

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: January 26, 2022

TO: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

FROM: Joseph Lamers, Director, Department of Strategy, Budget, and Performance

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 \$62,647 to \$73,327) and create 1.0 FTE Project Manager-Facilities (Pay Grade 36M \$90,272 to \$106,811).

Background:

The Operations & Maintenance (O&M) section provides repairs and maintenance, and minor construction services, for projects including facility renovations, maintenance, equipment replacements, and roof replacements, for the DAS-FMD. The DAS-FMD Director has indicated that 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 proposed Project Manager-Facilities position anticipated duties is to include:

- Coordination, implementation, execution, control and completion of design and construction of Maintenance projects.
- 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 Note:

The Mechanical Mtce Supt is budgeted at \$63,607 for 2022. The anticipated compensation level for hiring is \$98,505 (at the requested new Pay Grade 36M), resulting in higher personal services costs of \$34,898. The DAS-FMD has indicated it will transfer budget authority of \$34,898 from its services/commodities to its personal services. Administrative appropriation transfer language is included with the resolution accompanying this report.

In 2023, the DAS-FMD will absorb the estimated \$34,898 variance between the positions.

Position Title	Action	FTE	Pay Grade
Mechanical Mtce Supt	Abolish	1.00	Pay Grade 27M \$62,647 - \$73,327
Project Manager-Facilities	Create	1.00	Pay Grade 36M \$90,272 - \$106,811

Recommendation:

The Department of Administrative Services – Performance, Strategy, and Budget recommends that 1.0 FTE Mechanical Mtce Supt be abolished, and 1.0 FTE Project Manager-Facilities be created in the Department of Administrative Services, Facilities Management Division.

There is no tax levy impact to this request.

JOSEPH LAMERS

Joseph Lamers, Director, Department of Strategy, Budget, and Performance