



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 – REVISED

Dear Commissioners:

In April 2009, our Department submitted a reclassification request for Fleet Maintenance Supervisor James E. Bocek. Since the initial request was submitted, the duties and responsibilities of the Fleet Maintenance Supervisor have increased. This position will now assume the full responsibility of managing our department fleet. This position will now play an active role in the procurement of police equipment and the installation. The Fleet Maintenance Supervisor remains responsible for the supervision of the maintenance and operations of the 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 the garage section of the Facilities Services Division.

A revised job description is attached. I, therefore, request that this reclassification request be referred to the Department of Employee Relations (DER) for study. 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
Attachments

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: 3-19-10		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 Service Div		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 005	Job Code 4457	EEO Code 103
	Underfill Title (if applicable):					
	Requested Title (if applicable): FLEET MAINTENANCE MANAGER			008		
	Recommended Title (DER Use Only):			Approved by: _____ Date: _____		

11. BASIC FUNCTION OF POSITION:

The Fleet Maintenance Manager 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
60	MANAGEMENT OF VEHICLE SERVICES <ul style="list-style-type: none"> Replace 10% of the operating fleet annually. Maintains active role in the procurement of police equipment and installation. Assigns and maintain fleet records. Oversees all mechanical and auto body repairs. 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.
15	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.

% of Time	ESSENTIAL FUNCTION
15	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.
10	SUPERVISION OF STAFF <ul style="list-style-type: none"> Supervises all day shift personnel assigned to the garage of the 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:

Assistant 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 issues involving management of the fleet. The incumbent is given discretion and judgment in the assignment of the fleet.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 28.

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)
8	Police Officers A,B, C, D, E, G
9	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
6	Police Services Specialist A,B, C, D, E, G
3	Electronic Technician Assistant A,B, C, D, E, G

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 a 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