



**Department of Employee Relations**

**Cavalier Johnson**  
Mayor

**Harper Donahue, IV**  
Director

**Molly King**  
Employee Benefits Director

**Nicolas DeSiato**  
Labor Negotiator

**Job Evaluation Report**

Fire and Police Commission Meeting: March 20, 2025

**Police Department**

Current	Recommended
Municipal Services Electrician PR 7LN (\$92,987 - \$120,936)  (One Vacant Position)	HVAC Maintenance Technician 4 PR 7KN (\$85,785 - \$112,409) FN: Recruitment is at \$90,221 (One Vacant Position)

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

Background

The Police Department has requested to repurpose one vacant position of Municipal Services Technician to the position of HVAC Maintenance Technician 4. A job description was provided and discussions were held with Pamela Roberts, Police Human Resources Administrator.

Position Description, Responsibilities, and Minimum Requirements

The HVAC Maintenance Technician 4 is responsible for the repair, replacement, adjustment, maintenance, and cleaning of all HVAC/refrigeration systems related to facilities for the Milwaukee Police Department. Work includes repairs, programming, and operation of the HVAC/Refrigeration systems, digital controls, fire-life safety systems for high-rise Class A commercial buildings and other facilities. Duties and responsibilities include:

**Essential Functions:**

- Regular and consistent attendance.
- Maintain, repair, and monitor Building Automation Systems linking to HVAC and energy management systems.
- Repair, replace, maintain, operate and clean HVAC/refrigeration equipment including control components, building refrigeration, boilers, fire-life-safety and security systems. Work may include the installation of related electric motors, starters, wiring fuses, and protective devices and controls.
- 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, controls for steam and hot water heating systems, air handling units, cooling towers, chillers, roof-top units and compressors. Required to use laptop computer and other telecommunications devices and test equipment from home or a remote area.
- Maintain, repair or replace components in plumbing systems, such as pumps, on-demand hot water heaters, valves and piping.
- Provide general repair and maintenance of mechanical, electrical, pneumatic, hydraulic, electrical (line/low), electronic controls, lighting elements and systems, elevators and in addition to braising and soldering of components, welding and performing light carpentry as required to keep all facility systems working well.

- Assist with the on-going 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.
- Exercise critical thinking skills and fill in, as necessary, for the Building Maintenance Supervisor.
- Perform minimum grounds work including ice and snow removal.
- Other duties as assigned.

Minimum qualifications include five years of full-time experience in the maintenance and repair of HVAC/refrigeration equipment and other mechanical, electrical and electronic automated building systems or an Associate Degree in the HVAC field and two years of experience in the maintenance and repair of HVAC/refrigeration equipment and other mechanical, electrical and electronic automated systems. Equivalencies considered.

Analysis and Recommendation

Based upon comparisons to other positions with the same classification, the recommendation is to repurpose this vacant position of Municipal Services Electrician to HVAC Maintenance Technician 4 in pay range 7KN (\$85,785 - \$112,409) with a recruitment rate of \$90,221.

**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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