

COUNTY OF MILWAUKEE
Department of Transportation
INTER-OFFICE COMMUNICATION

DATE: October 2, 2020

TO: Marcelia Nicholson, Chair
Milwaukee County Board of Supervisors

FROM: Donna Brown-Martin, Director, Department of Transportation

SUBJECT: Requesting Authorization to Create an Unfunded Position of Lead Mechanic in the Fleet Management Division of the Department of Transportation

ISSUE

In 2019, Airport Fleet operations were consolidated into the Fleet Management Division (Fleet) of the Milwaukee County Department of Transportation. As of 2020, the Airport Fleet budget was transferred into Fleet, completing the consolidation.

Over the last year and a half, and in the wake of COVID-19 safety needs, the Fleet Management Director (Director) streamlined fleet operations at the Airport. Operational changes included reducing the number of shifts from two to one during the non-winter season. The Director further analyzed operations for efficiencies across Fleet and determined that the Fleet Supervisor position assigned to the Airport should be moved to central Fleet at the main building on Watertown Plank Road.

To successfully achieve anticipated efficiencies, the creation of one 0.5 FTE position of Lead Mechanic is requested. The position will be assigned to the Airport and temporarily filled by a Fleet Mechanic for the duration of the winter season to oversee the third shift operation. When the winter season is over, the fleet mechanic will return to their permanent position on first shift. Without this position, Fleet is unable to assign a mechanic to lead the position and compensate them for performing lead duties.

Funding for this position is available in the 2020 Adopted Budget and is included in the 2021 Requested Budget.

RECOMMENDATION

The Director of the Department of Transportation requests that the Milwaukee County Board of Supervisors authorize the following action:

Position Title	Action	Job Code	FTE	Pay Grade
Lead Mechanic	Create	00027623	0.5	25

Approved by:

Julie Esch, Deputy

Donna Brown-Martin
Director, Department of Transportation