



CITY OF MILWAUKEE
DEPARTMENT OF EMPLOYEE RELATIONS

Maria Monteagudo
 Department of Employee Relations
 City of Milwaukee
 200 E Wells St, Room 706

October 6, 2019

The Honorable
 Finance and Personnel Committee
 Common Council
 City of Milwaukee

Common Council File No. 190915 – Communication from the Department of Employee Relations relating to classification study heard at October 3, 2019 Fire and Police Commission meeting.

Dear Committee Members:

The following classifications and pay recommendations were submitted to the Fire and Police Commission meeting on October 3, 2019.

Fire Department-Support Services-Construction and Maintenance

Current	Recommended
Fire Fleet and Equipment Manager PR 1EX (\$58,462 - \$81,844) FN: Recruitment at \$63,619 One Position	Fire Fleet and Equipment Manager PR 1EX (\$58,462 - \$81,844) FN: Range of \$67,917 - \$81,844 One Position
Fire Equipment Repairs Manager PR 1EX (\$58,462 - \$81,844) One Position	Fire Equipment Repairs Manager PR 1EX (\$58,462 - \$81,844) FN: Range of \$67,917 - \$81,844 One Position
Fire Mechanic III PR 7HN (\$41,774 - \$52,049) FN: Range of \$55,109 - \$60,555 FN: 3% incentive for leadwork or field work Nine Positions	Fire Mechanic PR 7ON (\$65,755 - \$65,839) FN: Range of \$51,137 - \$66,702 FN: Recruitment flexibility based upon experience/credentials with DER approval FN: 5% incentive for special assignments Nine Positions
Fire Mechanic II PR 7HN (\$41,774 - \$52,049) FN: Range of \$50,654 - \$54,729 FN: 3% incentive for lead work or field work Underfill Title	
Fire Mechanic I PR 7EN (\$40,640 - \$47,077) FN: Range of \$45,096 - \$48,725 FN: 3% incentive for lead work or field work Underfill Title	
Fire Equipment Welder PR 7HN (\$41,774 - \$52,049) FN: Incentives for ASE and EVT certifications FN: 3% incentive for acting supervisor assignment One Position	Fire Equipment Welder PR 7ON (\$65,755 - \$65,839) FN: Range of \$51,137 - \$66,702 FN: Recruitment flexibility based upon experience/credentials with DER approval FN: 5% incentive for special assignments One Position

<p>Fire Equipment Machinist PR 7HN (\$41,774 - \$52,049) Two positions</p>	<p>Fire Equipment Machinist PR 7ON (\$65,755 - \$65,839) FN: Range of \$51,137 - \$66,702 FN: Recruitment flexibility based upon experience/credentials with DER approval FN: 5% incentive for special assignments Two positions</p>
<p>Fire Building and Equipment Maintenance Specialist PR 7HN (\$41,774 - \$52,049) Two Positions</p>	<p>Fire HVAC Maintenance Technician PR 7NN (\$44,786 - \$63,202) FN: Recruitment flexibility based upon experience/credentials with DER approval FN: 5% incentive for special assignments Two Positions</p>
<p>Fire Equipment Compressed Air Technician PR 7HN (\$41,774 - \$52,049) One position</p>	<p>Fire Maintenance Technician PR 7HN (\$41,774 - \$52,049) FN: Range of \$38,685 - \$55,347 FN: Recruitment flexibility based upon experience/credentials with DER approval FN: 3% incentive for special assignments, \$.60/hour for Compressed Air Technician or Inventory Control Assistant III assignments Eight Positions</p>
<p>Fire Equipment Repairer II PR 7GN (\$41,096 - \$50,649) FN: \$.60/hour incentive for Fire Building and Equipment Maintenance Specialist assignment One Position</p>	
<p>Fire Equipment Repairer I PR 7DN (\$37,314 - \$46,567) FN: Recruitment at \$38,434 and \$39,587 for 3 or 4 years' experience respectively FN: \$.60/hour incentive for Fire Equipment Compressed Air Technician or Fire Equipment Machinist assignments Two Positions</p>	
<p>Fire Mechanic Helper PR 7BN (\$35,376 - \$42,842) FN: \$.60/hour incentive for Inventory Control Assistant III assignment One Position</p>	
<p>Inventory Control Assistant III PR 6HN (\$37,080 - \$41,863) FN: Recruitment at \$37,830 Two Positions</p>	
<p>One New Position PR TBD</p>	

Residents receive rates that are 3% higher

Respectfully submitted,



Maria Monteagudo
Employee Relations Director

Attachments: Job Evaluation Report

FJOB EVALUATION STUDY

Fire and Police Commission Meeting: October 3, 2019

Fire Department-Support Services-Construction and Maintenance

Current	Recommended
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Fire Building and Equipment Maintenance Specialist PR 7HN (\$41,774 - \$52,049) Two Positions	Fire HVAC Maintenance Technician PR 7NN (\$44,786 - \$63,202) FN: Recruitment flexibility based upon experience/credentials with DER approval FN: 5% incentive for special assignments Two Positions

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One New Position PR TBD	

Residents receive rates that are 3% higher

Background

The Department of Employee Relations (DER) has received requests over the last several years from Fire Chief Mark Rohlfing to study positions in the Construction and Maintenance Division of the department's Support Services Bureau. This report makes classification and pay recommendations for positions performing vehicle repair, welding, machining, heating and ventilating, building maintenance, fleet maintenance, inventory, repair of firefighting gear, as well as vehicle upholstery. Because of the variety of work performed by this one division, the recommendations of this report are similar to previous recommendations for general City and Police department HVAC and building maintenance positions; recommendations for Port Operations Technicians; as well as for Department of Public Works (DPW) vehicle technicians and maintenance mechanics. Meetings have been held over the last few years with Milwaukee Fire Department leadership, budget, and human resources staff. Updated job descriptions have been reviewed.

This report includes recommendations on classification level and market rates of pay for the titles listed above. The recommended new rates of pay for these positions are based in part on an assessment of the cost of labor within southeastern Wisconsin as well as comparisons to comparable positions within City government. As with other City departments, the Fire Department has had difficulty in recruiting and retaining employees. Because of the need to balance internal equity concerns with the ability to hire and retain employees, this report recommends the ability to recruit candidates based upon specified experience and credentials with Employee Relations approval.

The following table provides turnover data between 2015 and the present for the Fire Department titles listed below.

Title	Positions	Entries	Exits	Vacant
Fire Equipment Compressed Air Technician	1	2	2	
Fire Mechanic	9	4	5	1
Fire Equipment Repairer I	2	1	1	
Fire Equipment Repairer II	1	3	3	
Fire Equipment Welder	1	1	1	
Inventory Control Assistant III	1		1	1
New Position to be Classified	1			1
Fire Department Totals	16	11	13	3

In order to meet ongoing work demands, it has been necessary for the Milwaukee Fire Department to have current employees work overtime and to outsource to vendors. With the additional position added in 2019, the Construction and Maintenance Division now has 16 positions. As the table below shows there has been 13 staff changes in the Division over the last five years and there are three current vacancies. In order to meet ongoing work demands, it has been necessary for the Milwaukee Fire Department to have current employees work overtime and to outsource work to vendors. This has meant at least an additional \$100,000 paid to external vendor so far in 2019.

Current	Fire Fleet and Equipment Manager	PR 1EX	\$58,462 - \$81,844 Recruitment at \$63,619	One Position
Recommended	Fire Fleet and Equipment Manager	PR 1EX	\$58,462 - \$81,844 Recruitment at \$67,917	One Position

The basic function of this position is to manage all repairs and maintenance work performed on the Fire Department's fleet, consisting of approximately 192 vehicles. The types of equipment and vehicles maintained and repaired include paramedic vehicles, staff vehicles, and the fire boat. In addition to scheduling, assigning, and overseeing maintenance and repair work, this manager also performs such managerial/administrative work as: approving invoices for payment of all fleet purchases and repairs; conducting an annual evaluation of the department's fleet; coordinating and managing the department's preventative maintenance program; serving as the Co-Chair of the Apparatus Specifications Committee; preparing specifications for equipment, vehicles, and firefighting apparatus when required; approving all purchases; managing all supplies and equipment of the emergency medical services stock room and vehicle repairs; and approving repairs made by outside vendors and associated costs. This manager also responds to requests for service between midnight and 7:30 am on week days and 4:00 pm and 8:00 am on weekends.

Requires Bachelor's Degree in Public or Business Administration or closely related field, with a minimum of four years experience at a supervisory level. Also requires a minimum of four years service in a recognized vehicle repair establishment as an automotive mechanic and/or heavy equipment repairer. An equivalent combination of education, supervisory, and other relevant experience may be considered.

This position is comparable in level of responsibility to other Facilities Maintenance Supervisors throughout City government including the Facilities Maintenance Supervisors in DPW-Infrastructure and the Milwaukee Public Library. These positions manage the building maintenance functions in all facilities managed by DPW-Infrastructure Services and the Milwaukee Public Library including a combination of in-house trades and contracted work. Based on recent Job Evaluation Studies, these positions have been classified in Pay Range 1EX (\$58,462 - \$81,844) with a recruitment rate of \$67,917. This report therefore recommends no change to the current classification and pay range but does recommend an increase in the recruitment rate for comparability. Therefore, this report recommends the classification of Fire Fleet and Equipment Manager in Pay Range 1EX (\$58,462 - \$81,844) with a recruitment rate of \$67,917.

Current	Fire Equipment Repairs Manager	PR 1EX	\$58,462 - \$81,844	One Position
Recommended	Fire Equipment Repairs Manager	PR 1EX	\$58,462 - \$81,844 Recruitment at \$67,917	One Position

This position manages shop maintenance activities and employees in regard to department facilities to uphold the highest level of quality and efficiency possible at the Division of Construction and Maintenance. This includes monitoring and approving department repairs and costs. Duties and responsibilities include approving accounts payable invoices and evaluating vendors; proposing budget recommendations on buildings and shop equipment; and preparing requisitions for outside repairs and service. The position also assists the Deputy Chief with budgeting request for major capitol maintenance repairs. This manager also responds to requests for service between midnight and 7:30 am on week days and 4:00 pm and 8:00 am on weekends.

Requires Bachelor's Degree in Public or Business Administration or closely related field, with a minimum of four years experience at a supervisory level. Also requires a minimum of four years' experience in building maintenance. An equivalent combination of education, supervisory, and other relevant experience may be considered.

This position is comparable in level of responsibility to other Facilities Maintenance Supervisors throughout City government including the Facilities Maintenance Supervisors in DPW-Infrastructure and the Milwaukee Public Library. These positions manage the building maintenance functions in all facilities managed by DPW-Infrastructure Services and the Milwaukee Public Library including a combination of in-house trades and contracted work. Based on recent Job Evaluation Studies, these positions have been classified in Pay Range 1EX (\$58,462 - \$81,844) with a recruitment rate of \$67,917. This report therefore recommends no change to the current classification and pay range but does recommend an increase in the recruitment rate for comparability. Therefore, this report recommends the classification of Fire Equipment Repairs Manager in Pay Range 1EX (\$58,462 - \$81,844) with a recruitment rate of \$67,917.

Current	Fire Mechanic III	PR 7HN \$41,774 - \$52,049 Actual Range of \$55,100 - \$60,555 3% incentive for special assignments	Nine Positions
	Fire Mechanic II	PR 7HN \$41,774 - \$52,049 Actual Range of \$50,654 - \$54,729 3% incentive for special assignments	Underfill
	Fire Mechanic I	PR 7EN \$40,640 - \$47,077 Actual Range of \$45,096 - \$48,725 3% incentive for special assignments	Underfill
Recommended	Fire Mechanic	PR 7ON \$65,755 - \$65,839 Actual Range of \$51,137 - \$66,702 Recruitment flexibility based upon experience/credentials with DER approval 5% incentive for special assignments	Nine Positions

Fire Equipment Mechanics diagnose, maintain, and repair emergency medical and fire suppression vehicles. The Fire Department has experience difficulty in retaining and recruiting for these positions. Over the last five years, five mechanics have left the Fire Department to work for other local employers. In exit interviews, these employees indicated that they left because of the ability to earn significantly higher wages with other local employers. Likewise, because of comparatively lower wages, the Department has experienced difficulty in recruiting highly qualified candidates to fill the vacancies. Currently there is one Fire Mechanic vacancy.

The nine positions of Fire Mechanic assigned to the Fire Equipment Repair Shop work under the direction of the Fire Equipment Repairs Supervisor. The basic function of the job is to service, rebuild, repair, overhaul, adjust, and test all vehicles, fire apparatus, equipment, and tools used by the Department. Each week Mechanics are required to

work a "watch" shift (roughly corresponding to a second shift) in which they work alone, responding to requests for service regarding fire apparatus, vehicles, equipment, and building equipment and facilities. Mechanics work independently on these shifts, determining work priorities and calling in additional mechanical help as needed. In addition, a Mechanic is called to the scene of any three-alarm fire or greater to repair equipment onsite as needed.

As skilled journey-level mechanics, these employees diagnose, adjust, repair, and maintain a wide variety of automotive and diesel fire equipment including fire engines, ladder trucks and ambulances. They repair, overhaul, and maintain specialized equipment on automotive and diesel fire equipment including pumps, valves, power take-offs, hydraulic systems and steering mechanisms. Fire Equipment Mechanics also overhaul, repair, and maintain single and two-speed rear axles, multi-speed transmissions, hydraulic compression units, and electronic control systems and components.

The work requires considerable knowledge of the design, construction, repair and maintenance of a wide variety of conventional and specialized automotive, diesel fire, and ambulance vehicles and equipment. Due to the nature of the Fire Department's services, in many cases repair work must be completed under strict time constraints.

Market Data

To determine the appropriate level of pay for Fire Mechanics this report considers cost of labor comparisons from the Economic Research Institute (ERI), a salary survey to which DER subscribes, the Bureau of Labor Statistics (BLS), and similar positions in surrounding jurisdictions...

Automotive Mechanic (Southeastern Wisconsin)

Years' Experience	10 th Percentile	25 th Percentile	Survey Mean	75 th Percentile	90 th Percentile
7	50,389	54,515	60,137	65,549	71,142
6	48,834	52,832	58,248	63,460	68,865
5	46,631	50,475	55,622	60,558	65,700
4	44,318	48,031	52,923	57,566	62,433
3	41,900	45,502	50,176	54,518	59,096
2	39,401	42,894	47,397	51,460	55,736
1	36,879	40,232	44,600	48,432	52,411

ERI, September 2019

ERI defines an Automotive Mechanic as a position that repairs and overhauls automobiles, buses, trucks, and other automotive vehicles. Examines vehicle and discusses with customer, automobile repair service estimator, or inspector nature and extent of damage or malfunction. Creates plans of work procedure, using charts, technical manuals, and experience. Work is distinguished by a requirement for training and skill in computer diagnostics and electronics troubleshooting, which may require factory certification.

Heavy Equipment Mechanic (Southeastern Wisconsin)

Years of Experience	10 th Percentile	25 th Percentile	Survey Mean	75 th Percentile	90 th Percentile
7	58,007	62,942	69,551	75,913	82,396
6	56,124	60,887	67,283	73,429	79,707
5	54,074	58,646	64,805	70,712	76,762
4	51,877	56,238	62,138	67,785	73,587
3	49,567	53,694	59,314	64,682	70,216
2	47,183	51,064	56,382	61,453	66,704
1	44,750	48,411	53,407	58,169	63,126

ERI, September 2019

ERI defines a Heavy Equipment Mechanic as a position that repairs and assesses malfunctions, rebuilds, and performs maintenance on construction equipment, such as cranes, power shovels, scrapers, paving machines, motor graders, trench-digging machines, conveyors, bulldozers, dredges, pumps, compressors and pneumatic tools.

BLS provides the following wage information in the greater Milwaukee metropolitan area:

	10 th percentile	25 th percentile	Median wage	75 th percentile	90 th percentile
Milwaukee Waukesha-West Allis, WI					
Mobile Heavy Equipment Mechanics, Except Engines	\$35,525	\$43,682	\$56,877	\$66,384	\$76,859
Bus and Truck Mechanics and Diesel Engine Specialists	\$35,628	\$43,651	\$54,281	\$61,481	\$65,879

May 2018 Aged 3%

BLS defines Mobile Heavy Equipment Mechanics, Except Engines as positions that diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors, used in construction, logging, and surface mining.

BLS defines Bus and Truck Mechanics and Diesel Engine Specialists as positions that diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines.

Staff also contacted the Cities of Greenfield, Waukesha, Wauwatosa, and West Allis to inquire about rates for like positions within those jurisdictions. The data below interprets those findings:

Rates of Pay for Neighboring City Government

Organization	Job Title	Pay Range
City of Greenfield	Fabricator/Mechanic	\$59,301 - \$68,037
City of Waukesha	Mechanic	\$48,893 - \$66,004
City of Wauwatosa	Mechanic	\$52,083 - \$71,427
City of West Allis	Equipment Mechanic	\$46,093 - \$63,190
	Lead Equipment Mechanic	\$54,434 - \$74,651

The current rates of pay for Fire Mechanic I, II, and III (\$45,096 - \$60,555) are low in comparison to external market rates of pay from BLS, ERI and comparable positions in neighboring jurisdictions. This report recommends a consolidation of these three classifications to Fire Mechanic and reallocation to Pay Range 7ON with unique minimum and maximum rates of \$51,137 and \$66,702. In order to assist the Fire Department in recruiting and retailing the most qualified candidates, this report also recommends recruitment flexibility based upon specified experience and credentials with DER approval. As the current titles provide incentive for serving as an acting supervisor, this report also recommends an additional 5% incentive for serving in these special assignments.

Current	Fire Equipment Welder	PR 7HN \$41,774 - \$52,049 Incentives for ASE and EVT certifications 3% incentive for acting supervisor	One Position
Recommended	Fire Equipment Welder	PR 7ON \$65,755 - \$65,839 Actual Range of \$51,137 - \$66,702 Recruitment flexibility based upon experience/credentials with DER approval 5% incentive for special assignments	One Position

The Fire Equipment Welder's primary duties are to design, fabricate, and repair apparatus and equipment relevant to department operations using tungsten inert gas (TIG) welding, metal inert gas (MIG) welding, stick welding, brazing,

and soldering to design, fabricate, install, and maintain custom equipment and mountings on fire apparatus and in engine houses, which includes the ventilation systems in engine houses. The position repairs ladders and tests ladders annually to assure they are structurally sound. Specific duties and responsibilities include:

- 40% Makes apparatus body repairs and works with sheet metal, copper, aluminum, and stainless steel, in a variety of shapes and sizes (tubes, bar stock, plates, etc.) to fabricate custom products used by the department in emergency and non-emergency situations. Brazes or solders heater cores and radiators on fire vehicles. Plans, lays out, and fabricates steel water tanks on apparatus as well as repairing welds on older tanks. Fabricates, installs and welds, if necessary, brackets, boxes, trays, dividers, and shelves which securely hold expensive, and in many cases, electrically charged equipment onto fire engines, ladder trucks, and paramedic units, which can be easily removed in emergency situations. Confers with officers from all department divisions regarding custom fabrication of items for their special needs, in most cases working without previous designs.
- 30% Welds and repairs equipment constructed of steel, aluminum, and other alloys, such as aluminum ground ladders, when beams and rungs are damaged. Performs serviceability testing of same prior to returning ladder equipment to fire service (to meet UL standards). Also splices halyard ropes on ladders and repairs specialized tools unique to the fire service, such as shingle stripping forks, rams, and drag forks.
- 10% Makes simple sketches and drawings to aid in repairs, orders materials, and welds various equipment, using Tungsten Inert Gas Welding (TIG), Metal Inert Gas Welding (MIG), stick welding, brazing, and soldering.
- 5% Responds to emergent incidents as ordered.
- 5% Designs, fabricates, installs, and maintains heating and ventilating equipment. Calculates flow for said equipment. Prepares and reads job-related drawings and blueprints. Orders, installs, and maintains pre-engineered European-style roll-up doors for fire engines, ladder trucks, and special apparatus.
- 5% Maintains and submits necessary forms, reports, and records as specified. Records all stock transactions in the absence of inventory personnel.
- 5% Keeps current with new developments in welding and fabricating for more efficient repair and service. May be required to attend pertinent training. Recognizes and uses the most economical and efficient methods in making repairs or fabricating components, consistent with the demands of the fire service.

In terms of internal comparables, the Fire Equipment Welder has historically been paid in the same range as that of the Fire Mechanic.

The rates from ERI shown below reflect the minimum and maximum rates of pay at the 10th, 25th, mean, 75th and 90th percentiles of the labor market:

Welder (Southeastern Wisconsin)					
Years' Experience	10 th Percentile	25 th Percentile	Survey Mean	75 th Percentile	90 th Percentile
7	45,102	48,785	53,821	58,622	63,611
6	43,795	47,374	52,238	56,871	61,702
5	42,418	45,910	50,600	55,056	59,719
4	40,940	44,361	48,887	53,149	57,633
3	39,361	42,724	47,110	51,169	55,461
2	37,693	41,002	45,280	49,146	53,233
1	35,967	39,207	43,408	47,108	50,985

ERI, September 2019

ERI defines a Welder as a position that welds metal components together; fabricates or repairs products according to layouts, blueprints, or work orders, using brazing and variety of arc and gas welding equipment. The following table provides wage information from the BLS for Welders, Cutters, Solderers, and Braziers in the greater Milwaukee metropolitan area:

Structural Ironworker (Southeastern Wisconsin)

Years' Experience	10 th Percentile	25 th Percentile	Survey Mean	75 th Percentile	90 th Percentile
7	52,980	57,089	62,793	68,133	73,722
6	51,301	55,238	60,727	65,866	71,263
5	49,483	53,249	58,495	63,410	68,595
4	47,513	51,128	56,110	60,776	65,727
3	45,384	48,884	53,611	58,000	62,695
2	43,098	46,520	51,041	55,138	59,554
1	40,684	44,039	48,427	52,265	56,379

ERI, September 2019

ERI defines a Welder as a position that fabricates, places, positions, aligns, and fits together fabricated parts of structural metal products in shop, according to blueprint and layout specifications, preparatory to welding or riveting.

BLS provides the following wage information in the greater Milwaukee metropolitan area:

Milwaukee Waukesha-West Allis, WI	10 th percentile	25 th percentile	Median wage	75 th percentile	90 th percentile
Welders, Cutters, Solderers, and Braziers	\$32,909	\$37,626	\$44,712	\$51,376	\$61,264
Structural Iron and Steelworkers	\$38,769	\$48,884	\$72,399	\$79,495	\$83,791

May 2018 Aged 3%

BLS defines Welders, Cutters, Solderers, and Braziers as positions that use hand-held or remotely controlled equipment to join or cut metal parts.

BLS defines Structural Iron and Steelworkers as positions that raise, place, and unite iron or steel girders, columns, and other structural members to form completed structures or structural frameworks. May erect metal storage tanks and assemble prefabricated metal buildings.

The work that Fire Equipment Welders perform is more complex than the traditional welding positions found in the private sector. The current rate of pay for Fire Equipment Welder (\$41,774 - \$52,049) is low in comparison to external market rates of pay from BLS. This report therefore recommends a rate of pay comparable to that recommended for the Fire Mechanic in Pay Range 7ON with unique minimum and maximum rates of \$51,137 and \$66,702. In order to assist the Fire Department in recruiting and retaining the most qualified candidate, this report also recommends recruitment flexibility based upon specified experience and credentials with DER approval. As the current title provides incentive for serving as an acting supervisor, this report also recommends an additional 5% incentive for serving in these special assignments.

Current	Fire Equipment Machinist	7HN \$41,774 - \$52,049	Two Positions
Recommended	Fire Equipment Machinist	7ON \$65,755 - \$65,839 Actual Range of \$51,137 - \$66,702 Recruitment flexibility based upon experience/credentials with DER approval	Two Positions

The Fire Equipment Machinist primary duties are to service, rebuild, repair, overhaul, adjust, and test portable equipment associated with firefighting or engine house maintenance. Specific Duties and responsibilities include:

- 40% Services, rebuilds, repairs, overhauls, adjusts, and tests portable equipment, which includes, but is not limited to, nozzles, exhaust fans, roof and chain saws, generators, water pumps, extrication equipment, lawn mowers, snow blowers, deluge sets, floor buffers, and hand lanterns.

- 20% Repairs plumbing for pumps on fire apparatus.
- 10% Machines parts and fittings uniquely inherent to the fire service, which includes, but is not limited to, the operation of lathes, milling machines, pipe cutters, and drill presses.
- 10% Repairs power cots for MED units.
- 10% Orders and maintains an inventory of parts, supplies, and loaner equipment.
- 5% Maintains records of equipment, including servicing histories.
- 5% Assists supervisors in regards to outside services and budgetary recommendations.

In terms of internal comparables, the Fire Equipment Machinist has historically been paid in the same range as that of the Fire Mechanic and this report recommends continuing the comparability in pay to the Fire Mechanic in Pay Range 7ON with unique minimum and maximum rates of \$51,137 and \$66,702. In order to assist the Fire Department in recruiting and retaining the most qualified candidates, this report also recommends recruitment flexibility based upon specified experience and credentials with DER approval. In addition this report recommends a 5% incentive for serving in special assignments.

Current	Fire Building and Equipment Maintenance Specialist	PR 7HN \$41,774 - \$52,049	Two Positions
Recommended	Fire HVAC Maintenance Technician	PR 7NN \$44,786 - \$63,202 Recruitment flexibility based upon experience/credentials with DER approval 5% incentive for special assignments	Two Positions

The primary duties of these positions are to troubleshoot, repair, service, and maintain the heating, plumbing, air handling, air conditioning, and electrical systems in the 37 buildings of the department. Specific duties and responsibilities include:

- 28% Troubleshoot, repair, service, and maintain heating equipment, which includes, but is not limited to, forced air, hydronic, and steam heat.
- 28% Troubleshoot, repair, service, and maintain air handling equipment, which includes, but is not limited to, central air conditioning, portable air conditioners, exhaust fans, vehicle emission systems, and air filtration systems.
- 28% Troubleshoot, repair, service, and maintain appliances located in the station houses, which includes, but is not limited to, gas stoves, refrigerators, and humidifiers.
- 10% Performs general plumbing repairs and maintenance, not requiring the services of a licensed plumber, of such items as hot and cold water lines, sink drains, faucets, garbage disposal units, toilets, sump pumps, water heaters, sewer lines, and pipes.
- 6% Consults with supervisors in regards to outside services and assistance in budgetary recommendations.

The duties and responsibilities of these positions are comparable to those of other recently classified HVAC Maintenance Technicians in both general City departments and the Police department. The pay for this recently classified position was based upon a market cost of labor review with the recommended Pay Range 7NN (\$44,786 - \$63,202). These comparable positions are also responsible for the repair, adjustment, maintaining and cleaning equipment related to facilities under the control of the departments. This 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.

Therefore because of the internal comparability to the recently classification of HVAC Maintenance Technician, this report recommends Fire HVAC Maintenance Technician in Pay Range 7NN (\$44,786 - \$63,202) with recruitment flexibility based upon experience/credentials with DER approval. Also recommended is a 5% incentive for special assignments which could include serving as a lead worker or acting supervisor.

Current	Fire Equipment Compressed Air Technician	PR 7HN \$41,774 - \$52,049	One position
	Fire Equipment Repairer II	PR 7GN 41,096 - \$50,649	One Position
	Fire Equipment Repairer I	PR 7DN \$37,314 - \$46,567 FN: Recruitment at \$38,434 and \$39,587 for 3 or 4 years' experience respectively FN: \$.60/hour incentive for Fire Equipment Compressed Air Technician assignment	Two Positions
	Fire Mechanic Helper	PR 7BN \$35,376 - \$42,842 FN: \$.60/hour incentive for Inventory Control Assistant III assignment	One Position
	Inventory Control Assistant III	PR 6HN \$37,080 - \$41,863 FN: Recruitment at \$37,830	Two Positions
	One New Position	TBD	One Position
Recommended	Fire Maintenance Technician	PR 7HN \$41,774 - \$52,049 Actual range of \$38,685 - \$55,347 Recruitment flexibility based upon experience/credentials with DER approval 3% incentive for special assignments, \$.60/hour for Compressed Air Technician or Inventory Control Assistant III assignments	Eight Positions

Current Fire Construction & Maintenance Shop Titles

Fire Equipment Compressed Air Technician	PR 7HN \$41,774 - \$52,049	One position
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Primary duty is to maintain self-contained breathing apparatus (SCBA), fill SCBA and oxygen cylinders, and maintain high-pressure regulators, gauges, and air compressor systems. Also maintains carbon monoxide monitors, four-gas monitors, and related equipment. Specific duties and responsibilities include:

- 30% Issues, inspects, troubleshoots, and repairs self-contained breathing apparatus of various types and high and low pressure compressed gas regulators.
- 25% Inspects and services shop air compressor, including high and low pressures. Maintains compressed air systems, including but not limited to, lines, fittings, valves, gauges, filters, and booster pump. Issues, maintains, and repairs portable suction units and their charging systems. Calibrates and repairs electronic instrumentation, including but not limited to, carbon monoxide monitors, gas monitors, explosimeters, and oxygen meters.
- 15% Oversees compressed air run and bottle filling of SCBAs, M-cylinders, and D-cylinders. Has fire extinguishers refilled and repairs water style extinguishers.
- 10% Institutes and monitors maintenance programs as needed to comply with government mandates and manufacturers' recommendations.
- 10% Deals directly with outside vendors, orders and maintains an inventory of parts, supplies, and loaner equipment. Maintains associated general records. Assists and advises supervisors in areas such as policy, procedure, safety, new products, budgetary items, special needs, and problems requiring outside services.

- 5% Modifies equipment to meet the special needs of the department. Troubleshoots and repairs oxygen delivery systems, both portable and fixed units on EMS vehicles. Tests compressed breathing air.
- 5% Assists with other duties as may be assigned, which may include driving heavy apparatus.

Fire Equipment Repairer II (Upholsterer)	PR 7GN 41,096 - \$50,649	One Position
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Primary duties are to inspect and repair personal protective equipment (PPE), as well as design, fabricate, alter, and repair specialty fabric items uniquely inherent to the fire service. Specific duties and responsibilities include:

- 50% Conducts inspection of and repairs PPE per national standard National Fire Protection Association (NFPA) 1851 requirements.
- 40% Designs, fabricates, alters, and repairs specialty items made of leather, nylon, canvas, and vinyl, including but not limited to, hose covers, weather protective covers, seat covers, chair cushions, safety straps, harnesses, bags, and pouches using methods of sewing, adhesives, and mechanical fastening.
- 5% Participates and provides subject-matter expertise in research and development, evaluations, and specifications of PPE. Attends training on best practices and advancement in PPE materials, inspection, and maintenance.
- 5% Assists with other duties as may be assigned, which may include driving heavy apparatus.

Fire Equipment Repairer I (Tires)	PR 7DN \$37,314 - \$46,567 FN: Recruitment at \$38,434 and \$39,587 for 3 or 4 years' experience respectively FN: \$.60/hour incentive for Fire Equipment Compressed Air Technician assignments	One Position
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Primary duty is to be solely responsible for the inspection, repair, and maintenance of tires and hose on all department vehicles and apparatus. Specific duties and responsibilities include:

- 30% Changes and/or repairs tires in the department shop, or on location, as necessary.
- 25% Inspects and evaluates all tires and tubes to determine necessity for repair, recap, or scrap, and if warranty is applicable. Works with vendors on recaps to offset costs to department. Rotates and balances tires. Inspects, matches, and reconditions rims for proper assembly. Maintains tire inventory and completes all necessary paperwork.
- 10% Inspects and evaluates all fire hose for repair and replacement. Resets and/or replaces couplings in fire hose, and mends salvageable hose jackets. Distributes and marks all new hose. Maintains accurate records of hose inventory and assignment.
- 10% Inspects, cleans, and refills department fire extinguishers.
- 10% Assists Fire Equipment Compressed Air Technician with repairing self-contained breathing apparatus (SCBA) facepieces, backpacks, harness assemblies, and SCBA valve bodies. Also assists with performance of SCBA facepiece fit/flow test.
- 5% Plows department facilities and maintains plowing equipment.
- 5% Repairs pike poles and ax and sledgehammer heads and handles. Inspects and repairs spanner belts and miscellaneous equipment as needed.
- 5% Drives department vehicles, including heavy equipment, on an as-needed basis. Performs other duties as may be assigned on a day-to-day basis.

Fire Equipment Repairer I (Personal Protective Equipment/Upholsterer)	PR 7DN \$37,314 - \$46,567 FN: Recruitment at \$38,434 and \$39,587 for 3 or 4 years' experience respectively FN: \$.60/hour incentive for Fire Equipment Compressed Air Technician assignments	One Position
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Primary duties are to inspect and repair personal protective equipment (PPE), as well as perform upholstery repair of various department equipment. Secondary duties include working on self-contained breathing apparatus (SCBA), and assisting with inventory and supply levels in stockroom. Specific duties and responsibilities include:

- 35% Conducts inspection of and repairs PPE per national standard National Fire Protection Association (NFPA) 1851 requirements. Picks up and delivers PPE.
- 30% Repairs and inspects SCBAs, meters, and oxygen- and air-fill systems.
- 15% Repairs upholstery items of various department equipment, such as weather protective covers, seat covers, chair cushions, and bags and pouches, using methods of sewing, adhesives, and mechanical fastening.
- 15% Assists with monitoring inventory and supply levels in stockroom, recording items shipped and received.
- 5% Assists with other duties as may be assigned, which may include driving heavy apparatus.

Fire Mechanic Helper	PR 7BN \$35,376 - \$42,842 FN: \$.60/hour incentive for Inventory Control Assistant III assignment	One Position
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Primary duties are to receive, track, pick up, and deliver company supplies, parts, and equipment to and from various locations throughout the city. Secondary duty is to assist the Inventory Control Assistant III with stockroom functions. Specific duties and responsibilities include:

- 50% Picks up and delivers various equipment, vendor parts, and supplies (house, paramedic, etc.) to and from various locations. Receives and tracks all deliveries and puts stock away, some of which requires using a forklift.
- 20% Assists the Inventory Control Assistant III with filling house, apparatus, and medical supply orders, and procuring parts, supplies, and equipment. Performs essential functions in the absence of the incumbent.
- 15% Maintains general cleanliness of the shop buildings, vehicles, and grounds. Performs maintenance duties at department properties, such as snow plowing with pickup or snow blower. Moves equipment, furniture, and vehicles/apparatus to and from various locations.
- 10% Aids other shop personnel with specific repair and maintenance tasks.
- 5% Assists with other duties as may be assigned, which may include driving heavy apparatus.

Inventory Control Assistant III	PR 6HN \$37,080 - \$41,863 FN: Recruitment at \$37,830	Two Positions
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Primary duty is to be sole custodian of the Construction & Maintenance Division stock room, including all auxiliary stockrooms and parts storage. Responsible for ordering, maintaining, and issuance of personal protective equipment (PPE), supplies, and materials needed for the department's operations. Specific duties and responsibilities include:

- 40% Orders, tracks, and maintains accountability of all department supplies, equipment, and inventory.
- 25% Approves and edits orders based on individual computer-generated histories, as well as inspecting, condemning, or replacing equipment as needed.

- 5% Conducts and oversees annual physical inventory of all department equipment and supplies.
- 5% Manages computer inventory tracking program.
- 5% Oversees all aspects of parts and equipment, including delivery of items.
- 5% Contacts vendors and buyers to acquire items not readily available. Assists with recommendations for vendor supply contracts.
- 5% Manages procurement schedules, invoicing, and maintenance records, as well as ordering and replacing equipment.
- 5% Uses working knowledge and understanding of NFPA 1851, NFPA 1700 and any other standards needed to perform daily job functions, including being responsible for personal protective equipment (PPE), and maintaining all on-site emergency medical services (EMS) kits for safety. Operates forklift. Loads and unloads supplies and equipment.
- 5% Operates forklift. Loads and unloads supplies and equipment.

One New Position	TBD	One Position
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Primary duty is to perform compressed air runs, which includes maintaining the remote department depots throughout the city. Secondary duties include assisting the Compressed Air Technician with air room functions, and to pick up and deliver company and medical supplies, vendor parts, and equipment. Specific duties and responsibilities include:

- 60% Performs compressed air runs as directed, maintaining the complete stock of remote depots throughout the city (i.e., spare SCBAs, blood pressure cuffs, stethoscopes, and fire extinguishers).
- 15% Picks up and delivers equipment, vendor parts, and supplies (house and paramedic) to and from various locations. Moves equipment, furniture, and vehicles/apparatus to and from various locations.
- 10% Assists the Compressed Air Technician with the filling of breathing air/oxygen bottles.
- 10% Performs general maintenance and cleanliness duties throughout the shop buildings, vehicles, and grounds, as well as other department properties as needed.
- 5% Maintains repair of fire equipment such as axes and pike poles.

Recommended Fire Construction & Maintenance Shop Title

Fire Maintenance Technician	PR 7HN \$41,774 - \$52,049 Actual range of \$38,685 - \$55,347 Recruitment flexibility based upon experience/credentials with DER approval 3% incentive for special assignments	Eight Positions
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This report proposes the creation of the title of Fire Maintenance Technician to encompass the responsibilities of the eight current Fire Shop positions involved in the maintenance and repair of all Fire Department buildings and equipment. While individual employee duties and responsibilities may continue to be specialized, it will create flexibility for Fire Shop Managers to cross-train employees and increase the capacity for response. Fire employees who take on higher level skills, abilities and knowledge would be compensated for those responsibilities.

Primary duties will involve the general repair, maintenance, inventory, and deliveries of various MFD equipment, which includes self-contained breathing apparatus (SCBA), tires, specialty fabric items unique to the fire service, and personal protective equipment (PPE). Performs record keeping, inventory management, and processing of invoices. Performs duties related to stocking of parts for vehicle repairs and station supplies. Supports the department divisions' daily operations, including snow removal and property maintenance. Depending on area of assignment, the Fire Maintenance Technician:

- Issues, inspects, troubleshoots, and repairs self-contained breathing apparatus of various types and high and low pressure compressed gas regulators.
- Inspects and services shop air compressor, including high and low pressures. Maintains compressed air systems, including but not limited to, lines, fittings, valves, gauges, filters, booster pumps, and fill stations. Issues, maintains, and repairs portable suction units and their charging systems. Calibrates and repairs electronic instrumentation, including but not limited to, carbon monoxide monitors, gas monitors, explosimeters, and oxygen meters.
- Conducts inspection of and repairs PPE per National Fire Protection Association (NFPA) 1851 requirements.
- Designs, fabricates, alters, and repairs specialty items made of leather, nylon, canvas, and vinyl, including but not limited to, hose covers, weather protective covers, seat covers, chair cushions, safety straps, harnesses, and bags and pouches, using methods of sewing, adhesives, and mechanical fastening.
- Assists Fire Equipment Compressed Air Technician with repairing self-contained breathing apparatus (SCBA) facepieces, backpacks, harness assemblies, and SCBA valve bodies. Also assists with performance of SCBA facepiece fit/flow test.
- Changes and/or repairs tires in the department shop, or on location, as necessary.
- Inspects and evaluates all tires and tubes to determine necessity for repair, recap, or scrap, and if warranty is applicable. Works with vendors on recaps to offset costs to department. Rotates and balances tires. Inspects, matches, and reconditions rims for proper assembly. Maintains tire inventory and completes all necessary paperwork.
- Inspects and evaluates all fire hose for repair and replacement. Resets and/or replaces couplings in fire hose, and mends salvageable hose jackets. Distributes and marks all new hose. Maintains accurate records of hose inventory and assignment.
- Orders, tracks, and maintains accountability of all department supplies, equipment, and inventory.
- Approves and edits orders based on individual computer-generated histories, as well as inspecting, condemning, or replacing equipment as needed.
- Picks up and delivers various equipment, vendor parts, and supplies (house, paramedic, etc.) to and from various locations. Receives and tracks all deliveries and puts stock away, some of which requires using a forklift.

- Maintains general cleanliness of the shop buildings, vehicles, and grounds. Performs maintenance duties at department properties, such as snow plowing with pickup or snow blower. Moves equipment, furniture, and vehicles/apparatus to and from various locations.
- Performs compressed air runs as directed, maintaining the complete stock of remote depots throughout the city (i.e., spare SCBAs, blood pressure cuffs, stethoscopes, and fire extinguishers).

These new classifications would be similar in classification and compensation of other positions within City government such as Facilities Maintenance Technician and Port Operations Technician.

Facilities Maintenance Technician PR 7HN \$42,815 - \$55,347 Department of City Development

These are skilled technical maintenance positions that perform special and preventive maintenance and repairs on plumbing, electrical, and HVAC systems. They may also be assigned to a cluster of housing developments to troubleshoot and solve complex maintenance problems. Duties include repairing and replacing air compressors; inspecting and repairing boiler piping and controls; repairing, replacing, and adjusting HVAC controls; balancing heating and cooling systems; testing and replacing fuses and breakers; and repairing and replacing motors, pumps, valves, piping joints, and sump pumps.

Facilities Maintenance Technician PR 7HN \$42,815 - \$55,347 Milwaukee Police Department

These positions perform special and preventive maintenance and repairs on plumbing, electrical, and HVAC systems. Duties may include repairing and replacing air compressors; inspecting and repairing boiler piping and controls; repairing, replacing, and adjusting HVAC controls; balancing heating and cooling systems; testing and replacing fuses and breakers; and repairing and replacing motors, pumps, valves, piping joints, and sump pumps.

Port Operations Technician PR 7JN \$38,685 - \$58,344 Port Milwaukee

Operates, performs repairs and conducts routine maintenance of all Port-owned equipment and facilities, including boats, cranes and forklifts. This can include railroad yard and track maintenance and repairs; rough carpentry, painting, glazing, plastering, and cement work to buildings and structures; operate motor-driven high pressure weed sprayer and tractor loader with side cutter bar for grass and weed cutting; perform general dock wall maintenance and repairs; perform general maintenance on cranes: greasing, changing wire cable and minor repair work; provide immediate maintenance response to building, grounds and vessel emergencies; diagnose and make minor and major repairs to outdoor power equipment and Port maintained vehicles; operate, schedule and deploy Port-owned vessels including workboats; operate, maintain, repair and replace HVAC equipment; perform snow and ice removal on Port roads, docks, and railroad yards.

While there is comparability between the proposed Fire Maintenance Technician and both positions described above, this report recommends Pay Range 7HN (\$41,774 - \$52,049) with rates of \$38,685 - \$55,347. This will allow the Fire department to hire and train candidates with a minimum of experience and credentials while also providing a rate up to the maximum of Facilities Maintenance Mechanic to acknowledge performance of more complicated skills, abilities, and responsibilities. To recognize the various levels of current and future employees, this report recommends recruitment flexibility based upon experience/credentials with DER approval. Also recommended is a 3% incentive for special assignments which could include performing higher level responsibilities on a temporary basis.

Therefore this report recommends a new classification for these eight positions of Fire Maintenance Technician in Pay Range 7HN (\$41,774 - \$52,049) with actual rates of \$38,685 - \$55,347. This report further recommends recruitment flexibility based upon experience/credentials with DER approval and a 3% incentive for performing special assignments, which could include performing higher level responsibilities on a temporary basis.

Implementation

The Department of Employee Relations will continue to work closely with Fire Department leadership to create the recommended structured recruitment matrices based upon experience and credentials. These matrices will assist in recruiting and retaining employees and therefore apply to both new hires and to current employees that possess the appropriate credentials. This approach is critical in order to maintain equity in pay between new and current employees.

Actions Required – Effective Pay Period 1, 2019 (December 30, 2018)

In the Salary Ordinance

Under Pay Range 1EX,

For 'Fire Fleet and Equipment Manager' delete footnotes (10) and (25) and add footnotes (14) and (28).
For 'Fire Equipment Repairs Manager' add footnotes (14) and (28).

Under Pay Range 7HN,

Delete 'Fire Mechanic III', 'Fire Mechanic II', 'Fire Equipment Welder', 'Fire Equipment Machinist', Fire Building and 'Equipment Maintenance Specialist', 'Fire Equipment Compressed Air Technician', and delete footnotes (1) (2) (3) (8) (9) (10).

Add the title 'Fire Maintenance Technician (1)' with footnote (1) as follows:

(1) Employees to be paid in the following range. Recruitment may be at any rate in the pay range based upon experience and credentials with the approval of DER. Employees will receive an additional 3% when performing special assignments. Employees will receive an additional \$.60/hour for Compressed Air Technician or Inventory Control Assistant III assignments.

Biweekly	1,487.87	2,128.72
Annual	38,684.62	55,346.72

Under Pay Range 7EN,

Delete 'Fire Mechanic I', and delete footnotes (1) (8)

Under Pay Range 7ON,

Add the title 'Fire Mechanic' and add footnote (4) as follows:

(4) Employees to be paid in the following range. Recruitment may be at any rate in the pay range based upon experience and credentials with the approval of DER. Employees will receive an additional 5% when performing special assignments.

Biweekly	1,966.81	2,565.46
Annual	51,137.06	66,701.96

Add the title 'Fire Equipment Welder (4)'

Add the title 'Fire Equipment Machinist (4)'

Under Pay Range 7GN,

Delete 'Fire Equipment Repairer II' and delete footnote (1)

Under Pay Range 7DN,

Delete 'Fire Equipment Repairer I' and delete footnotes (1) and (3)

Under Pay Range 7BN,

Delete 'Fire Mechanic Helper' and delete footnote (1)

Under Pay Range 7NN,

Add the title 'Fire HVAC Maintenance Technician (1) (4)' with footnote (4) as follows

(4) Employees will receive an additional 5% when performing special assignments.

In the Positions Ordinance

Under Fire Department, Support Services Bureau, Construction and Maintenance Division

Delete nine positions of Fire Mechanic III and add nine positions of Fire Mechanic.

Delete one position of Fire Building and Equipment Maintenance Specialist and add one position of Fire HVAC Maintenance Technician.

Delete one position of Fire Equipment Compressed Air Technician, one position of Fire Equipment Repairer II, two positions of Fire Equipment Repairer II, one position of Fire Mechanic Helper, two positions of Inventory Control Assistant III, and one position of Fire Shop Assistant. Add eight positions of Fire Maintenance Technician.

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Reviewed By: Maria Monteagudo
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