



Police Department

Edward A. Flynn
Chief of Police

March 24, 2010

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

RE: RECLASSIFICATION REQUEST

Dear Commissioners:

Police Buildings and Fleet Manager Gordon Gregg retired effective March 16, 2010. This position is assigned to the Facilities Service Division and is responsible for repairs, remodeling, and maintenance of the police facilities, and the maintenance of the department fleet. In order to enhance the efficiency and effectiveness of the Facilities Service Division, the duties of fleet management will be the responsibility of Fleet Maintenance Supervisor James Bocek. A reclassification for Mr. Bocek's position will be submitted separately.

Due to the elimination of the fleet maintenance responsibility for the Police Buildings and Fleet Manager, I request that the position be reclassified to Police Buildings Maintenance Manager. Therefore, I request this matter be referred to the Department of Employee Relations (DER) for study. A revised job description for the position is attached. As this position plays an important role in ensuring the safe and efficient function of our police facilities, I request that this request be completed as soon as administratively possible. Department representatives are prepared to assist DER staff with this request.

Sincerely,

EDWARD A. FLYNN
CHIEF OF POLICE

EAF:rn
Attachment

cc: Assistant Chief Monica Ray

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: 3-18-10		2. Present Incumbent: Vacant		Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
3. Date Filled: 11-28-99		4. Previous Incumbent: GORDON GREGG		If YES, indicate underfill title in box 10.		
5. Department: Police Department		Bureau: Administration Division: Facilities Service Div		Unit: Section:		
6. Work Location: 749 West State Street		Telephone: (414) 935-7494 Email:		Work Schedule: Hours: 8-4 / Days: M-F		
7. Represented by a Union? NO		8. Bargaining Unit: Management, General City If in District Council 48, chose a Local: None		9. FLSA Status: EXEMPT		
10.	Official Title: Police Buildings and Fleet Manager			Pay Range SG-010	Job Code 5156	EEO Code 103
	Underfill Title (if applicable):					
	Requested Title (if applicable): Police Buildings Maintenance Manager			SG-010	5156	103
	Recommended Title (DER Use Only):			Approved by: _____		
			Date:			

11. BASIC FUNCTION OF POSITION:

The Police Buildings Maintenance Manager is responsible for the repairs, remodeling, and the maintenance of 13 police occupied, or used buildings, and the departments printing and supplies section. Further responsibilities include handling personnel issues in a union environment, participating in safety and training, overseeing the development of equipment specifications, service contracts, and working with internal and external groups to develop projects. Responsible for submitting budget requests, monitoring productivity regarding - reactive, predictive, and preventative building maintenance.

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
30%	• Manage and prepare the annual Operating and Capital budgets needed to maintain the Facilities Service Division.
35%	• Manage Facilities Renovations - Supervise and oversee capital projects regarding architectural, environmental and mechanical upgrades. Prepare RFP's to initiate projects involving other city departments, and contractors i.e. new construction, renovations to existing facilities, and equipment replacements. Establishing service contracts and / or business agreements.
20%	• Manage Facilities - Accountable for maintenance and operations of all Police Department buildings and equipment. Direct and review all schedules for the most efficient 24-hour daily operations.
10%	• Manage Printing and Stores Section - Oversee this section, which includes printing, the graphic design studio, and the procurement and distribution of all operating supplies used by the Police Department.
5%	• Other duties and activities as assigned.
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B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5%	<ul style="list-style-type: none"> • Prepare written correspondence to the Commissioner of Public Works expressing the needs of the Chief of Police regarding the administration of capital and operating budgets
5%	<ul style="list-style-type: none"> • Attend sessions of the Common Council regarding issues for clarification on matters of expenditures and / or personnel.
5%	<ul style="list-style-type: none"> • Prepare written requests for assistance with department projects, inspections, specifications, engineering and consulting, and to provide skilled labor forces.
5%	<ul style="list-style-type: none"> • Visit vendors and dealer sites.
5%	<ul style="list-style-type: none"> • Work with other city agencies and other law enforcement groups on collaborate projects and programs
5%	<ul style="list-style-type: none"> • Work with HR department on union and employment issues.
10%	<ul style="list-style-type: none"> • Attend all construction and planning meetings.
	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> •

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

Assitant Chief of Police, Monica E. Ray

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

Minimum supervision consisting mostly of consultation. The incumbent is expected to advise the Chief of Staff, Assistant Chief, or the Chief of Police, regarding all initiated projects within the Milwaukee Police Department. The incumbent is expected to complete and fully implement all directives and report back through the appropriate chain of command. Because of the specific expertise required, this position requires the ability to think independently within a police environment, and work with minimal supervision.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 70.

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:

<ul style="list-style-type: none"> a. Assign duties b. Outline methods c. Direct work in progress d. Check or inspect completed work 	<ul style="list-style-type: none"> e. Sign or approve work f. Make hiring recommendations g. Prepare performance appraisals h. Take disciplinary action or effectively recommend such 	
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
1	Assistant Building Maintenance Mgr.	a,b,c,d,e,f,g
4	Building Maintenance Supervisor II	a,b,c,d,e,f,g
1	Printing and Stores Supervisor	a,b,c,d,e,f,g
1	Office Assistant III	a,b,c,d,e,f,g

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

i. Education and Experience:

Bachelor's degree in Engineering or closely related field with an emphasis in mechanical disciplines, or other equivalent work experience, i.e. Minimum of 10 years experience in the fields of heating and air conditioning, refrigeration, and building controls.

ii. Knowledge, Skills and Abilities:

Knowledge of building construction including the ability to prepare, interpret, and work from plans, drawings, and specifications. Knowledge of large office buildings and mechanical equipment. Knowledge of housekeeping and / or custodial procedures in large office settings. A good understanding of human resources, and labor negotiations. A complete understanding of electrical, plumbing, steam, and mechanical equipment.

iii. Certifications, Licenses, Registrations:

Certified in lead or asbestos abatement, Certified in refrigeration, Certified in refrigeration recovery, Boiler operators license A or B, Valid Wisconsin drivers license,

iv. Other Requirements:

City of Milwaukee residency

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 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 checked="" 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 type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" 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 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 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 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 checked="" 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 checked="" 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 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:** _____%

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 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 checked="" 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 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 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 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 checked="" 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 type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input checked="" type="checkbox"/> Commercial vehicle	<input checked="" 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 checked="" 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 a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

The Facilities Services Division is responsible for the administration of a annual \$2.5 million dollar operating budget, and a multimillion dollar capital equipment and improvement budget. The Police Buildings Maintenance Manager is responsible for the maintenance of 15 buildings and properties, a total of 877,170 square feet. The division is comprised of all civilians, belonging to two different unions and 11 different job titles. The uniqueness is that this is a 24-7 operation dealing with law enforcement personnel issues, prisoners, communicable diseases, security, confidentiality, mobility, and multiple remote facilities. There is a factor of built in redundancy designed to keep all police facilities operational. The Facilities Services Division has provided a plan, that will be carried out in the event of any major catastrophe, and will assure a Continence of Operations. The manager must have good organizational skills, and the ability to carry out the directives of this department in order to be successful.

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

Signature of Department Head or Designated Representative