

**COUNTY OF MILWAUKEE  
INTER-OFFICE COMMUNICATION**

**Date:** November 29, 2019

**To:** Supervisor Theodore Lipscomb Sr.  
Chairperson, County Board

**From:** Teig Whaley-Smith  
Director of Administrative Services

**Subject:** Requesting authorization to abolish 1.0 unfilled FTE Facilities Grounds Worker II position and create 1.0 FTE Heating and Ventilating Specialist position.

**POLICY**

County Board approval to abolish positions and create new positions (Milwaukee County Ordinance 17.05).

**BACKGROUND**

Up until the 2020 Adopted Budget, the Department of Aging (Aging) was responsible for the oversight of facilities maintenance related to the Senior Centers and coordinated with DAS-FM to provide facility monitoring services and T&M contract coordination and administration (via cross charges). As of January 1, 2020, Facilities Management Division (DAS-FM) will assume the responsibilities for the actual maintenance of the five Senior Centers. It is the intention of DAS-FM to self-perform many of the tasks previously performed by the T&M contractors.

The proposed position action to abolish one (vacant) Facilities Grounds Worker II position and create one Heating and Venting Specialist will allow DAS-FM to better manage and maintain the HVAC equipment related to these facilities and ultimately, better serve the patrons of the facilities. The newly created position can also be utilized to fill in the HVAC maintenance gaps at other DAS-FM operated buildings. The Heating and Venting Specialist position will be responsible for HVAC equipment maintenance and to troubleshoot HVAC failures. This position will report to and be supported by the DAS-FM HVAC Supervisor. The intention is to utilize this position in 2020 and therefore is being requested now rather than waiting to request it in the 2021 budget process.

The abolishment of the Facilities Grounds Worker II position is tied to the reduction in services that DAS-FM was providing at the County Grounds. These services included snow and landscape services for the MRMC Campus and the lands north of Watertown Plank Road between 87<sup>th</sup> Street and 92<sup>nd</sup> Street. The creation of the Heating and Ventilating Specialist is directly related to the additional maintenance duties DAS-FM will provide to the Senior Centers.

The Facilities Ground Worker II position has been unoccupied since January 14, 2019 and will not result in a layoff. Once the Heating and Ventilation Specialist position is created, DAS-FM will coordinate with Human Resources (HR) to fill the position within the first quarter of 2020.

The pay grade for the Facilities Grounds Worker II is 16Z7 (\$41,084 step 1). The pay grade for the Heating and Venting Specialist is 24M (\$51,005 step 1). This will create a pay gap of \$9,921. In order to cover the pay difference between the abolished and created positions, the accompanying resolution provides for an administrative appropriation transfer to move \$9,921 from Facilities Management's service and commodities expenditures into personal services.

**RECOMMENDATION**

The Department of Administrative Services recommends abolishment 1.0 Facilities Grounds Worker II position and creation 1.0 Heating and Ventilating Specialist to meet the needs of the facilities maintained by DAS-FM due to the management of the Senior Centers.

**Prepared By:**

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DAS- Facilities Management

**Submitted By:**



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