



PARKS, RECREATION & FORESTRY

1900 AVIATION DRIVE
WAUKESHA, WISCONSIN 53188-2471
TELEPHONE 262/524-3737 FAX 262/524-3713

Ron Grall, Director
rgrall@waukesha-wi.us

August 24, 2017

Kevin Lahner
City of Waukesha
City Administrator

Kevin,

With the retirement of our Stockroom Attendant at the beginning of May, we have updated the job description to better accommodate the current needs of the department. Over the past few years, we monitored work tasks of this position to see where most time is spent, and where efficiencies can be realized.

As you know, our park system has grown, and our needs have increased and changed accordingly. We are conscientious of existing and projected City needs, and so look to extend the life of our fleet as much as possible. Our main goal, as with any job description revision, is to maximize efficiency. This will be achieved with these revisions by meeting the following objectives:

- 1) Currently we are staffed with only one mechanic for over 125 pieces of equipment. A significant level of preventative maintenance is deferred due to immediate repairs that take priority. Timely preventative maintenance will further extend the life of our fleet, and will ensure minor repairs do not become major repairs.
- 2) Additional staff towards repairs means shorter down times on equipment. Down equipment means lost labor time. Renting equipment, or sending equipment out for repairs, is a costly endeavor. Performing repairs in-house minimizes costs, while maximizing time and efficiency.
- 3) Presently, when the mechanic is sick, on vacation, or otherwise unavailable, we are limited in our ability to respond in a timely fashion to emergency repairs, service in the field, or other items that arise. This redefined position will ensure we have proper coverage.



- 4) This position does not require the eight certifications required by our lead mechanic. Therefore, we can potentially start out the revised position as an entry-level mechanic. The position would build their skill set based upon the equipment in our fleet.
- 5) This position would directly work with the Faster Fleet Program. Faster Fleet is more than just a fleet and equipment program, it tracks inventory of both the equipment and janitorial stockrooms, and bills items accordingly to locations and jobs. This helps us track our budget, and makes us more efficient in the use and budgeting of equipment and materials. (The stockroom attendant had the working knowledge of the software.) The new position will cross train other staff, ensuring we are several deep in this knowledge for when staff is sick, etc., and for succession.
- 6) Additional duties include performing snow removal and salting operations. Having an additional staff member on rotation aids in emergencies and holidays when staff may be in short supply. Another efficiency is having a mechanic at the shop during snow removal operations for when break downs occur, to shorten the down time of equipment.

Through all of these job objectives, we will better utilize an existing position by maximizing its skill set and efficiency, through an expansion of the duties to best reflect current and projected needs of the department.

Thank you,



Melissa Philipps
Parks and Forestry Operations Manager

- c. Donna Whalen, Director of Human Resources Department
Ron Grall, Director of Parks, Recreation & Forestry Department

