



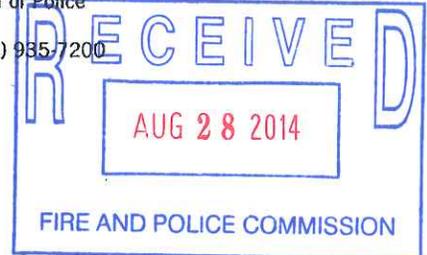
BE A FORCE

Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
<http://www.milwaukee.gov/police>

August 27, 2014

Edward A. Flynn
Chief of Police

(414) 935-7200



The Board of the
Fire and Police Commission
200 East Wells Street, Room 706
Milwaukee, WI 53202

RE: REQUEST FOR MAINTENANCE TECHNICIAN II EXAMINATION

Dear Commissioners:

The Department currently has four Maintenance Technician II vacancies. The function of this position is to repair, replace and maintain all HVAC refrigeration systems, digital controls, fire-life safety systems and other equipment related to the facilities of the Department. These duties are crucial to the operation of the Department. Due to the current vacancies in this position, the Department respectfully requests that your Honorable Commission refer this matter to the Department of Employee Relations (DER) to conduct a recruitment, administer an examination, and provide an eligibility list for the position of Maintenance Technician II as soon as administratively possible.

The Maintenance Technician II position was reclassified from the Heating & Ventilating Mechanic II position in 2013. The Heating & Ventilating Mechanic II eligible list that expires November 21, 2015 consists of only two candidates and has been exhausted.

Attached please find a Job Evaluation Report and current job description for the position. Department representatives are available to assist DER staff in this matter. If you have any questions regarding this matter, please contact Human Resources Analyst Vanessa Armstrong at 935-7542.

Respectfully submitted,

EDWARD A. FLYNN
CHIEF OF POLICE

EAF:va

CC: Assistant Chief James Harpole
Police Facilities Manager Richard Moore

IN SOME JOBS, SUCCESS IS MEASURED BY WHAT DOESN'T HAPPEN.

JOB EVALUATION REPORT

Fire and Police Commission Meeting Date: September 19, 2013

POLICE DEPARTMENT

Current	Request	Recommendation
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 Moyer, 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.

Prepared by: *Sarah Trotter*
Sarah Trotter, Human Resources Representative

Reviewed by: *Andrea Knickerbocker*
Andrea Knickerbocker, Human Resources Manager

Reviewed by: *M. Monteaquido* *Acc*
Maria Monteaquido, Employee Relations Director

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: 08/11/2014	2. Present Incumbent:	Is incumbent underfilling position? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
3. Date Filled:	4. Previous Incumbent:	If YES, indicate underfill title in box 10.	
5. Department: Police Department	Bureau: North Command Division: Facilities Services	Unit:	Section:
6. Work Location: 749 W. State St.	Telephone: 935-7494 Email: rwmoor@milwaukee.gov	Work Schedule: Hours: 8 / Days: 5	
7. Represented by a Union? YES	8. Bargaining Unit: Local 40, DC 48 If in District Council 48, chose a Local: None	9. FLSA Status: EXEMPT	
10. Official Title: Maintenance Technician II	Pay Range 3GN	Job Code 0811PD	EEO Code
Underfill Title (if applicable):			
Requested Title (if applicable):			
Recommended Title (DER Use Only):	Approved by: _____ Date: _____		

11. BASIC FUNCTION OF POSITION:

Repair, replace, adjust, maintain and clean all equipment related to facilities for the Milwaukee Police Department. Work includes repairs, programming, and operation of HVAC refrigeration systems, digital controls, fire-life safety systems for high rise Class A commercial buildings and other facilities. Employee must be a qualified mechanic with a range of mechanical, electrical, plumbing, HVAC and general repair skills.

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%	• Repair, replace, maintain, operate and clean HVAC.refrigeration equipment including control components, building retrigeration, boilers, fire-life-safety and security sstems. Work may include the installation of 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. Required to use a laptop computer and other telecommunications devices and test equipment from home or a 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, electronics controls, lighting elements, elevators and in addition to brasing and soldering of components as required to keep all facility systems working well.
10%	• Assist with the development of a preventative maintenance program and working with the program. Attend assigned training sessions, labs and in-house coursework to stay current with the job
10%	• Fill in, as necessary, for the Building Maintenance Supervisor and all other related duties
	•
	•
	•
	•

Technician's certificate of an associate degree in a related field is highly desirable.

ii. Knowledge, Skills and Abilities:

Ability to operate and program computers and work with various software and graphics utilized for facilities management throughout the Milwaukee Police Department. Mechanical ability with specialized knowledge of heating, cooling and ventilating equipment involving centrifugal and reciprocating compressors, chillers, pneumatic, electrical and electronic controls and the additional ability to work with computerized building management systems. The Milwaukee Police Department currently utilizes the Trane Tracer automation system. Knowledge of preventative maintenance programs. Ability to read and interpret blueprints, plans, sequence of operations and technical specifications.

iii. Certifications, Licenses, Registrations:

Hold a valid State of Wisconsin drivers license. Chloroflorcarbon (CFC) certification is required. Valid boiler operator's license or higher classification stationary Engineers license in the City of Milwaukee (either high or low pressure) is desirable.

iv. Other Requirements:

Be in good physical condition and be able to lift and carry 50 pounds for long periods of time and 100 pounds for short periods. Be able to climb vertical ladders and/or scaffolding. Not be afraid of heights, or confined and crawl spaces.

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 checked="" 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 checked="" 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 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 checked="" 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 checked="" 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 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 checked="" type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input checked="" 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 checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.

<input checked="" 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 checked="" 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 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 checked="" 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 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 checked="" 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 trades people 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: 90%

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 checked="" type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input checked="" type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input checked="" 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 checked="" 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 checked="" 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 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 checked="" type="checkbox"/> Handcart	<input type="checkbox"/> PC software
<input checked="" type="checkbox"/> Hand tools (<i>please list</i>): Hammer, wrenches, screw drivers, sockets, tubing cutters, etc	
<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.)

Must be a self starter and must be able to work with minimal supervision.

Must demonstrate quality of work and practice safety procedures.

Must exhibit manual dexterity, resourcefulness and the ability to work independently.

Assist in snow removal activities by shoveling, snow blowing or operating a snow plow.

The position is subject to working weekends and holidays, odd hours and different shifts and is subject to emergency call-in.

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

Signature of Department Head or Designated Representative