

**JOB EVALUATION REPORT**

Fire and Police Commission Meeting Date: September 19, 2013

**POLICE DEPARTMENT**

<b>Current</b>	<b>Request</b>	<b>Recommendation</b>
Heating and Ventilating Mechanic II PR 7DN (\$41,287 - \$46,106) (Six Positions)	Maintenance Technician II PR 3GN (\$42,114 - \$47,771) (Six Positions)	Maintenance Technician II PR 3GN (\$42,114 - \$47,771) (Six Positions)
Underfill Title of: Heating and Ventilating Mechanic I PR 7CN (\$40,237 - \$44,941)	Underfill Title of: Maintenance Technician I PR 3FN (\$41,287 - \$46,704)	Underfill Title of: Maintenance Technician I PR 3FN (\$41,287 - \$46,704)

City of Milwaukee Resident Rates of Pay

**Action Required**

In the Positions Ordinance, under Police Department, Administration Services Decision Unit, Administration Bureau, Facilities Services Section, delete six positions of "Heating and Ventilating Mechanic II" and add six positions of "Maintenance Technician II".

In the Salary Ordinance, under Pay Range 3FN, add the footnote designation "(5)" to the title "Maintenance Technician I" with the footnote to read as follows: "(5) Positions in the Police Department will receive an additional one dollar (\$1.00) per hour for all time worked in excess of eight (8) hours in one 24 hour day plowing snow or salting."

Under Pay Range 3GN, add the footnote designations "(10)" and "(11)" to the title "Maintenance Technician II" with the footnotes to read as follows: "(10) The premium rate received by employees when assigned to supervisory duties for a full shift in the Police Department shall be one dollar (\$1.00) per hour." and "(11) Positions in the Police Department will receive an additional one dollar (\$1.00) per hour for all time worked in excess of eight (8) hours in one 24 hour day plowing snow or salting." Under Pay Range 7DN, delete footnotes "(4), (5), and (6)."

**Background**

The Fire and Police Commission forwarded a letter from the Milwaukee Police Department (MPD) regarding a request to reclassify six positions of Heating and Ventilating Mechanic II in Pay Range 7DN to Maintenance Technician II in Pay Range 3GN. A job audit was conducted with one of the incumbents, Mark Roeder, and his supervisor, Jeffrey Lueck, Building Maintenance Supervisor II; job descriptions were reviewed; and discussions were held with Richard Moore, Police Facilities Manager; Valarie Williams, Human Resources Administrator; and Ronnette Nelson, Human Resources Analyst - Senior. Discussions were also held with Leonard Moye, Operations and Maintenance Manager; and Roger Davidson, Maintenance Technician III; of the Department of Public Works.

## **Duties and Responsibilities**

The basic function of these positions is to repair, replace, adjust, maintain, and clean all equipment related to facilities for the MPD. Work includes repairs, programming, and operation of heating, ventilating, and air conditioning (HVAC) refrigeration systems, digital controls, and fire-life safety systems for high rise Class A commercial buildings and other facilities. Duties and responsibilities include the following:

- 40% Repair, replace, maintain, operate and clean HVAC refrigeration equipment, including control components, building refrigeration, boilers, fire-life-safety and security systems; and may, at times, install related electric motors, starters, wiring fuses, and protective devices and controls.
- 20% Maintain, repair, or replace electrical and mechanical equipment such as booster pumps, drinking fountains, wash basins, electric and electronic components, electric motors and pneumatic/solid state control circuits, filtration equipment and controls for steam and hot water heating systems; and use a laptop computer and other telecommunications devices to test equipment from home or remote area.
- 10% Maintain, repair, or replace components in plumbing systems such as pumps, valves, and piping.
- 10% Provide general repair and maintenance of mechanical, electrical, pneumatic, hydraulic, electrical, electronic controls, lighting elements, and elevators; and braise and solder components as required to keep all facility systems working well.
- 10% Assist with the development of a preventative maintenance program and work with the program; attend assigned training sessions, labs, and in-house coursework to stay current with the job.
- 5% Perform other related duties.
- 5% Fill in, as necessary, for Building Maintenance Supervisor II.

Requirements for this position include a minimum of five years of experience in maintenance and repair of HVAC/refrigeration equipment, and other mechanical, electrical and electronic building systems with at least two of the years with a large high rise commercial Class A office building; and a Chlorofluorocarbon (CFC) Certification. An Associate's Degree or Technical Certificate in a related area; and a Boiler Operator's license or a higher classification stationary Engineer's license are desirable.

## **Analysis**

Comparisons were made to several other positions in the City including the following classifications.

Title	Pay Range	Rates of Pay
Building Maintenance Mechanic I	7BN	(\$37,970 - \$42,418)
Building Maintenance Mechanic II	7CN	(\$40,237 - \$44,941)
Heating and Ventilating Mechanic I	7CN	(\$40,237 - \$44,941)
Heating and Ventilating Mechanic II	7DN	(\$41,287 - \$46,106)
Heating and Ventilating Mechanic III	7FN	(\$42,971 - \$47,923)
Maintenance Technician I	3FN	(\$41,287 - \$46,704)
Maintenance Technician II	3GN	(\$42,114 - \$47,771)
Maintenance Technician III	3HN	(\$44,019 - \$50,147)

The positions under study are most similar to the position of Maintenance Technician II in Pay Range 3GN. The Maintenance Technician II positions are located in the Infrastructure Division of the Department of Public Works (DPW) and were previously classified as Heating and Ventilating Mechanics II. In 2001 the positions in DPW were reclassified to Maintenance Technician II in Pay Range 258. This was due to the need for more technical knowledge as the City was changing from pneumatic to digital controls; and to distinguish these positions from other Heating and Ventilating Mechanic positions in the City. It was noted that this group of employees in DPW had received extensive training to work with the new digital controls being installed in City Hall.

The positions under study, located in the Police Department, were studied in 2003 as part of a Labor Agreement. It was determined that the positions had some changes in their work but not enough to justify a reclassification and no change was recommended. A review of the positions under study now indicates that there has been more change. They are working more with automated and digital systems and their work is more similar to that of the Maintenance Technician II. The 2013 budget included \$90,000 to update the building automation systems at the district stations and the City has a nine-year plan to completely renovate and improve the Police Administration Building.

It is recommended that these six positions be reclassified to Maintenance Technician II in Pay Range 3GN with the underfill title of Maintenance Technician I in Pay Range 3FN. These positions have several footnotes. It is recommended that two of the footnotes be attached to their new title due to work processes within the Police Department. These two footnotes would allow these positions in the Police Department to continue to receive an additional \$1.00 per hour for when they work in excess of eight hours in one 24 hour day plowing snow or salting; or for when an employee in the Maintenance Technician II classification is assigned to supervisory duties for a full shift.

This report covers only the six positions of Heating and Ventilating Mechanic II in the Police Department. It is anticipated, however, that a classification and pay redesign for the classifications of Maintenance Technician I, II, and III in both the Police Department and DPW will be created and recommended for approval at a future time. Similar to the classification and pay redesign report regarding the mechanic positions in Fleet Services, the recommendation would include movement through pay ranges based on knowledge, skill, expertise, and work efficiency and performance.

The Department of Public Works has implemented software that creates and monitors work orders. The Police Department anticipates implementing this software program in 2014. This program will provide information that will be helpful in evaluating employee efficiency and performance as part of a new classification and pay redesign.

### Recommendation

Based on the analysis above we recommend these six positions of Heating and Ventilating Mechanic II in Pay Range 7DN be reclassified to Maintenance Technician II in Pay Range 3GN with the underfill title of Maintenance Technician I in Pay Range 3FN. We further recommend that new footnotes be created in Pay Range 3FN for the title of Maintenance Technician I and in Pay Range 3GN for the title of Maintenance Technician II to allow these six positions in the Police Department to continue to be eligible for an additional \$1.00 per hour when they work in excess of eight hours in one 24 hour day plowing snow or salting. We also recommend that a second footnote be added to Pay Range 3GN for the title of Maintenance Technician II to allow positions in the Police Department to continue to be eligible for an additional \$1.00 per hour when assigned to supervisory duties for a full shift.

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