

Department of Employee Relations

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: June 7, 2012

Department: Police

Current	Requested	Recommended
New Position	Fleet Service Supervisor PR 1BX (\$47,109 - \$65,957)	Police Fleet Supervisor PR 1BX (\$47,109 - \$65,957)
Two New Positions	Building Maintenance Mechanic II PR 7CN (\$39,175 - \$44,277) Recruitment at \$39,642	Building Maintenance Mechanic II PR 7CN (\$39,175 - \$44,277) Recruitment at \$39,642

Action Required

In the Salary Ordinance, under Pay Range 1BX, add the title "Police Fleet Supervisor".

In the Positions Ordinance, under Police Department, Administration Services Decision Unit, Administration Bureau, Facilities Services Section, delete on position of "Assistant Fleet Maintenance Supervisor" and add one position of "Police Fleet Supervisor".

Background

The Department of Employee Relations received a letter from Edward Flynn, Chief of Police, regarding classification of a new position of Fleet Service Supervisor and two new positions of Building Maintenance Mechanic II. The department submitted new job descriptions and discussions were held with Richard Moore, Police Facilities Manager; and Valarie Williams, Police Department Personnel Administrator.

Current:	New Position	
Request:	Fleet Service Supervisor	PR 1BX
Recommended:	Police Fleet Supervisor	PR 1BX

The primary function of this new position is, under the direction of the Police Fleet Manager, to perform all duties required to keep the Milwaukee Police Department's (MPD) fleet in good working condition, supervise associated staff, and perform related administrative duties. Duties and responsibilities include the following:

- 30% Oversee the maintenance and operations of the MPD fleet in a professional and efficient manner; and supervise all shift personnel assigned to the Fleet Services Section.

- 25% Work closely with employees assigned to install MPD equipment to ensure the needs of various departments are met and that up-to-date technologies are effectively integrated into the set-up process.
- 15% Inspect all work done on MPD equipment by the Department of Public Works and outside vendors; track costs for time and materials using a fleet management software program; and make recommendations regarding restorations, repairs, and dismantles.
- 10% Initiate and secure procurement of all parts and equipment needed to set-up new vehicles; maintain inventory of equipment needed to service existing vehicles; ensure the proper retention and maintenance of all required records; monitor the scheduling of lubrications for the entire fleet and allocation of fuel for all District locations; makes payable all invoices for car washes, transporting, titles and licenses; and maintaining compliance with federal and local Safety Emissions Standards for all vehicles.
- 10% Develop shift schedule for work days, off days, vacation, and/or other non-work days for all assigned personnel; change scheduled days when necessary; enforce and respond to violations of the MPD rules and procedures; and recommend discipline if necessary.
- 10% Fill in for the Police Fleet Manager.

Requirements include three years of related experience; and an ability to communicate clearly and tactfully, both orally and in writing, work independently and as part of a team, analyze, evaluate, prioritize, solve problems and improve systems. Equivalent combinations of education and experience may also be considered.

Analysis

This new position was created as part of the 2012 budget and will report to the Police Fleet Manager in Pay Range 1DX. The Police Fleet Manager has responsibility for 850 pieces of equipment and supervision of staff on three shifts. This position was created to assist with supervision on the second and third shift, and to help oversee the maintenance and operations of the MPD's fleet which includes marked vehicles, unmarked vehicles, mobile command units, motorcycles, skid loaders and vans. The actual repair of the vehicles is handled by the Department of Public Works but the MPD staff maintains and services the vehicles and installs various communication, information technology and safety systems such as radar, mobile data terminals, video cameras, lights, flashers and sirens.

Comparisons were made to other similar positions including the following:

Building Services Supervisor II in PR 1AX (\$36,507 - \$51,106)

Under the general direction of the Building Maintenance Manager, has primary responsibility for managing all buildings and grounds custodial functions and delivery services for the Central Library or all of the Branch Libraries, including supervision of staff assigned to those functions.

Fleet Repair Supervisor II in PR 1BX (\$47,109 - \$65,957)

Provides supervision of personnel engaged in maintenance and repairs for vehicles and light and heavy equipment. This includes assigning, coordinating, and directing the work of vehicle service technicians and other skilled craft and maintenance workers at various

locations on different shifts; scheduling and implementing preventive maintenance program activities; and creating and maintaining records, reports and data.

Water Maintenance Manager in PR 1CX (\$50,206 - \$70,295)

Responsible for the management and supervision of maintenance and repair activities associated with water purification plants and related pumping and storage facilities through preventive and reactive maintenance and for the supervision of a variety of skilled and non-skilled employees engaged in maintenance activities and related major projects.

A comparison to these and other supervisory positions indicates that the requested level of Pay Range 1BX is appropriate. This pay range also includes the classifications of Building Maintenance Supervisor II, Mechanical Maintenance Supervisor, and Street Operations Supervisor. To be more consistent with the position that it reports to, Police Fleet Manager, we recommend that the title of this new position be Police Fleet Supervisor.

Recommendation

Based on the above analysis we therefore recommend that this new position be classified as Police Fleet Supervisor in Pay Range 1BX.

Current:	Two New Positions	
Request:	Building Maintenance Mechanic II	PR 7CN
Recommended:	Building Maintenance Mechanic II	PR 7CN

The primary function of these two new positions is to operate equipment and perform repairs and preventative activities associated with the overall maintenance and operations of the Police Administration Building and outlying Districts. Duties and responsibilities include the following:

- 20% Operate all building related equipment including but not limited to heating and air-conditioning plants, elevators, pumps, fans, and dampers.
- 15% Assist the Heating and Ventilating Mechanic II with repairs to Heating, Ventilating and Air Conditioning (HVAC) systems and equipment by changing belts, pump seals, and valve diaphragms; removing equipment; calibrating thermostats; checking for proper adjustment of louvers; replacing filters; and cleaning the cooling tower.
- 10% Maintain plumbing systems including all flush systems on sanitary fixtures, unclog plugged drains, and replace gaskets.
- 10% Perform minor electrical repairs on line voltage equipment by disconnecting equipment, and replacing light ballasts and switch covers.
- 10% Repair and install metal partitions, shelving and other items; repair walls, ceilings, and floors by removing, repairing, or replacing damaged components.
- 10% Repair and install locks on doors and furniture; and perform minor refinishing and painting work.

- 10% Perform grounds maintenance including landscaping, concrete and masonry repairs, caulking, sealing, and roof patching; and performing snow removal by shoveling, snow blowing or plowing.
- 10% Perform preventative maintenance on building equipment and maintain logs on all activities.
- 5% Fill in for the Building Maintenance Supervisor.

Requirements include three years of building maintenance and mechanical experience working in the capacity of a Building Engineer or similar position; an ability to operate and program computers and work with various software and graphics used for facilities management; and an ability to read blueprints, plans, sequences of operations and technical specifications.

Analysis

Previously the MPD had four positions of Building Maintenance Mechanic II. As part of the 2012 budget two new positions were added to help with the workload and to provide building maintenance and repairs in a timely manner. These two new positions will be performing the same type of work as the current four positions of Building Maintenance Mechanic II in Pay Range 7CN and we recommend that these two new positions also be classified as Building Maintenance Mechanic II in Pay Range 7CN.

Recommendation

Based on the above analysis we therefore recommend that these two new positions be classified as Building Maintenance Mechanic II in Pay Range 7CN.

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