



Department of Employee Relations

April 19, 2001

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 001730

The following classification and pay recommendation was approved by the City Service Commission on April 17, 2001:

In the Department of Public Works, Buildings and Fleet Division, one new position was classified as Facilities Maintenance Coordinator, Pay Range 627.

The Job evaluation report covering the above position, including the necessary Salary Ordinance amendment, is attached.

Sincerely,

Jeffrey S. Hansen
Employee Relations Director

JSH:pb

Attachment: Job Evaluation Reports
 Fiscal Note

c: Frank Forbes, Sally McAttee, Laura Engan, Mariano Schifalacqua, James Purko, Frank Bock, Venu Gupta, Joe Jacobsen, and Eyad Mizian

JOB EVALUATION REPORT

City Service Commission Meeting Date: April 17, 2001

Incumbent: Vacant Department: DPW - Buildings and Fleet Division

Present	Request
Title: New position	Facilities Maintenance Coordinator
Salary/Pay: Not applicable	Pay Range 627 (\$49,170 - \$58,614)
Current Rate: Not applicable	Source: Department
<p>Recommendation:</p> <p>Title: Facilities Maintenance Coordinator Pay: Pay Range 627 (\$49,170 - \$58,614)</p>	
<p>Rationale: Various reorganizations and streamlining efforts have resulted in fewer management and technical positions in the Buildings and Fleet Division. The reduction created a critical need for improved facilities maintenance coordination. A new position was approved in the budget for the purpose of overseeing preventative maintenance and projects associated with City facilities operations and maintenance. The Division is about to embark on various large-scale, highly technical replacement and system upgrade projects. This new position will oversee the project coordination and establish proper preventative maintenance programs.</p>	
<p>History of Position: This is a new position in the 2001 budget and, therefore, has not been studied previously. A similar position in the same Division, Facilities Construction Project Coordinator, Pay Range 627, was reclassified from Construction Coordinator, Pay Range 604, to Facilities Construction Project Coordinator, Pay Range 627, in July, 1997.</p>	

Action Required:

In the 2001 Salary Ordinance, under Pay Range 627, add the title "Facilities Maintenance Coordinator."

In the 2001 Positions Ordinance, no change needed.

Background:

In March 2001, Venu J. Gupta, Director, Department of Public Works (DPW) - Buildings and Fleet Division contacted the Department of Employee Relations and requested a job evaluation study of one new position in the DPW - Buildings and Fleet Division 2001 budget. Discussions about the position were subsequently held with Joe Jacobsen, Operations and Maintenance Manager, DPW - Buildings and Fleet Division.

Duties and Responsibilities

This position is responsible for coordinating and assisting with the design and management of installation, maintenance, repair and construction projects for City facilities; inspecting and supervising project work; preparing engineering reports and cost estimates; and supervising, implementing and coordinating all preventative maintenance and demand work orders.

Specific duties and responsibilities include:

- Coordinates, supervises and manages projects associated with maintenance, operations, construction and repairs of City buildings.
- Uses maintenance software to optimize the efficiency and effectiveness of maintenance personnel through preventative maintenance work. Sets up and engineers reports, maintains and improves client service request modules, monitors progress, populates data fields, assists the Operations and Maintenance Manager with various initiatives, works with vendors and City forces on projects, and attends meetings and special sessions.
- Plans and outlines work schedules and assignments for routine, emergency and preventive maintenance and repairs for facilities equipment. Reviews shop drawings, plans and specifications prepared by other designers, consultants and contractors. Provides field supervision and project coordination for aspects of the project including in-house trades and contractors. Coordinates and expedites timely estimates, bid packages and project material purchases for supervisors, managers and clients.
- Provides and maintains daily progress reports, project documentation and coordination of schedules and databases
- Performs other duties as assigned.

Minimum Requirements

The minimum requirements on the job description provided for this position are: a four-year degree in engineering or architecture with two years of general construction and/or building renovation experience; knowledge of project management and construction methods; ability to work with heating, ventilating, air conditioning (HVAC) and building automation systems; ability to use various computer software and graphics packages including computer-aided drafting; mechanical ability with specialized knowledge of heating, cooling and ventilating equipment involving centrifugal and reciprocating compressors, chillers, boilers, pneumatic and digital controls and; knowledge of computerized building maintenance management and automation systems.

Factors Used in Determining Classification of Non-Management Positions

The factors that are considered when determining the proper classification and grade for a new position are knowledge, level of responsibility, effort, and working conditions. Titles should be descriptive of the general duties and responsibilities and indicative of its level. Consideration is given to the title and level of positions with similar duties and responsibilities.

Analysis of Job Classification Factors

The incumbent of this new position must have a wide range of knowledge of building maintenance, construction, project management, cost estimating, engineering reports, building mechanical systems, and computerized building maintenance management and automation systems.

The job classification factors of the position under study are very similar to those of another DPW - Buildings and Fleet Division position: Facilities Construction Project Coordinator, Pay Range 627.

The Facilities Construction Project Coordinator coordinates field trades during various construction phases to facilitate office remodeling, bridge repair, and infrastructure maintenance. The position was reclassified to the current title in July, 1997. The duties and responsibilities of this related position are:

- Coordinates activities of various trade disciplines by working with section supervisors and private contractors to ensure timely completion of projects.
- Solicits bids for construction, assists in preparation of estimates, and planning, and scheduling of projects.
- Ensures that construction complies with project plans, specifications and codes.
- Provides daily progress reports for all Structure Repair Unit projects and assists in maintaining project records.
- Coordinates timely procurement of materials by supervisors, contractors and vendors.
- Assists in determination of partial final payments.

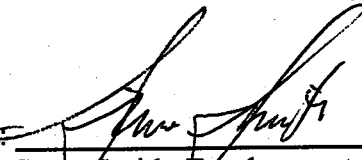
- Mediates disagreements; makes decisions in the best interest of the project and client's needs.
- Participates in project meetings and project reviews regarding costs, scheduling and progress.
- Performs other duties as assigned.

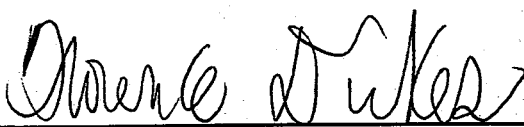
The minimum requirements stated in the classification report for this position are: a four-year degree in engineering or architecture with two years of general construction and/or building renovation experience; certifications in asbestos and lead abatement, and a strong working knowledge of heating, ventilating and air conditioning systems.

Recommendation

The knowledge, responsibility level, effort and working conditions of the newly-created position parallel those of another position in the same Division, Facilities Construction Project Coordinator, Pay Range 627. The difference is in the type of installation, maintenance and repair projects. The new position will coordinate projects entailing operation and maintenance of building HVAC systems and the installation, repair and operation of all building improvements and repairs for the Facilities Maintenance Section.

This report recommends that the appropriate classification and pay range for this new position is Facilities Maintenance Coordinator, Pay Range 627.

Prepared by: 
Steve Smith, Employment Administrator

Reviewed by: 
Florence Dukes, Deputy Director

SCS:pc