



**CITY OF WAUKESHA**

**Administration**

201 Delafield Street, Waukesha, WI 53188  
 Tel: 262.524.3701 fax: 262.524.3899  
 www.ci.waukesha.wi.us

<b>Common Council Item Number:</b> <a href="#">Click here to enter text.</a>	<b>Date:</b>
<b>Submitted By:</b> Ron Grall, Director of Parks, Recreation & Forestry Melissa Philipps, Parks & Forestry Operations Manager	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator
<b>Finance Department Review:</b> Rich Abbott, Finance Director <a href="#">Click here to enter text.</a>	<b>City Attorney's Office Review:</b> Brian Running, City Attorney <a href="#">Click here to enter text.</a>
<b>Subject:</b> To consider approval of the proposed Job Description revision and new Grade Classification of the current Stockroom Attendant to Mechanic/Stockroom Attendant.	

**Details:**  
 The Parks, Recreation & Forestry Department (WPRF) experienced the retirement of the Stockroom Attendant position in May of this year. The current functionality of the position and related Job Description was reviewed. Our assessment identified opportunity for rethinking and restructuring a level of job duties to better address our Fleet maintenance needs (129 Fleet & Major Equipment items) while not comprising Stockroom Attendant needs. Our fundamental Goal is to maximize efficiency to best meet the needs of the Department. The proposed position restructuring will benefit and drive that goal by meeting the following objectives:

- 1) Less down time of equipment means less lost labor hours.
- 2) Enables repairing equipment "in house" rather than sending it out for repairs, or renting equipment.
- 3) Would benefit our preventative maintenance schedule (currently impacted by immediate repair needs).
- 4) Overall, help extend the life expectancy of fleet and equipment items.
- 5) The skill set of another mechanic, means coverage when one is sick, or otherwise unavailable.
- 6) Foster an entry-level type mechanic position that will open the field to a wider pool of applicants.

**Options & Alternatives:**  
 Contracting out for services, creating a new dedicated position or restructuring an existing position were considered. Restructuring, in particular the Stockroom position, was deemed the most viable/cost effective option.

**Financial Remarks:**  
 The previous Stockroom Attendant was at a Grade 3 level, with an ending annual salary of approx. \$57,138. The proposed Job Description revision was evaluated by the Human Resources Department as a Grade 6 - however, dependent upon qualifications, the starting annual salary would be within the entry level range for that pay grade that starts at \$46,834. Adequate funding is available to accommodate the proposed revisions in the 2017 Operating Budget (Parks Permanent Wages 5520.51210) and has been requested as part of the 2018 Operating Budget for the Department.



**Executive Action:**

Recommend approval of the revised job description, and associated change of pay grade for Stockroom Attendant to Mechanic/Stockroom Attendant.

**Committee Recommendation:**

Item to be placed on Human Resources Committee agenda for consideration and recommendation to Common Council.