



Department of Employee Relations

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

June 2, 2016

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

Dear Committee Members: Re: Common Council File Number **160147**

The following classification and pay recommendations were approved by the City Service Commission on **May 24, 2016**.

In the Department of Public Works – Administrative Services Division, two positions of Driver Training Instructor, PR 3LN were recommended for reclassification to Fleet Training Supervisor, PR 1AX.

In the Department of Public Works – Operations Division, one position of Operations Driver Worker, PR 8KN was recommended for a footnote for assigned equipment instruction and a footnote for peer training.

The job evaluation reports covering the above positions, including the necessary Salary and Positions Ordinance amendments, is attached.

Sincerely,

Maria Monteagudo
Employee Relations Director

MM:fcw

Attachments: Job Evaluation Report
Fiscal Note

C: Mark Nicolini, Dennis Yaccarino, John Ledvina, Eric Pearson, Monique Lofton, Thomas Bell, Deborah Ford, Nicole Fleck, Ghassan Korban, Preston Cole, Jeffrey Tews, Dan Thomas, Shannon Goodwin, Dawn Crowbridge, Chuck Schumacher, John Weigman, Dan Lewand, Brian Fields, and Mike Gurich (Teamsters)



Job Evaluation Report

City Service Commission: May 24, 2016

DEPARTMENT OF PUBLIC WORKS – ADMINISTRATIVE SERVICES DIVISION

Current	Request	Recommendation
Driver Training Instructor PR 3LN (\$49,344 - \$59,095) 2 positions	Study of Positions	Fleet Training Supervisor PR 1AX (\$45,306 - \$63,426) FN: Recruitment at \$56,746.30 FN: Additional 4.8% for general ice control and snow plow operations 2 positions

DEPARTMENT OF PUBLIC WORKS – OPERATIONS DIVISION

Current	Request	Recommendation
Operations Driver Worker 8KN (\$37,931 - \$49,811)	Study of equipment instruction and training responsibilities	Operations Driver Worker 8KN (\$37,931 - \$49,811) FN: Additional \$95.79 biweekly when assigned equipment instruction responsibilities. FN: Additional \$57.47 biweekly when assigned peer training responsibilities.

Actions Required

In the Salary Ordinance, under Pay Range 1AX, add the title "Fleet Training Supervisor (1)(2)"; under Pay Range 3LN, delete footnotes "6" and "9" in their entirety, and under Pay Range 8KN, add designations "11" and "12" to the title "Operations Driver Worker" with footnotes to read as follows: "(11) An employee be paid an additional \$57.47 biweekly when assigned peer training responsibilities. ; and (12) An employee to be paid an additional \$95.79 biweekly when assigned equipment instruction responsibilities."

In the Positions Ordinance, under Department of Public Works – Administrative Services Division, Safety Section, delete two positions of "Driver Training Instructor" and add two positions of "Fleet Training Supervisor".

Background

The Department of Public Works has requested a study of two positions of Driver Training Instructor as well as consideration of the rate of pay for Operations Driver Workers assigned in the capacity of an 'auxiliary' Driver Training Instructor or assigned to provide on-the-job peer training in the operation of garbage packers, recycling vehicles, or similar vehicles. The department provided job descriptions for these positions and different job assignments. Employee Relations staff met with a number of DPW staff members in studying these positions including: Dawn Crowbridge, Fiscal Planning Specialist-Senior, Chuck Schumacher, Administrative Services Manager, John Weigman, Fleet Operations Manager, Dan Lewand, Fleet Operations and Training Manager, and Brian Fields, Driver Training Instructor.

Current: Driver Training Instructor Two positions PR 3LN
Recommendation: Fleet Training Supervisor Two positions PR 1AX

The basic function of this position is to instruct equipment operators in the most efficient and safe methods of operating and maintaining a variety of specialized and heavy equipment, investigating accidents and providing

retraining of employees, assisting in dispatching during general ice control and snow removal operations, training and testing employees for CDL licenses, and supervising the activities of Operations Driver Workers (ODW) assigned to instruction and training responsibilities. Duties and responsibilities include:

- Instruct equipment operators in the proper, most efficient and safest methods of operating equipment and trucks. Complete all necessary record-keeping and paperwork associated with training employees. Operate video equipment, cameras and editing programs to produce videos for training programs. Equipment includes: Back Hoe, Grinder, Prentice Loader, End loader, trackless tractor, forklift, skid loader, hydro crane, reach-all, vac con, vac all, light and heavy tow trucks, compaction and front loader type rubbish units. This includes but is not limited to:
 - Garbage packer evaluation and agility testing
 - Infrastructure Services employee evaluations
 - Infrastructure snow Plow training
 - Sanitation, Forestry, and Infrastructure sensor/snow plow training
 - Sanitation garbage packer snow plow training
 - Roll off/Top Load/ Labrie automated training
 - Remedial/annual refresher classes as needed for City department
 - Pretrip maintenance training and enforcement of maintenance with employees
 - Parking enforcement training for Parking Checkers
 - Building demolition
- Investigate accidents involving city owned vehicles for the City Attorney's Office. Provide on-the-job instruction to employees in the event of repeat accidents or evidence of careless operation. Spot check employees' work to ensure that employees are following department rules and procedures in operation and maintenance of equipment. Coordinate the DPW Safety Team in field site inspections, attend safety meeting to discuss equipment and proper safety techniques.
- Coordinate with the Fleet Operations Supervisors in the dispatching of special operations including snow plowing, snow removal and related emergency operations. Assist the on-duty manager in completing operator call-outs to fill snow equipment, provide operator refresher training and assistance during snow operations.
- Perform the functions of a Fleet Operations Supervisor during their absence. Assist Operations and Training Manger in scheduling rental equipment for use by multiple departments and that equipment is assigned to the correct job.
- Work with factory representatives upon delivery of new equipment and learn proper operation of the equipment. Create training curriculum for employees in the operation of all equipment. Update and create new classes for changing equipment needs. Conduct research as necessary to create course materials.
- As a CDL examiner for the State of Wisconsin conduct class A and B road tests. Train employees in CDL laws and rules and prepare employees to pass a CDL driving exam. This includes performing pre-trips, backing techniques, driving skills and post-tripping a vehicle. Perform written CDL tests. Ensure that the CDL program is in compliance with all state and federal regulations. Maintain records and keep up-to-date with OSHA standards.
- Supervise Operation Driver Workers assigned to provide equipment instruction for employees. Monitor daily assignments.

Minimum requirements include at least three years of experience in the operation of specialized heavy equipment, State of Wisconsin motor vehicle CDL license with endorsements as needed to operation all City-

owned special and heavy equipment. The position requires the writing and communication skills needed to prepare and present training programs.

The department has provided a new job description for the two employees with oversight of equipment training. These positions are responsible for creating and implementing training curriculum; conducting training; supervising ODW's that conduct training; serving as a CDL examiners for the State of Wisconsin and provide training and testing for the City of Milwaukee and other jurisdictions; investigating and preparing disciplinary materials related to accidents involving city-owned vehicles; and coordinating with Fleet Operations Supervisors in the dispatch operations during General Ice Control and Snow Removal Operations.

The scope and level of responsibility for this position is comparable to that of a Safety Specialist-Senior in Pay Range 2EX (\$45,306 - \$63,426). These positions are responsible for:

- planning, coordinating and conducting safety training
- conducting job site safety inspections of procedures, equipment, vehicles and materials
- investigating work related injuries and illnesses
- research and preparing statistical reports
- conducting facilities inspections, and
- coordinating the Transitional Duty Program.

Additional positions with comparable level of responsibility and supervision in DPW include the Fleet Operations Supervisor, Sanitation Supervisor, Street Repair Supervisor in Pay Range 1AX (\$45,306 - \$63,426). These positions supervise daily operations and employees within a specific functional area.

Based upon this analysis, we recommend that two positions of Driver Training Instructor in Pay Range 3LN (\$49,344 - \$59,095) be reclassified to Fleet Training Supervisor in Pay Range 1AX (\$45,306 - \$63,426) with the same recruitment footnote and snow pay footnote as the Sanitation Supervisor in Pay Range 1AX.

Current:	Operations Driver Worker	PR 8KN
Recommendation:	Operations Driver Worker	PR 8KN
	Equipment Instruction–	Additional \$95.79 biweekly

The basic function of the ODW assigned to provide equipment instruction will be to assist the Fleet Training Supervisors in training equipment operators in operation of equipment and trucks. Duties and responsibilities include:

- Instruct equipment operators in the proper, most efficient and safest methods of operating equipment and trucks. Complete all necessary record-keeping and paperwork associated with training employees. Operate video equipment, cameras and editing programs to produce videos for training programs. Equipment includes: Back Hoe, Grinder, Prentice Loader, End loader, trackless tractor, forklift, skid loader, hydro crane, reach-all, vac con, vac all, light and heavy tow trucks, compaction and front loader type rubbish units. This includes but is not limited to:
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 - Infrastructure snow plow training
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 - Sanitation garbage packer snow plow training
 - Roll off/Top Load/ Labrie automated training
 - Remedial/annual refresher classes as needed for City department
 - Pretrip maintenance training and enforcement of maintenance with employees
 - Parking enforcement training for Parking Checkers

- Building demolition

- As a CDL examiner for the State of Wisconsin conduct class A and B road tests. Train employees in CDL laws and rules and prepare employees to pass a CDL driving exam. This includes performing pre-trips, backing techniques, driving skills and post-tripping a vehicle. Perform written CDL tests. Ensure that the CDL program is in compliance with all state and federal regulations. Maintain records and keep up-to-date with OSHA standards.

Minimum requirements include at least two years of experience in the operation of specialized heavy equipment. State of Wisconsin motor vehicle CDL license with endorsements as needed to operation all City-owned special and heavy equipment.

In the past, an ODW assigned to assist in providing equipment instruction would be promoted on a temporary basis to the title of Driver Training Instructor position and would receive a corresponding promotional pay amount for the duration of the assignment. In light of the recommendation to reclassify the Driver Training Instructor title to Fleet Training Supervisor, this report alternatively recommends creating a footnoted task rate for ODW's assigned to perform equipment instruction. An ODW assigned to assist the Fleet Training Supervisors in equipment instruction would receive an additional \$95.79 biweekly which represents a 5% increase in pay for the employees currently performing this higher level responsibility.

This report therefore recommends creating an additional footnote for Operations Driver Worker in Pay Range 8KN that would compensate an employee assigned to perform equipment instruction an additional \$95.79 biweekly.

Current:	Operations Driver Worker	PR 8KN
Recommendation:	Operations Driver Worker	PR 8KN
	Leadworker Trainer - \$57.47 biweekly	

The basic function of the ODW assigned to provide lead worker training will be to assist the Fleet Training Supervisors in training new employees in how to operate and drive equipment safely and efficiently 'on-the-job'. Duties and responsibilities include:

- Riding along with new employee for a three week period of time
- Ensuring that a new employee understands how to read and work a route map effectively
- Monitoring a new employee's performance and provide real-time feedback to the employee and the employee's supervisor
- Completing an end-of-training report and provide this information to Sanitation Managers and Fleet Managers
- Providing on-the-job refresher training to employees

Minimum requirements include at least one year of experience in the operation of specialized heavy equipment. State of Wisconsin motor vehicle CDL license with endorsements as needed to operation all City-owned special and heavy equipment.

In the past, an ODW assigned to provide on-the-job peer training would not receive additional compensation for the assignment. However, DPW management would like ODW's given this assignment to now provide feedback on new employee performance to both the new employee and the employee's supervisor. This information would also be communicated in a report to Sanitation and Fleet Managers. This process would also be used when an ODW provides refresher training to employees in operating equipment.

This report therefore recommends creating a footnoted task rate for an ODW assigned to perform lead worker on-the-job training. An ODW assigned to this task would receive an additional \$57.47 biweekly during the on-the-job

training assignment. This rate represents a 3% increase in pay for the employees currently performing this lead worker function.

This report therefore recommends creating an additional footnote for Operations Driver Worker in Pay Range 8KN that would compensate an employee assigned to perform lead worker training an additional \$57.47 biweekly.

Prepared by: Andrea Knickerbocker st
Andrea Knickerbocker, Human Resources Manager

Reviewed by: M. Montegudo
Maria Montegudo, Employee Relations Director