that Fleet Technicians have been performing and will continue to be expected to perform welding work, I recommend that the Fleet Technician classification be moved up one range. Due to the two additional steps in the Fleet Technician salary schedule, this will necessitate the creation of Range 09A within the CG15 salary schedule. Upon creation of CG15, Range 09A, I recommend the elimination of CG15, Range 08A.

The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Effective Date: 04/14/2024

Compensation Group/Range	2025 Annual Minimum (Step 1)	2025 Annual Maximum (Step 7)	2025 Annual Maximum (+12% Longevity)
15/08A	\$62,729.16	\$78,749.32	\$88,199.28
15/09A	\$64,773.80	\$82,242.20 (Est.)	\$92,111.26 (Est.)

Cc: Rachel Darken – Assistant Fleet Superintendent
 Erin Hillson – HR Director
 Emaan Abdel-Halim – HR Services Manager
 Jeff Blicharz – Local 236 Representative
 Fleet Technicians