



Cavalier Johnson
Mayor

Harper Donahue, IV
Director

Molly King
Employee Benefits Director

Nicholas DeSiato
Labor Negotiator

Department of Employee Relations

JOB EVALUATION REPORT

Fire and Police Commission Meeting: April 17, 2025

Police Department

Current	Recommended
HVAC Maintenance Technician 4 PR 7KN (\$85,785 - \$112,409) FN: Recruitment is at \$90,221. FN: Additional 5% when performing special assignments. FN: Positions in Police Dept receive an additional \$1/hour when assigned to oversight duties for a full shift. (One Position)	Print Media and Academy Facilitator PR 1DX (\$58,656 - \$81,507) (One Position)

Note: Residents receive a resident incentive of 3%.

The Milwaukee Police Department (MPD) has requested that one position of HVAC Maintenance Technician 4 in Pay Range 7KN (\$85,785 - \$112,409) with a recruitment rate of \$90,221 be studied for reclassification due to a change in duties and responsibilities. A new job description was provided, and discussions were held with Pamela Roberts, Human Resources Administrator; and Mario Pipia, Police Facilities Manager.

Under the direction of the Police Facilities Manager and/or the Police Assistant Facilities Manager, this position is responsible for facilitating the MPD printing and supervising custodial personnel assigned to the Safety Academy; acts as a liaison between MPD, the Milwaukee Fire Department (MFD), and the Department of Public Works (DPW), at the Milwaukee Safety Academy and submits maintenance requests to DPW while utilizing DPW specific programs of CMMS (Computerized Maintenance Management System); responsible for procuring and helping to create all large scale and custom printed materials used by MPD; maintains the general upkeep, appearance, and functionality of the Milwaukee Safety Academy and leads special event set-ups and tear downs; and assists with snow removal and grounds maintenance. Duties and responsibilities include:

- Establish the appropriate scheduling of workloads for subordinates, disseminate orders, conduct training, prioritize assignments, and supervise and review individual work product.
- Maintain staff personnel records, conduct performance evaluations, recommend disciplinary action when necessary, monitor daily attendance, and enter time sheets into the payroll system.
- Identify and report mechanical problems to DPW Building Services.
- Set-up the gymnasium and training rooms for various functions held at the Safety Academy.
- Monitor and maintain inventory of janitorial supplies used by custodial workers.

- Obtain estimates for emergency and routine maintenance by contractors, monitor projects, and coordinate outside contractor services including electrical, carpentry, painting, forestry, and masonry.
- Perform and coordinate snow removal operations at the Safety Academy and Gray's Development Center.
- Coordinate production of printed materials with MPD personnel to determine their needs; and work with various City departments, and outside agencies and vendors as needed during the production process.
- Determine materials required to produce printed materials, obtain quotes, and place orders.
- Help create, compose, design, produce, and format the layout of artwork to enable production of various printed materials utilized by MPD.
- Print forms, brochures, envelopes, and other printed materials as needed; and perform bindery work as necessary.
- Document spending, prepare budget reports, monitor expenditures, and maintain records.
- Verify and prepare biweekly ProCard Statement.
- Help prepare cost estimates for equipment, capital investments, supplies, and projections for future department needs; review and analyze grant and asset forfeiture appropriations and make recommendations to managers for the purchase of materials; and prepare specifications for purchase requisitions when needed for submittal to the Budget Office.
- Inspect the physical conditions and operating efficiency of custodial equipment, troubleshoot and repair malfunctioning equipment or request repair services as needed.
- Perform minor maintenance tasks as required for the Milwaukee Safety Academy.
- Perform other duties as assigned.

Minimum requirements include training in printing and/or graphic design with a minimum of three years of experience; and one year of experience in facility maintenance, operations and repair which may include maintenance of heating, ventilation, air conditioning, electrical and plumbing systems, automated building controls, and custodial operations in a commercial environment. A technical diploma, degree or advanced certifications is preferred. Equivalent combinations of education and experience may be considered. These requirements have not yet been assessed by the Staffing Division.

This position is located at the Police Safety Academy. Previously this position was a Printer in Pay Range 7FN (\$39,138 - \$48,402) with a recruitment rate of \$40,980 (2018 Rates). Effective the end of 2018 the position was reclassified to Facilities Maintenance Mechanic in Pay Range 7HN (\$41,774 - \$52,049) with rates of \$42,815 - \$55,347 (2018 Rates). The position continued to do some printer duties but also took on some building maintenance responsibilities. In 2023, the position was reclassified again to HVAC Maintenance Technician 4 in Pay Range 7KN (\$84,103 - \$110,205) with a recruitment rate of \$88,452 (2023 Rates) as part of a large market study.

The duties of the position have changed again so that it still does some printing directly but also coordinates the production of printing elsewhere and works with MPD personnel, other City departments, and outside vendors and agencies. The position also serves as a liaison between MPD, MFD, and DPW and submits maintenance requests to DPW, supervises five Custodial Workers, and is responsible for the general upkeep, appearance, and functionality of the Safety Academy. Other responsibilities include special event set-ups and tear downs and assisting with snow removal and grounds maintenance.

The nature of work and level of responsibility has changed so that the position should be placed in the Officials and Administrator Section of the Salary Ordinance. Based on a comparison of other City positions the requested level of Pay Range 1DX (\$58,656 - \$81,507) is appropriate. Other titles in that pay range include Building Operations Supervisor and Property Management Program Coordinator. Building Operations Supervisor has a higher recruitment rate but also supervises a larger staff. The requested title of Print Media and Academy Facilitator reflects well the different areas of focus and responsibility.

We therefore recommend this position of Heating and Ventilating Mechanic 4 in Pay Range 7KN (\$85,785 - \$112,409) with a recruitment rate of \$90,221 be reclassified to Print Media and Academy Facilitator in Pay Range 1DX (\$58,565 - \$81,057).

Action Required - Effective Pay Period 11, 2025 (May 11, 2025)

* See addendum included in CCFN 241921 for Salary and Position Ordinance changes.

Prepared by: Sarah Trotter
Sarah Trotter, Human Resources Manager, Part-Time

Reviewed by: Sarah Sinsky
Sarah Sinsky, Compensation Services Supervisor

Reviewed by: Andrea Knickerbocker
Andrea Knickerbocker, Human Resources Manager

Reviewed by: Harper Donahue IV
Harper Donahue IV, Employee Relations Director