



MEMO

TO: Human Resources Committee

FROM: Paula Vandehey, Director of Public Works *PAV*

DATE: July 8, 2019

SUBJECT: Proposed Department of Public Works Table of Organization change converting a CEA Serviceperson position to a CEA Master Mechanic position.

The Department of Public Work's current Table of Organization includes 9 Master Mechanics and 1.5 Servicepersons. The Servicepersons are required to have a Commercial Driver's License and hold the same certifications as our Master Mechanics.

Our full-time Serviceperson performs minor maintenance, preventative maintenance and oil changes on the vehicles within our CEA fleet. In essence, this position is performing mechanic type duties, but being compensated at a significantly lower rate than a master mechanic.

With the recent resignation of our current Serviceperson, we reflected on how the days of "getting your foot in the door and gaining experience" is not enough to retain employees. Instead, we need to compensate them accurately for the work they are expected to perform. In this case, the position is performing mostly mechanic duties, and therefore, should be compensated as a mechanic.

Our current process is to have the Master Mechanics repair the vehicle (i.e engine diagnostics, welding, brake repairs, etc.) and then the Serviceperson would perform the oil change. If the proposed Table of Organization is approved, the Mechanics would also perform the oil change at the time they are repairing any vehicle that has an upcoming oil change due. This will help us be more efficient and provide a higher level of service to our customers.

Therefore, I request approval of the attached proposed Department of Public Works Table of Organization change converting a CEA Serviceperson to a CEA Master Mechanic.

Attachment

C: Sandy Matz, Human Resources Director