

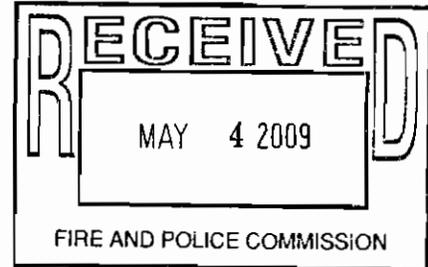


Police Department

Edward A. Flynn
Chief of Police

April 29, 2009

The Honorable
Fire and Police Commissioners
200 E. Wells Street, Room 706
Milwaukee, WI 53202



RE: RECLASSIFICATION REQUEST

Dear Commissioners:

Attached is a job description and job analysis questionnaire for the position of Fleet Maintenance Supervisor assigned to the Facilities Services Division. Mr. James E. Bocek currently occupies this position. I respectfully request that this position be studied for reclassification. The Fleet Maintenance Supervisor is responsible for the supervision of the maintenance and operations of the police fleet. This position also monitors the vehicle repair budget, coordinates the continuous evaluation of the fleet, and is responsible for the supervision of the staff assigned to the day shift.

The duties and responsibilities of this position have changed over the years. The Fleet Maintenance Supervisor now has the responsibility of working directly with the contracted vendors for equipment, a function previously handled by the Department of Public Works. Additional responsibilities include training staff on the installation of equipment and the reallocation of existing equipment. The training was implemented to eliminate sending vehicles out to decrease the time the vehicle is out of service and to save money from outsourcing. The reallocation of existing equipment function involves working with other City departments locating needed equipment instead of making new purchases. Additional knowledge and skills were required to effectively perform these functions.

I, therefore, request that this reclassification request be referred to the Department of Employee Relations (DER) for study. Department representatives are prepared to assist DER staff with this reclassification process.

Sincerely,


EDWARD A. FLYNN
CHIEF OF POLICE

EAF:m
Attachments

cc: Assistant Chief Monica Ray
Manager Gordon Gregg

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No. _____	
City Service Commission: _____	Finance Committee: _____
Fire & Police Commission: _____	Common Council: _____

Instructions: Complete all sections except No. 11. Refer to the "Guidelines for Preparing Job Descriptions" for instructions on completing specific items.

1. Date Prepared/ Revised: 02-13-09	2. Present Incumbent: JAMES BOCEK	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
3. Date Filled: 12-9-01	4. Previous Incumbent: THOMAS BUDNIK, POLICE SERGEANT	If YES, indicate underfill title in box 10.		
5. Department: Police Department		Bureau: Administration Division: Facilities Services	Unit: Section:	
6. Work Location: 749 West State Street		Telephone: 935-7515 Email: jbocek@milwaukee.gov	Work Schedule: Hours: 40 / Days: 5	
7. Represented by a Union? NO	8. Bargaining Unit: Management, General City If in District Council 48, chose a Local: None		9. FLSA Status: NON-EXEMPT	
10.	Official Title: FLEET MAINTENANCE SUPERVISOR	Pay Range	Job Code	EEO Code
	Underfill Title (if applicable):	005	4457	103
	Requested Title (if applicable): FLEET SUPERVISOR II	008		
	Recommended Title (DER Use Only):			
	Approved by: _____			
	Date: _____			

11. BASIC FUNCTION OF POSITION:

The Fleet Maintenance Supervisor shall perform all the duties of the Facilities Services Division to provide an effective safe motor vehicle fleet that will be available and at the disposal of Department members.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title**):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
40	MANAGEMENT OF VEHICLE SERVICES <ul style="list-style-type: none"> Supervises the maintenance and operations of the police fleet in a professional and efficient manner. Prioritizes scheduling to ensure vehicle and equipment repairs are met in a timely manner. Establishes vehicle availability. Maintains and upgrade computerized vehicle equipment records. Works with vehicle and equipment manufacturers, repair shops, and part vendors. Works with vendors concerning warranty repairs and billing.
20	BUDGET RESPONSIBILITIES <ul style="list-style-type: none"> Operates within a \$1,900,000 budget for equipment. Monitors \$1,600,000 vehicle repair budget. Prepares requisitions and checks specifications for new vehicles and emergency equipment. Approves invoices for payment of new vehicles, emergency equipment, light bar sirens, all safety equipment, tires and car washes. Responsible for decision making and directing vendors if a discrepancy arises. Confirms repair costs submitted by the Department of Public Works.

A09-0106

% of Time	ESSENTIAL FUNCTION
20	MAINTENANCE OF VEHICLES <ul style="list-style-type: none"> • Coordinates the continuous evaluation of the Department's fleet, including annual evaluations and grading for all vehicles and equipment in a specified age group. • Analyzes information to determine vehicle and equipment to be disposed of within an economically and timely manner. • Monitors lubrications for the fleet, allocates fuel for all police district stations, and maintains the fuel storage tanks.
20	SUPERVISION OF STAFF <ul style="list-style-type: none"> • Supervises all day shift personnel assigned to Vehicle Services Section. • Responsible for scheduling off days and vacation selection. • Provides training on installation of equipment and troubleshooting for repairs, and other necessary training. • Handles grievances at the first step.

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	• Works with MPD personnel to maintain leased vehicles.
5	• Works with MPD personnel regarding confiscated vehicles.
5	• Organizes the use of Department vehicles participation in authorized private events.
5	• Works with committees to set up police vehicles with equipment.
5	• Coordinates with building maintenance regarding repairs and planned garage improvements.
5	• Coordinates vehicle equipment and supplies (tires, fluids) with District Commanders.
5	• Provides chauffer service for police personnel, dignitaries, and guests as required.
	•
	•

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Gordon Gregg, Police Buildings and Fleet Manager

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Police Buildings and Fleet Manager approves all requisitions and specifications prepared by incumbent. The incumbent is given the discretion and judgment in the assignment of the fleet.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 15.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such
Number Supervised	Extent of Supervision Exercised (Select those that apply from list above, a - h)
3	Police Officers A,B, C, D, E, G
2	Garage Attendants A,B, C, D, E, G
1	Vehicle Services Assistant A,B, C, D, E, G
1	Office Assistant A,B, C, D, E, G
8	Police Services Specialist A,B, C, D, E, G

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such
Number Supervised	Extent of Supervision Exercised (Select those that apply from list above, a - h)
Job Title	

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. Education and Experience:

High school graduation or equivalency. Minimum of five (5) years in fleet supervision. Thorough knowledge of mechanical and electrical automotive functions. Degree in Management or closely related field desirable.

ii. Knowledge, Skills and Abilities:

Knowledge of writing requisitions and specifications. Knowledge of mechanics, vehicle maintenance and repair. Ability to manage personnel and communicate clearly and effectively, both orally and in writing, and interact tactfully with others. Requires the ability to work effectively with members of the command staff, other department personnel and vendors. Computer skills as they pertain to fleet service orders and equipment status (Microsoft Word, Excel, Access).

iii. Certifications, Licenses, Registrations:

Valid State of Wisconsin Driver's License.

iv. Other Requirements:

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act of 1993 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.

<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 10%**

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
<input checked="" type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input checked="" type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:
List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input checked="" type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input checked="" type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools <i>(please list):</i>	
<input type="checkbox"/> Office Machines <i>(check all that apply):</i> <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other <i>(please list):</i>	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such as personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

M. I believe that the statements made above in describing this job are complete and accurate:



 Signature of Department Head or Designated Representative



Department of Employee Relations
Compensation Services Section
City Hall, Room 706
10/04

**JOB ANALYSIS QUESTIONNAIRE
For City of Milwaukee Classification Studies**

Background and Purpose:

The purpose of this Questionnaire is to gather comprehensive information about jobs directly from individuals performing the work so that the Department of Employee Relations can consider all relevant information and make a fair and informed decision as to whether a change in classification is appropriate.

Thank you for taking the time to complete this Questionnaire. While the Questionnaire is somewhat lengthy, some sections may not apply to your job. Please keep in mind that the process of evaluating a job is quite complex and requires the analysis of a number of job-related factors. The items in this Questionnaire are designed to elicit the information needed for this analysis. Therefore, it is to your advantage to complete the Questionnaire as thoroughly and accurately as possible.

It is also important to note that the classification study process focuses entirely on the duties and responsibilities of the job and not on the job performance, amount of training, special talents and abilities, or other characteristics of the incumbent.

Employee Guidelines:

- This Questionnaire has been formatted to be completed "on-screen." Move your cursor to the first field, type and then tab to the next field. Please name and save this document if you cannot complete it at once.
- Answer each question as completely and as accurately as possible, yet in a concise manner. If a question is not applicable, please write "does not apply."
- Take the time to read through the entire Questionnaire before proceeding.
- You are permitted to complete the Questionnaire during regular working hours as long as it does not interfere with the performance of your job duties or providing service to your internal and external customers.
- Do not try to complete the entire Questionnaire all at once. Make notes on each section and then go back over your responses during the time you have to complete the information.
- Keep the Questionnaire at or near your work station or desk. As you are performing your job, you will think of additional information. Later, go back and review it and, if necessary, revise what you have written.
- Attach additional pages, if necessary.
- Forward the completed Questionnaire to your immediate supervisor for review, comments and signature.

If you have any questions or do not understand any part of the Questionnaire or need any assistance, contact either your supervisor or Andrea Knickerbocker, Human Resources Manager at 286-3387 (or Pat Bock, 286-3143) in the Department of Employee Relations.

When completed and reviewed by your supervisor, it should be sent to the Department of Employee Relations, City Hall, Room 706, and ATTN: Pat Bock.

P00-0133

1) EMPLOYEE INFORMATION

Name:	James Bocek	Date:	01-14-2009
Official Job Title:	Fleet Maintenance Supervisor		
Working Title (if applicable):			
Department:	Police	Division:	Facilities Services
Section:	Garage	Unit:	
Work Location (building):	749 W. State Street	Telephone:	414-935-7515
Email Address:	jbocek@milwaukee.gov	Best time to contact:	8 am <input checked="" type="checkbox"/> pm <input type="checkbox"/>
Time employed in current classification:	7 Years / 8 Months		
Immediate Supervisor:			
Name:	Gordon Gregg		
Title:	Police Buildings and Fleet Maintenance Manager		
Telephone number:	414-935-7494		

2) OUTLINE OF ORGANIZATION CHART

Using the outline below, please fill in the classifications of:

- a) your immediate supervisor
 - b) employees you work with and who also report to your supervisor
 - c) employees you supervise (*attached a printed chart with the same information if you prefer*)
- NOTE: In Line 3, list only those positions over which you have direct supervisory authority

(Line 1) Immediate Supervisor:	Gordon Gregg
(Line 2) Yourself : Coworkers:	N/A,
(Line 3) Positions over which you have direct supervisory authority:	Police Officers, Garage Attendants, Office Assistant, Police Services Specialists, Vehicle Services Assistant ,

3) PURPOSE OF WORK UNIT AND POSITION

What is the nature of services and programs provided by your work unit?

To provide an available and safe motor vehicle fleet for the Milwaukee Police Department.

Briefly describe what you consider the major purpose or objective of your position:

To acquire, assign and maintain a fleet of vehicles and emergency equipment for use in police service. To keep the vehicles on the street with as little down time as possible.

4) JOB CONTENT: TYPICAL DUTIES AND RESPONSIBILITIES

- In completing this section you may use the Job Description as a guide, but please make sure you describe the job as it is actually performed.
- In the spaces below, please identify the 3-5 major responsibility areas that comprise your job. Then below each major responsibility area describe the specific duties and responsibilities that are associated with that area. Also indicate the approximate percentage of time spent in each major responsibility area.
- List the most important responsibility area first, the second most important, and so forth.
- Begin each duty/responsibility statement with an action verb, such as "plans," "monitors," "supervises," "reviews," and the like.

- Do not list any duty or responsibility that requires less than 5% of the time.

40%	Major Responsibility Area: MANAGEMENT OF VEHICLE SERVICES
------------	--

Specific duties within this responsibility area:

- Manages and supervises the maintenance and operation of the police fleet in a professional and efficient manner.
- Prioritizes scheduling to ensure vehicle and equipment repairs are met in a timely manner.
- Establishes vehicle availability.
- Maintains and upgrades computerized vehicle equipment records.
- Works with vehicle and equipment manufacturers, repair shops and parts vendors.
- Works with vendors concerning warranty repairs and billing.

30%	Major Responsibility Area: BUDGET RESPONSIBILITIES
------------	---

Specific duties within this responsibility area:

- Manages \$1,900,000.00 budget for equipment.
- Monitors \$1,600,000.00 vehicle repair budget and \$2,000,000.00 fuel budget.
- Prepares requisitions and specifications for new vehicles and emergency equipment.
- Approves invoices for payment of new vehicles, emergency equipment, light bars, sirens, all safety equipment, tires and car washes.
- Responsible for decision making and interacting with vendors.
- Reviews repair costs submitted by the Department of Public Works.

10%	Major Responsibility Area: MAINTENANCE OF VEHICLES
------------	---

Specific duties within this responsibility area:

- Coordinates the continuous evaluation of the Departments' fleet, including annual evaluations and grading for all vehicles and equipment within a specified age group.
- Analyzes information to determine vehicle and equipment to be disposed of in an economically and timely manner.
- Monitors lubrications for the fleet, allocates fuel for all police district stations, and maintains the fuel storage tanks.
-
-
-

20%	Major Responsibility Area: SUPERVISION OF STAFF
------------	--

Specific duties within this responsibility area:

- Supervises all shift personnel assigned to Facilities Services in the Vehicle Services Section.
- Responsible for scheduling off days and vacation selections.
- Provides training on installation of equipment and diagnostics for repairs, and other necessary training.
- Handles grievances at the first step.
- Pass on garage assignments to Building Maintenance Supervisor II.
-

%	Major Responsibility Area:
----------	-----------------------------------

Specific duties within this responsibility area:

-
-
-
-

- e)
- f)

5) CHANGES IN THE POSITION'S RESPONSIBILITIES

Describe the principal changes which have occurred in the duties and responsibilities of your job since it was last classified or since you were hired into the position. Refer to responsibilities areas outlined above. **Important:** Describe how each change has impacted the position in terms of skills required, physical or mental effort, responsibility level, and working conditions.

Duty/Respon. No. 1	Training: Training staff on installation of equipment and troubleshooting for repairs is a new responsibility. The training was implemented to eliminate sending the vehicles out, in an attempt to decrease the down time, and save money from outsourcing.
Duty/Respon. No. 2	Size of Fleet: The fleet increased by one-third since taking this position. This requires more time to properly evaluate the vehicles and manage the repairs and maintenance.
Duty/Respon. No. 3	Reallocation of existing equipment: This function was implemented to save the Department money by reallocating existing equipment with other City departments, instead of purchasing new.
Duty/Respon. No. 4	Contract directly with outside vendors for equipment: This function was previously handled by DPW for our Department. This new responsibility requires the knowledge and skills of purchasing equipment for vehicles.
Duty/Respon. No. 5	Give garage assignments to Building Maintenance Supervisor II.
Duty/Respon. No. 6	On call 24 hours a day, 7 days a week.
Duty/Respon. No.	
Duty/Respon. No.	
Duty/Respon. No.	
Duty/Respon. No.	

6) LEAD WORKER RESPONSIBILITIES

Lead workers function in a "lead" capacity for a group of employees working on a project or on a regular assigned basis and typically spend a substantial portion of their time performing the same or similar duties as those they are leading. Lead worker duties may include those listed below in Item C.

- a) Do you ever act as a lead worker for other employees (yes or no)? **No**
- b) What proportion of your time do you spend on lead worker responsibilities? %
- c) Type of direction provided. Check each of the phrases below which describe the kind of direction this position is required to exercise independently:

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Train employees <input type="checkbox"/> Assign/lay out work for employees <input type="checkbox"/> Answer questions <input type="checkbox"/> Monitor work in progress <input type="checkbox"/> Provide direction <input type="checkbox"/> Review work products/results | <ul style="list-style-type: none"> <input type="checkbox"/> Set work priorities <input type="checkbox"/> Balance the work among employees <input type="checkbox"/> Schedule work <input type="checkbox"/> Make reports to managers/supervisors <input type="checkbox"/> Provide general input on employee performance to manager/supervisor |
|---|--|

7) SUPERVISION EXERCISED

- a) Do you formally supervise other employees (yes or no)? Yes
- b) What is the **total number** of employees for whom you are responsible, directly and indirectly? 17
- c) List below the job titles of the people who report **directly** to you and the number of employees within each title:

TITLE	No. of Employees
Building Maintenance Supervisor II	2
Police Officer	3
Vehicle Service Assistant, Office Assistant II	1 VSA, 1 OAI
Garage Attendant, Police Service Specialist	2 GA, 8 PSS

- d) What proportion of your time do you spend in supervisory duties and/or planning or reviewing the work of others?
20%
- e) Type of Supervision
Check each of the phrases below which describe the kind of supervision this position is required to exercise independently:

General Supervision	Employment Decisions	Performance Management
<input checked="" type="checkbox"/> Plan work, establish priorities <input checked="" type="checkbox"/> Assign work, add or delete duties <input checked="" type="checkbox"/> Instruct and train in methods and procedures <input checked="" type="checkbox"/> Check/inspect completed work <input checked="" type="checkbox"/> Respond to complaints <input checked="" type="checkbox"/> Respond to grievances (Step 1) <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Make hiring recommendations <input type="checkbox"/> Make final decision on hiring <input checked="" type="checkbox"/> Make promotional recommendations <input type="checkbox"/> Make final decisions on promotions <input checked="" type="checkbox"/> Recommend transfer /reassignment <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Prepare probationary report <input checked="" type="checkbox"/> Prepare performance evaluation <input checked="" type="checkbox"/> Make recommendations regarding unsatisfactory performance <input checked="" type="checkbox"/> Prepare performance/job improvement plan <input type="checkbox"/> Recommend disciplinary action <input type="checkbox"/> Recommend termination <input type="checkbox"/> Other:

8) SUPERVISION RECEIVED

- a) To what extent are your work assignments and methods outlined, reviewed, and approved by your Supervisor?
Minimal
- b) Do you establish your own work priorities or are they established for you? If established by others, please identify them by job title.
I establish most work priorities. Assignments are received from Assistant Chiefs and Police Buildings and Fleet Maintenance Manager.
- c) List positions, other than your immediate supervisor, that provide you with advice, counsel, or functional guidance, and briefly discuss the nature and purpose of that guidance.
Assistant Chief of Police. Administrative changes regarding personnel, operating procedures and department policy.

9) DECISION AUTHORITY/RECOMMENDATION AREAS

List responsibilities or activities for which you have **full decision-making authority** to implement (approval of others not required):

- a) Work assignments for and scheduling staff.

- b) Ordering of equipment and supplies.
- c) Vehicle assignments.

List responsibilities or activities for which you **make recommendations to a supervisor** for final decision:

- a) Budget recommendations.
- b) Vehicles and equipment that need replacement.
- c)

10) **PROCEDURES/GUIDELINES AVAILABLE**

What precedents, rules, instructions or procedures are available to guide or influence most of your job-related duties (i.e., policies, reference manuals, handbooks, legislation, regulations...)?

Police Department Rules and Regulations. Procurement Services policies. State Statutes, City ordinances.

To what extent would you have the freedom to change or make recommendations to modify such procedures or guidelines?

Review and recommend changes to department Standard Operating Procedures that pertain to vehicle care and operation.

In what ways and how frequently is independent thinking required in originating new or improved operating/administrative strategies, procedures or plans? *Please be specific and provide examples of when you have done so.*

Independent thinking is frequently required in order to facilitate any methods that will assist with maintaining a safe fleet and increasing the availability of the vehicles for police service. The past holiday initiatives required reallocation of vehicles based on knowledge of usage and assignments and the flexibility of the fleet.

11) **PROBLEM SOLVING**

Identify the most routine and the most complex problems or issues you face while performing the duties of your position.

- a) Routine problems:
Vehicle can't get fuel, fuel system problems, filling vehicle requests. Due to initiatives based on Police operations.
- b) Most complex problems:
Troubleshooting electrical systems. Providing vehicles on short notice to be used for special assignments.
- c) To what extent are you able to identify, develop and implement alternative work methods to deal with unusual circumstances in your work? *Please provide examples.*
Always looking for methods to effectively install emergency equipment in a more timely manner. Committees are organized to develop specific procedures that will identify these problems and recommend actions to eliminate excessive costs.

12) **CONTACTS WITH OTHERS**

Describe the purpose and frequency (daily, weekly, monthly, etc.) of any recurring contacts you have with others **both**

within and outside your immediate work group. Give examples of specific kinds of people contacted (indicate job function or title) and indicate the purpose and frequency of those contacts.

a) Contacts with other employees within your Department other than the people you supervise:

Work With	Purpose of Contact	Frequency
Asst. Chief of Police (Patrol)	Vehicle assignments and availability	Weekly
Asst. Chief of Police (Admin)	Fleet status	Can be daily
Police Bldg & Fleet Main Mngr	Fleet and personnel issues	Daily

b) Contacts with employees in other City departments, elected officials, Mayor's Office:

Work With	Purpose of Contact	Frequency
D.P.W. Fleet Repair Supv.	Status of vehicles being repaired	Daily
D.P.W. Fleet Acquisition Coordinator	Discuss specifications	Weekly
Purchasing	Follow-up on requisitions and specifications, provide recommendations	Monthly

c) Contacts with persons outside the City, including the media:

Work With	Purpose of Contact	Frequency
Vehicle set-up vendor	Check on status and to work out problems	Daily
Vehicle graphics vendor	To check on progress and quality of work being performed	Weekly

d) Other than subordinates, to whom do you provide professional advice and/or guidance?

Advice/Guidance To	Purpose of Advice/Guidance	Frequency
Other police departments	Advice on vehicles. Guidance and recommendations on equipment	Monthly

e) Does your job require you to work in unpleasant work situations where it is necessary to deal with upset, hostile or threatening individuals?

Type of Person (Client, citizen, other)	Reason for Interaction	Frequency

13) **IMPACT OF POSITION**

Identify any relevant information that may help measure the impact and accountability of your position using the following criteria:

- a) Responsibility for people (other than subordinates): None
- b) Total operating and/or program budget for which you are accountable: 2008 \$5,500,000.00.
- c) Responsibility for equipment or materials: Ordering and maintaining.
- d) Responsibility for program development or implementation: None

- e) Responsibility for policy development or implementation: Make recommendations on policy changes that pertain to fleet operations.
- f) Responsibility for management of data or information: All fleet and fuel system data.

14) CONSEQUENCE OF ERRORS

- a) What types of problems could occur from errors made in the course of your work? (For example, loss of time or money, inconvenience to others, inaccurate reports, etc.)
The lack of vehicles for deployment. Due to fuel shortages. Inadequate stock (i.e. snow chains) could result in vehicles not being able to respond.
- b) How quickly, or how likely, would errors in your work be detected? (For example, are errors typically identified by routine check of your work, or would errors probably not be noticed until they affected other departments or the public?)
If errors are not noticed immediately, the error will not be detected until it effects vehicle availability/operation.

15) EDUCATIONAL REQUIREMENTS

Using the categories below, please check the level of formal education or equivalent knowledge and skill that you believe is the minimum required to perform satisfactorily in your job. State what you think is minimally required, not your own educational level. This type of knowledge and skill would typically be attained through educational institutions rather than on-the-job experience.

	Formal Schooling	Equivalent To
<input checked="" type="checkbox"/>	3-4 years of high school	Vocational or business skills, such as typing, shorthand, mechanics, drafting
<input checked="" type="checkbox"/>	1-2 years university, community college, business school, trade or technical school	More advanced knowledge of vocational or business field, including full apprenticeships
<input type="checkbox"/>	College graduation	Advanced training in a field of study such as chemistry, business, accounting, engineering, etc.
<input type="checkbox"/>	Master's degree	Advanced professional training in a well-defined field or study such as engineering, business, science, accounting
<input type="checkbox"/>	Master's degree, plus considerable additional formal education	Same as above, but more extensive in-depth study
<input type="checkbox"/>	Doctoral degree, law degree (J.D.), medical degree (M.D.)	Extensive, advanced study, including the conduct of significant, original research

16) EXPERIENCE REQUIREMENTS

- a) In your estimation, what is the minimum amount and type of experience required for a person possessing the minimum educational requirements to perform your job satisfactorily?

Type of Experience	Minimum Time Required	
Fleet supervision	5 Years	Months
Fleet administration	5 Years	Months
	Years	Months

- b) What special work skills are required to enter your job?
Thorough knowledge of mechanical and electrical automotive functions and repairs. Ability to manage personnel

and communicate clearly and effectively, both orally and in writing. Proficient computer skills.

- c) What special knowledge of laws, codes, or regulations are required to enter you job? (Not what you know now.)
State and Federal regulations on vehicles and safety equipment.
- d) Assuming that an individual has the necessary background, how long would it take for a person to be able to perform all assigned tasks competently?
Two years.
- e) List any officially recognized certifications, licenses, authorizations to practice a trade or profession, or other required qualifications necessary for persons entering your job classification.
Valid driver's license, supervisory/management certificate or associate degree, automotive mechanic or service manager.

17) WORKING CONDITIONS

- a) Please indicate the reason(s) and approximate percentage of time devoted to field work.

% of Time	Reasons
10	Going to D.P.W. and outside vendors to check on status and quality of work being performed.

- b) Do you encounter any unpleasant, disagreeable, or potentially hazardous working conditions in the normal course of your work? (Examples: air contamination, high or low temperatures, intense or continuous noise, driving a City vehicle, exposure to hazardous materials or diseases.) *Please list those which you are exposed and the approximate percent of time you are exposed to that condition:*

% of Time	Reasons
90	Carbon monoxide from working in garage. Noise from emergency vehicles that exceed the permissible decibels.

18) GENERAL COMMENTS

Please provide any other information not previously discussed that will help us understand the responsibilities of your position.

All the duties and responsibilities of this job have an immediate impact to both the public and the police officers' safety.

Describe any other factors or aspects of your job that should be considered in evaluating or comparing your classification with others.

Contagious diseases. HIV, MRSA (Staph), Hepatitis. The work environment is in a law enforcement setting and there is always an element of danger. There are ever present weapons, prisoners and dangerous contraband.

19) SIGNATURE

To the best of my knowledge, I certify that these answers are my own, accurate and complete.

James E. Beck

Signature

1-14-09

Date

SUPERVISOR REVIEW AND COMMENTS

It is important that you, the supervisor, review this Questionnaire, since you may have a different perspective of the job described. Do not change the incumbent's description of the job in the Questionnaire itself. Please remember that this Questionnaire is intended solely for the purpose of describing the classification in question accurately. The information provided on the previous pages is not to be used for purposes of evaluating the individual's performance nor should your comments be addressed to this subject.

It is particularly important that you review the percentages assigned to the typical duties and responsibilities under Item Number 4, "Job Content: Typical Duties and Responsibilities." If this section is not complete, please fill in the blanks when you review the Questionnaire with the incumbent. If you disagree with any information provided or believe some information has not been included on the Questionnaire, indicate below the question number and your response.

Question Number	Comments
4	Management of Vehicle Services a) omit the work margins, he supervises
	Budget Responsibilities: a) he operates within this budget f) challenges
	repair costs based on the Department Managers review
5	This duty No. 1 should read: oversees small repairs. No. 6 duty: there is
	no protocol that requires 24/7 on call service.
7	Supervision Exercised - omit Building Maintenance Supervisors II. He does
	not have this authority.
11	b) Should Read: Trouble shooting emergency equipment
13	b) 3.4 million

Have there been any significant changes in duties and responsibilities that have affected the work of this position since it was last reviewed by the Department of Employee Relations, or since the current incumbent assumed the job?

<p>Yes. The changes involve equipment and maintenance of vehicles. The Department has added many specialized, high tech equipment installations. All of these additions which include cameras, printers, computers, prisoner seats and cage partitions require set-ups including graphics and specialized paint schemes. The current incumbent writes specs, schedules the work, and establishes budgets related to costs to do the work. He orders all the equipment other than cameras, computers and printers. Previously this work was done by the City Garage. The incumbent also outsources all the oil changes and tracks all outsourced vehicle washes. He orders all the lighting, sirens, radio parts, gun racks, fire extinguishers and all equipment not included in the initial vehicle purchase. The vehicle fleet size has increased by almost 100% from 389 vehicles to 715. The incumbent currently directs work out of his classification in order to keep vehicles in service as this has become a necessary assignment performed by willing participants.</p>

Please check the appropriate statement:

- I agree with the incumbent's Questionnaire as written.
- The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.
- The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

Supervisor's Signature:

Gordon Gregg

Title:

Police Building and Fleet Manager

Date:

2/13/09

I have noted the modifications made by my supervisor in the Comments Section above.

Employee's Signature:

Date:

WHEN COMPLETED, PLEASE RETURN TO:

**Department of Employee Relations
Compensation Services Section
City Hall, Room 706
ATTN: Pat Bock**