

**COUNTY OF MILWAUKEE**  
INTEROFFICE COMMUNICATION

**DATE:** February 10, 2022

**TO:** Marcelia Nicholson, County Board Chairwoman

**FROM:** Aaron Hertzberg, Director, Department of Administrative Services

**SUBJECT:** Request to Abolish 1.0 FTE Mechanical Mtce Supt and Create 1.0 FTE Project Manager, Facilities in Department of Administrative Services, Facilities Management Division.

**Request:**

Department of Administrative Services, Facilities Management Division (DAS-FMD) requests to abolish 1.0 FTE Mechanical Mtce Supt (Pay Grade 27M \$58,011 to \$67,204) and create 1.0 FTE Project Manager-Facilities (Pay Grade 36M \$83,865 to \$99,236). Please note that corresponding PSB documentation includes addition position compensation costs (e.g. Social Security).

**Background:**

Operations & Maintenance (O&M) provides repairs and maintenance, and minor construction services, for projects including facility renovations, maintenance, equipment replacements, and roof replacements, for FMD. As conditions have dictated, disciplined project management services are required to lead scope, schedule & budgets of operating capital investments, using a project management-based approach for capital project life cycle management. The Project Manager, Facilities leads the coordination, implementation, execution, control and completion of design and construction of Maintenance projects, ensuring consistency with Milwaukee County strategies, standards, commitments and goals. Work as part of a project management team on assigned project values from \$10,000 to \$250,000. Follow County standard project management practices and processes, and manage throughout design, planning, cost estimating, bid/construction document preparation, consultant management, and close-out for Maintenance Projects on Milwaukee County facilities and infrastructure. Drives customer service to departments with timely project reporting and communications. Be a valued member of teams of internal and external resources working together to accomplish objectives.

**Fiscal Effect:**

The Mechanical Mtce Supt (Pay Grade 27M \$58,011 to \$67,204) is budgeted at \$63,607 for 2022. The anticipated compensation level for hiring is \$91,520 (at the requested new Pay Grade 36M), resulting in higher personal services costs of \$27,913. The DAS-FMD will transfer budget authority of \$27,913 from its services/commodities to its personal services to cover this increase.

In 2023, the DAS-FMD will absorb the estimated \$27,913 variance between the positions.

**Recommendation:**

The DAS recommends that 1.0 FTE Mechanical Mtce Supt, Pay Grade 27M, be abolished, and 1.0 FTE Project Manager-Facilities, Pay Grade 36M, be created in the Department of Administrative Services, Facilities Management Division. There is no tax levy impact to this request.

*Aaron Hertzberg*

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Aaron Hertzberg Director, Department of Administrative Services