



Department of Employee Relations

July 2, 2002

John O. Norquist
Mayor

Jeffrey Hansen
Director

Florence Dukes
Deputy Director

Frank Forbes
Labor Negotiator

Michael Brady
Employee Benefits Manager

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

Dear Committee Members: Re: Common Council File Number 020252

The following classification and pay recommendations will be submitted to the City Service Commission for consideration on July 9, 2002. We recommend these changes, subject to approval by the City Service Commission:


In the In the Department of Public Works-Water Works:

In the Plants-North Organization, one position of Water Plant Maintenance Assistant Supervisor, Salary Grade 006, held by John Tews, is recommended for a title change to Water Maintenance Manager, Salary Grade 006.

In the Plants-South Organization, one vacant position of Water Maintenance Supervisor, Salary Grade 005, is recommended for classification as Water Maintenance Manager, Salary Grade 006.

The Job evaluation report covering the above positions is attached.

Sincerely,



Jeffrey S. Hansen
Employee Relations Director

JSH:pb

Attachments: Job Evaluation Report
 Fiscal Note

c: Carrie Lewis, Dale Mejaki, John Tews and Laura Engan

JOB EVALUATION REPORT

City Service Commission Meeting Date: July 9, 2002

Incumbents: A) John Tews Department: Milwaukee Water Works
 B) Vacant Position

Present	Request
Title: A) Water Plant Maintenance Assistant Supervisor B) Water Maintenance Supervisor	Title: A) Water Maintenance Manager B) Water Maintenance Manager
Salary: A) S.G. 006 (\$43,889-59,661) * B) S.G. 005 (\$41,182-55,979) * <i>*Note: The maximums used are 2001 rates of pay.</i>	Salary: A) S.G. 006 (\$43,889-59,661) * B) S.G. 006 (\$43,889-59,661) *
Current Rate: A) \$59,661 B) N/A	Source: Department
Recommendations: Position A Title: Water Maintenance Manager Salary: No Change Position B Title: Water Maintenance Manager Salary: S.G. 006 (\$43,889--59,661) *	
Rationale: As a result of downsizing measures taken by the Milwaukee Water Works, two formerly dissimilar positions are now performing the same duties at different rates of pay. It is reasonable for positions that share the same duties and requirements to share the same title and rate of pay.	
History of Position: Position A was last studied in July of 1988 when it was retitled from Master Mechanic to the current title of Water Plant Maintenance Assistant Supervisor. Position B, Water Maintenance Supervisor, was last studied in October of 1983 when it was reallocated from Pay Range 110 to Pay Range 111. Pay Range 111 was restructured to Salary Grade 005 in 1988 with the implementation of the current management pay plan. In 2002 MWW budgeted Position B as "Water Plant Maintenance Assistant Supervisor" in Salary Grade 006.	

Action Required:

In the Positions Ordinance under Department of Public Works-Water Works, Plants-North Organization, Linnwood and North Production, delete one position of "Water Plant Maintenance Assistant Supervisor" and add one of position "Water Maintenance Manager" and under Plants-South Organization, Howard and South Water Production, delete one position of "Water Plant Maintenance Assistant Supervisor" and add one position of "Water Maintenance Manager".

In the Salary Ordinance under Salary Grade 005, delete the title "Water Maintenance Supervisor", and under Salary Grade 006, delete the title "Water Plant Maintenance Assistant Supervisor" and add the title "Water Maintenance Manager".

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Background:

In a memo dated June 6, 2002 Ms. Carrie Lewis, Superintendent, Milwaukee Water Works, requested the Department of Employee Relations to reclassify Position A to Water Plant Maintenance Assistant Supervisor, which is the title of Position B and to retitle both positions to Water Maintenance Manager. Ms. Lewis also furnished an updated job description for the positions.

Standards Used in Determining Reclassification for Management Positions

The City uses a qualitative factor comparison system to evaluate management positions. This system requires that each position be compared to all other positions in the Management Classification Plan separately on each of four job evaluation factors.

Impact & Accountability	Weighted	45%
Knowledge & Skill	Weighted	35%
Relationships Responsibility	Weighted	15%
Working Conditions	Weighted	05%

Once an appropriate comparison has been made, job evaluation staff assigns a level and corresponding number of points. In analyzing any position for proper classification, it is critical to assess any changes that have taken place in the nature of work performed and level of responsibility, knowledge, skill and effort required. Changes in working conditions are also assessed, although this factor is considerably less important for management positions.

Duties and Responsibilities:

Position A and B

Under the general direction of the Water Plant Manager, manage and supervise the skilled and unskilled trades to effectively maintain a Water Works Purification Plant and related pumping and storage facilities through preventative and reactive maintenance and employee training. Per the job description, the specific duties are as follows:

- 80% Manage and direct the maintenance and repair of Water Works pumping and purification facilities and equipment, including booster stations and structures, in accordance with governmental regulations, including U.S. Environmental Protection Agency, Safe Drinking Water Act, Wisconsin Department of Natural Resources, local Water Quality Standards, Occupational Safety and Health Agency regulations, and Department of Commerce (previously DILHR) regulations. Identify and resolve all regular and extraordinary maintenance and repairs, including instrumentation and supervisory control systems required to insure continuous and dependable water production and pumping for both regular and peak demand. Coordinate plant maintenance activities with plant operations to minimize disruption of plant production.
 - 10% Liaise with Water Engineering personnel on plant maintenance problems and incorporate maintenance considerations in the selection of new and replacement plant equipment.
 - 05% Promote workplace safety.
 - 05% Perform other duties as assigned.
- The position supervises directly or indirectly 12-16 skilled and unskilled trades positions.

Minimum Qualifications:

Position A and B

Must have at least four years experience in maintenance and repair of industrial facilities, preferably in water treatment. Supervisory experience is desirable. Must have a thorough knowledge of high pressure water pumping, power plant and purification plant processes, machinery and building construction, repair techniques and problems, preventative maintenance and safety. Must be able to deal with personnel and the public in a professional manner. Must be able to direct skilled trades employees, interpret blueprints and specifications, perform technical investigations, write reports, prepare operational budgets and maintain records. Must be able to climb ladders and gain access to difficult areas around mechanical equipment, building systems and roofs. Must have a low-pressure boiler license or be able to obtain the license within six months. NDR surface water certification and SCBA certification highly desirable. Must have a valid Wisconsin driver's license.

Changes in Duties and Responsibilities (Position A)

According to the previous job description, dated October 5, 1990, this position functioned as a line supervisor charged with the day-to-day supervision of maintenance staff. Since 1990 the position has assumed some of the responsibilities of the position it reported to, the Water Plant Maintenance Supervisor, Salary Grade 008, which has been eliminated. The duties of Position A now include a broader array of activities such as contracting services, preparing budgets, insuring compliance with various local, state and federal regulations, and responsibility for the maintenance of booster stations and structures. In addition, this position receives less supervision because now it reports to the Water Plant Manager –North or Water Plant Manager –South, which are in Salary Grade 012. This increased level of responsibility also serves to increase the consequence of error. The overall result of these changes is an increase in the Impact and Accountability level of this position. This position now spends significantly more time in confined spaces and potentially hazardous environments, which affects its Working Conditions level.

Comparison:

The following is a comparison of Position A and B in the areas of Impact and Accountability (IA), Knowledge and Skill (KS), Relationship Responsibility (RR), and Working Conditions (WC).

Title	S.G	IA	KS	RR	WC
A) Water Maint. Sup.	005	6	5	5	2
B) Water Plant Maint Asst Sup.	006	7	5	5	3

Analysis According to Job Evaluation Factors

In the Area of Impact and Accountability, Position A now has a broader array of duties including an increase in the level of responsibility that warrants an upgrade to a recommended level of 7.

Position A now spends a greater percentage of time in potentially hazardous conditions that warrants an upgrade in Working Conditions to a recommended level of 3.

There have not been significant changes in Knowledge and Skill or Relationship Responsibility to warrant an increase in either area.

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The recommended profile for Position A is as follows:

Factor	Level (& points)
➤ Impact and Accountability (IA)	7 (104)
➤ Knowledge and Skills (KS)	5 (68)
➤ Relationships and Responsibility (RR)	5 (32)
➤ Working Conditions (WC)	3 (11)
Total Points:	215
Salary Grade:	005

The Salary Grade 006 point range is 201 to 230

The recommended profile for Position A, based on changes in the areas of Impact and Accountability and Working Conditions, is identical to that of Position B. Therefore, we recommend reclassifying Position B, Water Maintenance Supervisor, Salary Grade 005 to Position A, Water Plant Maintenance Assistant Supervisor, Salary Grade 006, as requested by MWW. We further recommend retitling both positions to Water Maintenance Manager, Salary Grade 006 also as requested the MWW as the requested title remains descriptive of the basic function of the position.

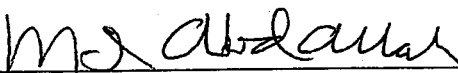
The recommended title and profile for this position is as follows:

Water Maintenance Manager, Salary Grade 006

Factor	Level (& points)
➤ Impact and Accountability (IA)	7 (104)
➤ Knowledge and Skills (KS)	5 (68)
➤ Relationships and Responsibility (RR)	5 (32)
➤ Working Conditions (WC)	3 (11)
Total Points:	215
Salary Grade:	005

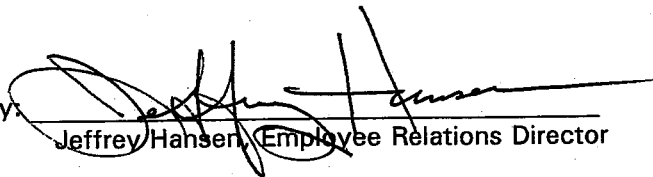
The Salary Grade 006 point range is 201 to 230

Prepared by:



Muhammad Abdallah, Human Resources Representative

Reviewed by:



Jeffrey Hansen, Employee Relations Director