



## Department of Employee Relations

**Cavalier Johnson**

Mayor

**Harper Donahue, IV**

Director

**Molly King**

Employee Benefits Director

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Labor Negotiator

### Job Evaluation Report

City Service Commission Meeting: March 11, 2025

#### Department of Public Works - Operations

Current	Recommended
Fleet Operations and Training Manager PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$85,086 (One Position)	Fleet Demolition Manager PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$85,086 (One Position)
Garage Custodian PR 7AN (\$45,893 - \$60,173) FN: Recruitment is at \$51,816 FN: Additional 5% for lead work. FN: Additional 3% for special assignments. (Three Positions)	Garage Coordinator PR 8FN (\$58,215 - \$68,330) FN: Additional 3% for special assignments. (Three Positions)

Note: Residents receive a rate that is 3% higher.

#### Background and Recommendation

The Department of Public Works (DPW) – Operations has requested a retitle for the classification of Fleet Operations and Training Manager to Fleet Demolition Manager and a reclassification of their Garage Custodians noting a change in duties and responsibilities. Conversations were held with Makisha Porter, Operations Human Resources Administrator and Danielle Rodriguez, Operations Division Director.

Current	Fleet Operations and Training Manager	PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$85,086	One Position
Recommended	Fleet Demolition Manager	PR 1GX (\$70,501 - \$98,703) FN: Recruitment is at \$85,086	One Position

Under the direction of the Fleet Operations Manager, this position administers and supervises the One Milwaukee Demolition Program, which removes blighted city – owned properties as part of the Mayor's Raze and Revive initiative. Duties and responsibilities include:

- Coordinates with Department of Neighborhood Services to establish a list of properties that have been prepared for demolition.
- Prepares demolition files for each property, including site photos, specifications, raze and erosion control permits, plumbing and sewer abandonment and seal permits, electric and gas disconnection permits, asbestos abatement summaries and reports.
- Coordinates with Water Works to disconnect water service several weeks prior to demolition date.
- Coordinates with Diggers Hotline to mark utilities on each property no more than 30 days prior to demolition.

- Schedules demolition and advises DNS and DNR to execute raze order, requiring demolition to be completed within 10 days.
- Coordinates with Parking Enforcement to post “No Parking” signs 48 hours prior to demolition, and further coordinates to remove illegally parked vehicles on the day of demolition.
- Coordinates with DPW Forestry operations to remove any large trees that obstruct access to the property.
- Assigns, schedules, supervises and directs the demolition work crew to maintain site safety and operational efficiency.
- Performs asbestos-related supervision and inspection of demolition process and maintains appropriate training and licensure as required.
- Coordinates with DPW Sanitation and establishes contracts for the proper transportation and disposal of demolition materials, including material that may contain friable and non-friable asbestos and lead paint.
- Establishes and maintains business relationship with licensed plumbing contractors, schedules site visits and permit applications, and DNS inspections as necessary to complete the sewer lateral abandonment process.
- Coordinates with other city departments and local contractors to recycle spoils and fill as available to minimize the expenses related to backfilling the demolition site.
- Records data related to disposal volume for each property and creates periodic reports.
- Schedules maintenance and repair for demolition equipment as needed.
- Participates in Snow and Ice Control Operations as part of a rotating fulfilling the responsibilities of Dispatch Manager.

Minimum requirements include a high school diploma or equivalent. Five years of experience operating equipment used by the City of Milwaukee, including one year of experience training others on the use of related equipment and three years of experience in construction, demolition, project, or operations management.

The duties of the position of Fleet Operations and Training Manager have shifted from training-focused work to construction, demolition and debris removal. The new responsibilities require a different set of certifications and new administrative duties in order to coordinate with DNS and other City departments regarding properties affected by demolition plans. Although the focus of the position has shifted, the level of responsibility and knowledge remains the same. Therefore, the recommendation is to retitle this position to Fleet Demolition Manager in Pay Range 1GX (\$70,501 - \$98,703) with a minimum recruitment rate of \$85,086.

Current	Garage Custodian	PR 7AN (\$45,893 - \$60,173) FN: Recruitment is at \$51,816	Three Positions
Recommended	Garage Coordinator	PR 8FN (\$58,215 - \$68,330)	Three Positions

Under the direction of the Fleet Operations Manager, this position performs duties related to the daily operation of the municipal garages. Duties and responsibilities include:

- Responsible for the safe, secure, and orderly operation of the garage and care of the fleet equipment at their assigned locations.
- Serves as a supervisor for transitional duty employees.
- Serves as a lead worker to wash crew in winter to ensure equipment maintenance assignments are completed.
- Enforce equipment deployment schedules as required by the Dispatch Office.
- Provide assistance to users, drivers, and operators of fleet equipment and Milwaukee pool vehicles.
- Maintain all areas of the garage in a neat, clean, and orderly condition.

- Monitor the physical condition of the facility and report all needed repairs.
- Assist employees in the use of garage facilities.
- Monitor garage security during the shift.
- Secure facility on completion of assignments when necessary.
- Complete or direct the movement, parking, and preparation of cars, trucks and special equipment as required.
- Know and use proper operating procedures required for the proper operation of all equipment.
- Maintain the fleet of pool vehicles assigned to their location in a ready to use condition.
- Assist in the preparation and setup of equipment for daily use.
- Align improperly parked equipment and implements.
- Report needed repairs to the Repair Division personnel.
- Report discovered equipment damage to Dispatch Office personnel.
- Keep unused equipment clean, functional, and ready for use.
- Maintain equipment and supplies related to vehicle washing and preparation.
- Ensure that facilities are used only for approved purposes.
- Responsible for snow and ice removal on the garage grounds.
- Apply salt or other deicers as required.
- Plow and salt parking and sidewalk areas as needed.
- Fill salt hoppers on cleaning equipment.
- Assist in the maintenance of fuel sites and related equipment including resetting pumps, replacing receipt tape, and resetting compressors.
- Verify fuel balances by sticking tanks and entering balances.
- Monitor and maintain leak detection equipment.
- Maintain vapor recovery equipment and report the equipment's status as required.
- Assist with and account for deliveries of gas, oil, anti-freeze and other fluids.
- Assist employees with requests for access to fuel and fluids.
- Work cooperatively with other Garage Coordinators city wide so as to fill in when needed.

Minimum requirements include a minimum of three years of experience operating related equipment including the participation in three DPW snow seasons.

The department has indicated that this classification has taken on higher level duties, emphasizing their role in providing lead oversight to temporary positions as well as direction to Equipment Operators to ensure smooth operations within the municipal garages.

In conducting a market cost of labor analysis for this title, rates of pay from the Economic Research Institute (ERI), a salary service to which Employee Relations subscribes was considered.

The following table reflects a hybrid job created from weighted comparable jobs based off of duties and responsibilities. The information below from ERI shows rates within the greater Milwaukee Metropolitan Area:

#### Garage Coordinator

Area Name	10th Percentile	25th Percentile	Mean	75th Percentile	90th Percentile
Wauwatosa, Wisconsin	\$44,769	\$48,192	\$52,935	\$57,287	\$61,875

West Allis, Wisconsin	\$44,936	\$48,378	\$53,140	\$57,503	\$62,100
Kenosha, Wisconsin	\$46,096	\$49,712	\$54,738	\$59,345	\$64,185
Madison, Wisconsin	\$44,478	\$47,729	\$52,172	\$56,208	\$60,442
Milwaukee, Wisconsin	\$45,017	\$48,453	\$53,218	\$57,589	\$62,196
Racine, Wisconsin	\$44,100	\$47,466	\$52,125	\$56,397	\$60,902
Waukesha, Wisconsin	\$44,789	\$48,217	\$52,969	\$57,329	\$61,928

Source: ERI as of February 21, 2025

*ERI defines a Garage Coordinator as a position that coordinates the dispatching of a fleet of vehicles such as maintenance trucks, emergency services, and delivery units. Arranges schedule for repairs and lubrication of motor vehicles and keeps track of date of last lubrication and mileage traveled or urgency or repairs. Liaises between the Dispatch Manager and dispatch staff and drivers to communicate the status of service requests. Maintains garage and notifies necessary personnel for repairs.*

This report recommends reclassifying three positions of Garage Custodian in Pay Range 7AN (\$45,893 - \$60,173; recruitment rate of \$51,816) as Garage Coordinator and placing it in Pay Range 8FN (\$58,215 - \$68,330).

**Action Required – Effective Pay Period 9, 2025 (April 13, 2025)**

\* Please see submitted addendum to CCFN for Salary and Position Ordinance changes.

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