



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

David Heard
Fire and Police Commission
Executive Director

Michael Brady
Employee Benefits Director

July 21, 2006

To the Honorable
The Committee on Finance and Personnel
Common Council
City of Milwaukee

Dear Committee Members: Re: Common Council File Number 060406

The following reclassification was approved by the City Service Commission on July 11, 2006:

In the Health Department, one vacant position of Heating and Ventilating Mechanic II, Pay Range 252, was reclassified to Heating and Ventilating Mechanic III, Pay Range 262.

The Job evaluation report covering the above position, including the necessary Positions Ordinance amendment, is attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:pb

Attachments: Job Evaluation Report
Fiscal Note

c: Mark Nicolini, Erick Shambarger, Marianne Walsh, Troy Hamblin, Betty Schraith, Bevan Baker, Vivian Chen, Michelle Stein, Victoria Robertson, Yvette Rowe, Robert McCann, Richard Abelson, John English, Paula Dorsey, Bill Mollenhauer, and James Fields

JOB EVALUATION REPORT

City Service Commission Meeting Date: July 11, 2006

Incumbent: Vacant Position

Department: Milwaukee Health Department

Present	Request
Title: Heating and Ventilating Mechanic II	Title: Heating and Ventilating Mechanic III
Salary: Pay Range 252 (\$38,323 – 42,796)	Salary: Pay Range 262 (\$39,886 – 44,905)
Step: Not Applicable	Source: Department
Recommendation: Title: Heating and Ventilating Mechanic III Salary: Pay Range 262 (\$39,886 – 44,905)	
Rationale: The requested job classification conforms to the nature of work and level of work performed by the Heating and Ventilating Mechanic III job classification.	

Action Required

In the Positions Ordinance, under Health Department, Building and Grounds Division, delete one position of "Heating and Ventilating Mechanic II" and add one position of "Heating and Ventilating Mechanic III."

Background:

On May 11, 2006, Bevan Baker, Commissioner of Health, requested that one vacant position of Heating and Ventilating Mechanic II (HVACII) be reclassified to the III level to function as a lead worker. In studying this request, the staff met with Robert McCann, Mechanical Maintenance Supervisor, the supervisor to whom this position will report, and examined the job description for the position dated January 27, 2006.

The Health Department maintains 5 buildings, as listed below:

- Northwest Health Center
- Southside Health Center
- Johnston Community Health Center
- Keenan Health Center
- Isaac Coggs Community Health Center

Because many of these buildings are more than 40 years old, they need a considerable amount of repair and upkeep as well as major renovations. The Health Department hires outside contractors in

addition to using the services and labor provided by the Department of Public Works to perform major projects.

The Health Department's maintenance staff consists of:

- Mechanical Maintenance Supervisor
- 2-Heating and Ventilating Mechanics II
- 2-Boiler Custodial Workers
- 8-Custodial Worker II/City Laborers, and
- 1-Delivery Driver.

Duties and Responsibilities:

The primary purpose of the Heating and Ventilating Mechanic III will be to function as a lead worker for 12 employees listed above and serve as a back-up for the Mechanical Maintenance Supervisor. As a lead worker, the HVAC Mechanic III will assist the Mechanical Maintenance Supervisor in coordinating maintenance and custodial activities with Health Department employees, City employees, and outside contractors and lead crews in performing maintenance projects. In addition, the employee filling this position will spend a significant amount of time independently performing HVAC maintenance and repairs, general repairs, and preventative maintenance duties. The job description indicates that three years of HVAC repair are required and that experience as a lead worker or other supervisory experience is preferred.

Analysis:

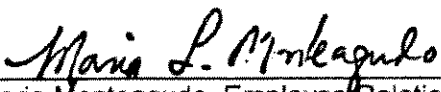
There are two currently existing positions of Heating and Ventilating Mechanic III in the City service. The concept of the HVAC III Mechanic is straightforward in that the employees filling these jobs function as lead workers. Each HVAC Mechanic also performs some general repair work and work unique to his department. The Health Department's request to reclassify a vacant HVAC II to an HVAC III to perform lead worker duties therefore fits the established definition of that classification.

The minimum requirements for the HVAC III job classification are an associate's degree in heating and ventilating or equivalent work experience; and three years of work experience in the field.

Recommendation:

It is therefore recommended that one position of Heating and Ventilating Mechanic II be reclassified to Heating and Ventilating Mechanic III. It should be noted that the Health Department has stated that it intends to fill this vacant position through a competitive process.

Submitted by: 
Laura Sutherland, Human Resources Representative

Reviewed by: 
Maria Monteagudo, Employee Relations Director