



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: August 19, 2019

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Title: Classification and Compensation Matters - New Job Classification Series

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Introduction/Background:

A new job classification series was requested by the Director of Facilities Management that more accurately identifies the duties and responsibilities of employees within specialty trades positions in the Facilities Management Department. The current job classifications are utilized by various County departments and there is value in having specialty trades job classifications that are more specific to the duties and responsibilities performed in the Facilities Management Department.

Discussion:

While the department has been able to function with the current job classifications, the new classification series would enable the department to more accurately define the role of specialty trades positions and to recruit for the positions that would allow a path for employee growth and long term retention. The new job classifications will also make the duties and responsibilities of the positions clearer to both applicants, current employees within Facilities Management and employees in other County departments.

Conclusion:

The proposed Facilities Management Specialty Trade job classification series will provide a more accurate description of the work assigned to positions within Facilities Management and the qualifications necessary to be successful in these positions.

Recommendation:

It is recommended the following job classifications be approved for use within the County's classification system:

1. Class Code 2101, Class Title Facilities Management Specialty Trade Technician, Salary Grade 41, Salary Range \$38,209 - \$56,472, EEO Code 7 (Skilled Craft Workers), FLSA Code Non-Exempt (paid overtime).
2. Class Code 2103, Class Title Facilities Management Specialty Trade Specialist, Salary Grade 49, Salary Range \$45,988 - \$68,120, EEO Code 7 (Skilled Craft Workers), FLSA Code Non-Exempt (paid overtime).
3. Class Code 2105, Class Title Facilities Management Specialty Trade Specialist-Senior, Salary Grade 52, Salary Range \$48,672 - \$73,092, EEO Code 7 (Skilled Craft Workers), FLSA Code Non-Exempt (paid overtime).
4. Class Code 2107, Class Title Facilities Management Specialty Trade Supervisor, Salary Grade 61, Salary Range \$60,320 - \$89,711, EEO Code 7 (Skilled Craft Workers), FLSA Code Exempt (not paid overtime).

Fiscal Impact:

The creation of these new classifications has no immediate cost impact to the County as any additional costs incurred in hiring positions allocated to these job classifications will be borne by the department from within its current budgets. Cost impact in future budget years will be planned for by the department through the County's normal budget process.

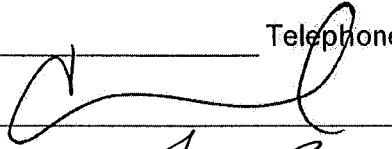
Board of Supervisor District:

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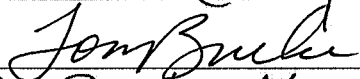
Department: Human Resources for Facilities Management Telephone: 724-8028

Contact: Colin Smith Telephone: 724-8111

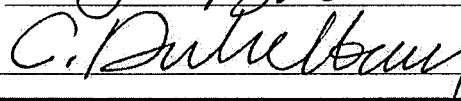
Department Director Signature/Date: _____

 8/6/19

Deputy County Administrator Signature/Date: _____

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County Administrator Signature/Date: _____

 8/6/19

Code: 2101

Title: FACILITIES MANAGEMENT SPECIALTY TRADE TECHNICIAN

SUMMARY: Performs routine trades or craftsman duties involving electrical, electronic, heating, ventilation and air conditioning (HVAC), and plumbing work maintaining and repairing County facilities. This classification is distinguished from the Trades Maintenance Technician job classification by its focus on commercial-level electrical, electronic, HVAC and plumbing work being performed in a vertical construction work environment within Facilities Management Specialty Shops.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Makes routine repairs and adjustments to commercial-level electrical, electronic, HVAC and plumbing systems;
Performs operator-level inspections, servicing and maintenance of assigned tools, equipment and vehicles;
Prepares areas undergoing repair, maintenance, construction or other related activity, including collection and disposal of trash;
Operates powered maintenance and construction equipment;
Maintains manual or computerized service and usage logs and other records on vehicles, equipment, supported systems, supplies and related materials;
Stores, handles, applies and disposes of hazardous materials required to complete work or generated by work assignments;
Maintains security and accountability for all tools, equipment and materials required in performance of duties, particularly in a medical, detention or correctional setting;
Maintains and uses safety and personal protective equipment;
Inspects and inventories storage containers, bulk and parts stocks and records, either manually or in computerized systems, the contents, quantities, levels or disposition;
Explains rules, regulations or procedures to the public and other County employees for use of County facilities, vehicles and equipment;
Monitors and adjusts equipment or supported systems for proper functioning and reports deficiencies to supervisors.

KNOWLEDGE & SKILLS:

Knowledge of:

- operation and maintenance of basic hand and power tools, equipment and materials encountered in area of specialization of assigned work area;
- typical hazards of the assigned work-areas or encountered in the area of specialization, and safety procedures or equipment required;
- basic industry practices of the area of specialization, trade, craft or skill.

Skill in:

- performing routine trades or craftsman level duties in the area of assignment;
- following written and oral instructions;
- making basic mathematical calculations at level required for assigned duties;

- maintaining written and (if applicable) computer-based documentation of activities;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Two years of experience performing helper or apprentice level duties in the specific specialty skill, craft, vocation, trade or operational area of employment.

(Relevant training or education may substitute for up to one year of the aforementioned experience.)

OR:

(2) One year of experience within Pima County as a TM Helper in the specific skill, craft, vocation, trade or operational area of employment. Some positions may require additional specialized training and/or experience.

(Relevant training or education may substitute for up to six months of the aforementioned experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of an initial/promotional probation. Some positions may require possession of a valid Arizona Commercial Driver License (CDL) with appropriate endorsement(s) at the time of appointment or prior to completion of an initial/promotional probation period. Positions requiring a CDL are also subject to applicable State of Arizona and federal standards, rules, and regulations on physical requirements including drug and alcohol testing. Failure to obtain and maintain the required licenses and certifications shall be grounds for termination.

Special Notice Items: Due to need for access to law enforcement, detention or correctional facilities, some positions may require satisfactory completion of a personal background investigation by law enforcement agencies. Some positions may carry the risk of exposure to infectious diseases, blood-borne pathogens, asbestos or wastewater products, therefore special medical screening prior to or during employment may be necessary to assure employee health and safety.

Physical/Sensory Requirements: Some positions may require any or all of the following: lifting and carrying up to seventy-five pounds or more; safely operating assigned vehicles and other powered equipment; working in extremes of heat, humidity, dust, or cold; wearing required safety clothing and equipment; working with or in the presence of obnoxious odors; working with noxious or potentially hazardous chemicals, compounds or products; ascending and descending ladders and stairs to reach and work upon elevated or below-grade work platforms and job sites; differentiating between colors.

This job classification is intended to indicate the basic nature of positions allocated to the job classification and examples of typical duties that may be assigned. It does not imply that all positions within the job classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Code: 2103

Title: FACILITIES MANAGEMENT SPECIALTY TRADE SPECIALIST

SUMMARY: Performs journey-level maintenance, repair, diagnosis, trouble-shooting, construction, fabrication and preventive maintenance involving commercial-level electrical, electronic, heating, ventilation and air conditioning (HVAC), or plumbing work. This classification is distinguished from the Trades Maintenance Specialist job classification by its focus on commercial-level electrical, electronic, HVAC and plumbing work being performed in a vertical construction work environment within Facilities Management Specialty Trades Shops.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Performs skilled analysis and repair of commercial-level electrical, electronic, heating, ventilation and air conditioning (HVAC), or plumbing equipment and systems;

Leads others in highly skilled fabrication or modifications of existing or proposed equipment, facilities, systems or their components from verbal directions, sketches, plans, engineering drawings or technical references;

Inspects, services and maintains assigned tools, equipment and vehicles;

Performs quality control analysis on equipment or supported systems for proper functioning and performs remedial actions necessary to assure optimum operations;

Inspects, approves or certifies work of others (if certified or authorized to do so);

Maintains comprehensive activity, operations, service and usage records on supported equipment and systems;

Prepares oral and written activity reports;

Prepares estimates for unique or complex operations, maintenance and special projects from rough sketches and engineering plans or drawings, and documents use and expenditure of materials, supplies and equipment;

Prepares sketches and drawings for work proposed or in-progress to communicate needed information to supervisors, subordinates and contractors;

Coordinates own or work-unit activities with other work-units, agencies or contractors to assure optimal use of available resources and to minimize disruptions of service or support;

Monitors contractor performance (including contractor-supplied goods and services);

Conducts on-the-job training for employees in assigned work-unit;

Stores, handles, uses and disposes of hazardous materials required, encountered or generated in work activities;

Maintains security and accountability for all tools, equipment and materials, particularly for work in medical, law enforcement, detention or correctional settings;

Maintains and uses safety and personal protective equipment;

Implements work-site traffic control procedures to ensure safety;

Explains rules, regulations or procedures to the public and other County employees for use of County facilities;

Collects, labels, transports and analyzes samples of fluids, solids, effluents, etc., encountered in work.

KNOWLEDGE & SKILLS:

Knowledge of:

- operation and maintenance of tools, equipment and materials encountered in area of assignment;

- effective lead, training and communications techniques;
- hazards and safety procedures or equipment required in the area of specialization or assigned areas;
- codes and standards applicable to the craft, trade, specialty or area of work assignment;
- basic contracting processes.

Skill in:

- performing journey-level tasks of the skill, trade, craft or area of specialization;
- following written and oral instructions;
- preparing working sketches, drawings and estimates of resources required for assigned projects;
- interpreting and applying required codes or standards to work situations;
- maintaining written documentation of activities;
- leading, supervising and evaluating the work of others;
- conducting and coordinating specialized and on-the-job training in the skill, craft, trade or area of specialization;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Completion of an industry-recognized apprenticeship program in the specific trade or craft appropriate to assigned duties and one year of journey-level experience in the same trade, craft or operational area of required expertise.

(Relevant education may substitute for up to six months of the aforementioned experience.)

OR:

(2) Five years of journey-level experience in the trade, craft or operational area of required expertise.

(Relevant education may substitute for up to two and one half years of the aforementioned experience.)

OR:

(3) Two years of experience with Pima County as a Trades Maintenance Technician or Facilities Management Specialty Trade Technician in the specific trade, craft, specialty or operational area of required expertise. Some positions may require additional specialized training and/or experience.

(Relevant education may substitute for up to one year of the aforementioned experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of an initial/promotional probation period. Some positions require a valid Arizona commercial driver license (CDL) with appropriate endorsement(s) at the time of appointment, or prior to completion of an initial/promotional probation period. Positions requiring a CDL are also subject to applicable State of Arizona and federal standards, rules, and regulations on physical requirements including drug and alcohol testing. Failure to obtain/maintain the required certifications/licenses shall be grounds for termination.

Special Notice Items: Due to the need for access to law enforcement, detention or correctional facilities, some positions may require satisfactory completion of a personal background investigation by law enforcement agencies. Some positions carry the risk of exposure to infectious diseases, blood-borne pathogens, asbestos or wastewater products, therefore special medical screening prior to or during employment may be necessary to assure employee health and safety.

Physical/Sensory Requirements: Some positions require the ability to: lift and carry up to seventy-five pounds; safely operate assigned vehicles and other powered equipment; work in extremes of heat.

humidity, dust, cold; safely wear required safety clothing/equipment; work with on in the presence of obnoxious odors; work with noxious or potentially hazardous chemicals, compounds or products; ascend and descend ladders and stairs to reach and work upon elevated or below-grade work platforms and job sites; differentiate between colors.

This job classification is intended to indicate the basic nature of positions allocated to the job classification and examples of typical duties that may be assigned. It does not imply that all positions within the job classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Proposed New 08/2019

Code: 2105

Title: FACILITIES MANAGEMENT SPECIALTY TRADE SPECIALIST-SENIOR

SUMMARY: Leads and participates in advanced or expert levels of operation, maintenance, repair, diagnosis, trouble-shooting, construction, fabrication and preventive maintenance involving commercial-level electrical, electronic, heating, ventilation and air conditioning (HVAC), or plumbing work. This classification is distinguished from the Trades Maintenance Specialist-Senior job classification by its focus on commercial-level electrical, electronic, HVAC and plumbing work being performed in a vertical construction work environment within Facilities Management (FM) Specialty Trades Shops.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Performs operational and preventive maintenance of complex of commercial-level electrical, electronic, heating, ventilation and air conditioning (HVAC), or plumbing equipment and systems;
Performs critical repairs to complex systems, equipment and related features to maintain system integrity and functions in accordance with standards, rules and regulations, particularly those systems or equipment operated under permits or licenses granted by other governmental agencies;
Serves as system or Facilities Management technical expert in the maintenance and modification of complex commercial-level equipment and systems involving electrical, electronic, heating, ventilation and air conditioning (HVAC), or plumbing work.
Interprets and applies required codes or standards to work situations;
Interprets complex blueprints, schematics and diagrams to facilitate work;
Prepares working sketches, drawings and estimates of resources required for assigned projects;
Operates specialized equipment in direct support of other activities;
Recommends to engineering, support staff and management, modifications to current equipment, facilities, processes and systems to enhance operability, reliability and/or compliance with industrial or governmental standards;
Acts as the specialty shop supervisor in the absence of the assigned supervisor;
Inspects and approves work of supporting operations and maintenance staff;
Coordinates equipment and system modifications or maintenance with operations and maintenance staff, supported facility managers or end-users to assure minimal disruption of services;
Maintains security and confidentiality of sensitive equipment, materials or end-products, particularly those associated with law enforcement and correctional activities;
Participates in development of Requests for Proposals and contracts for equipment, supplies and services;
Monitors contractor/vendor-supplied equipment, supplies and services for compliance with contract provisions;
Conducts or coordinates specialized training for staff in the commercial systems being supported;
Inspects, services and maintains common and specialized tools, equipment and vehicles used in performance of duties;
Maintains comprehensive records of work performed, modifications to equipment or systems, and related operations logs;
Prepares periodic and special reports for management on equipment, systems and/or facilities supported or maintained;
May collect via manual, mechanical or electronics means, samples of process materials for subsequent analysis or to monitor proper functioning of the systems supported.

KNOWLEDGE & SKILLS:

Knowledge of:

- operating principles, practices and techniques of assigned complex or specialized commercial equipment, or facilities support systems;
- operation and maintenance of tools, equipment and materials encountered in area of assignment;
- operation and maintenance of testing and monitoring equipment common to commercial specialty trade;
- effective leadership, supervision, training and communications techniques;
- hazards, safety procedures or equipment required in the area of commercial specialization or assigned work-areas;
- codes, standards, rules and regulations applicable to the specialty area of work assignment;
- basic contracting processes, including quality assurance or inspection of supplies or services for compliance with contracts.

Skill in:

- following written and oral instructions;
- preparing working sketches, drawings and estimates of resources required for assigned projects;
- interpreting and applying required codes, standards, rules and regulations to work situations;
- interpreting complex blueprints, schematics and diagrams;
- maintaining documentation of activities;
- leading, supervising and evaluating the work of others;
- developing, implementing and monitoring work-unit budgets;
- conducting and coordinating specialized and on-the-job training for assigned staff in the commercial trade of specialization;
- communicating effectively.

MINIMUM QUALIFICATIONS:

(1) Completion of an industry-recognized apprenticeship program in the specific trade or craft appropriate to assigned duties and two years of journey-level experience in the same trade, craft or operational area of required expertise.

(Relevant education may substitute for up to six months of the aforementioned experience.)

OR:

(2) Six years of journey-level experience in the trade, craft or operational area of required expertise.

(Relevant education may substitute for up to two and one half years of the aforementioned experience.)

OR:

(3) Two years of experience with Pima County as a Trades Maintenance Technician or Facilities Management Specialty Trade Technician in the specific trade, craft, specialty or operational area of required expertise. Some positions may require additional specialized training and/or experience.

(Relevant education may substitute for up to one year of the aforementioned experience.)

OR:

(4) One year of experience with Pima County as a Facilities Management Specialty Trade Specialist or Trades Maintenance Specialist in the trade, craft or skill of the area of assignment.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of an initial/promotional probation period. Some positions require a

valid Arizona commercial driver license (CDL) with appropriate endorsement(s) at the time of appointment, or prior to completion of an initial/promotional probation period. Positions requiring a CDL are also subject to applicable State of Arizona and federal standards, rules, and regulations on physical requirements including drug and alcohol testing. Failure to obtain/maintain the required certifications/licenses shall be grounds for termination.

Special Notice Items: Due to the need for access to law enforcement, detention or correctional facilities, some positions may require satisfactory completion of a personal background investigation by law enforcement agencies. Some positions carry the risk of exposure to infectious diseases, blood-born pathogens, asbestos or wastewater products, therefore special medical screening prior to or during employment may be necessary to assure employee health and safety.

Physical/Sensory Requirements: Some positions require the ability to: lift and carry up to seventy-five pounds; safely operate assigned vehicles and other powered equipment; work in extremes of heat, humidity, dust, cold; safely wear required safety clothing/equipment; work with on in the presence of obnoxious odors; work with noxious or potentially hazardous chemicals, compounds or products; ascend and descend ladders and stairs to reach and work upon elevated or below-grade work platforms and job sites; differentiate between colors.

This job classification is intended to indicate the basic nature of positions allocated to the job classification and examples of typical duties that may be assigned. It does not imply that all positions within the job classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Proposed New 08/2019

Code: 2107

Title: FACILITIES MANAGEMENT SPECIALTY TRADE SUPERVISOR

SUMMARY: Supervises and participates in the duties of Facilities Management Specialty Trades Shops providing specialized advanced maintenance, repair, diagnosis and/or trouble-shooting, construction, fabrication and preventive maintenance of commercial-level electrical, electronic, heating, ventilation and air conditioning (HVAC), or plumbing work. Requires technical skills, experience, and knowledge the assigned Specialty Trade, as well as supervisory and management skills, and active use of technical skills to participate in unique or complex commercial-level projects. This classification is distinguished from the Trades Maintenance Specialist Supervisor job classification by its focus on commercial-level electrical, electronic, HVAC and plumbing work being performed in a vertical construction work environment within Facilities Management (FM) Specialty Trades Shops.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Directs and participates in skilled analysis and operational/preventive maintenance of complex commercial-level electrical, electronic, heating, ventilation and air conditioning (HVAC), or plumbing equipment and systems;

Supervises highly skilled fabrication or modifications of existing or proposed equipment, facilities, systems or their components from verbal directions, sketches, plans, engineering drawings or technical references;

Performs quality control analysis on equipment or supported systems for proper functioning and directs remedial actions necessary to assure optimum operations;

Maintains comprehensive activity, operations, service and usage records on supported equipment and systems;

Oversees scheduling and planning of maintenance activities using a computer-based work order system;

Develops, monitors and adjusts work-unit budgets;

Prepares oral and written activity reports;

Prepares estimates for unique operations, maintenance and special projects from rough sketches and engineering plans or drawings, and documents use or expenditure of materials, supplies and equipment;

Inspects, approves and (if certified or authorized) certifies the work of others;

Assists management in development of Requests for Bids, pertinent provisions in contracts, and bid proposal evaluations in area of own expertise and responsibility;

Prepares sketches and drawings for work proposed or in-progress to communicate needed information to supervisors, subordinates and/or contractors;

Coordinates work-unit activities with other work-units, agencies or contractors to assure optimal use of available resources and to minimize disruptions of service or support;

Monitors contractor performance (including contractor-supplied goods and services);

Oversees proper storage, handling, use and disposal of hazardous materials required/encountered in activities;

Supervises procurement-related activities of assigned staff;

Assures work-units and staff maintains security and accountability for all tools, equipment and materials, particularly for work in medical, law enforcement, detention or correctional settings;

Maintains and correctly uses safety and personal protective equipment;

Coordinates or provides required training of assigned work-unit staff in common and unique techniques and skills, safety and related topics;

Ensures compliance with all federal, state and County policies and procedures relative to area of assignment;

Explains rules, regulations or procedures to the public and other County employees for use of County facilities;

Directs collection, labeling, transportation and analysis of samples of fluids, solids, effluents and like materials encountered in work.

KNOWLEDGE & SKILLS:

Knowledge of:

- operation and maintenance of tools, equipment and materials encountered in area of assignment;
- operation and maintenance of testing and monitoring equipment common to skill, trade or area of specialization;
- effective supervision, training and communications techniques;
- hazards, safety procedures or equipment required in the area of specialization or assigned work-areas;
- county policies and procedures relating to the ordering of parts and supplies;
- techniques and principles of inventory and storage optimization;
- codes and standards applicable to the craft, trade, specialty or area of work assignment;
- basic contracting processes, to include quality assurance or inspection of supplies or services for compliance with contracts.

Skill in:

- developing, implementing and monitoring work-unit budgets;
- following written and oral instructions;
- using computerized maintenance management systems software;
- preparing working sketches, drawings and estimates of resources required for assigned projects;
- interpreting and applying required codes or standards to work situations;
- maintaining written documentation of activities;
- leading, supervising and evaluating the work of others;
- conducting and coordinating specialized and on-the-job training in the skill, craft, trade or area of specialization;
- communicating effectively.

MINIMUM QUALIFICATIONS:

(1) Completion of an industry-recognized apprenticeship program in the specific trade or craft appropriate to assigned duties and six years of journey-level experience in the same trade or craft, including two years of lead or supervisory experience in the trade, craft, skill or area of specialization. (Relevant education may substitute for up to three years of the aforementioned experience.)

OR:

(2) Eight years of journey-level experience including two years of lead or supervisory experience in the trade, craft or operational area of required expertise.

(Relevant education may substitute for up to four years of the aforementioned experience.)

OR:

(3) Three years of experience with Pima County as a Facilities Management (FM) Specialty Trade Specialist, Facilities Management (FM) Specialty Trade Specialist-Senior, Trades Maintenance (TM) Specialist, TM Specialist-Senior or TM Foreman in the specific trade, craft, specialty or operational area

of required expertise and one year of lead or supervisory experience (which may be concurrent with required technical experience.)

(Relevant education may substitute for up to one and one half years of the aforementioned experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of an initial/promotional probation period. Some positions require a valid Arizona commercial driver license (CDL) with appropriate endorsement(s) at the time of appointment, or prior to completion of an initial/promotional probation period. Positions requiring a CDL are also subject to applicable State of Arizona and federal standards, rules, and regulations on physical requirements including drug and alcohol testing. Failure to obtain/maintain the required certifications/licenses shall be grounds for termination.

Special Notice Items: Due to the need for access to law enforcement, detention or correctional facilities, some positions may require satisfactory completion of a personal background investigation by law enforcement agencies. Some positions carry the risk of exposure to infectious diseases, blood-borne pathogens, asbestos or wastewater products, therefore special medical screening prior to or during employment may be necessary to assure employee health and safety.

Physical/Sensory Requirements: Some positions require the ability to: lift and carry up to seventy-five pounds; safely operate assigned vehicles and other powered equipment; work in extremes of heat, humidity, dust, cold; safely wear required safety clothing/equipment; work with on in the presence of obnoxious odors; work with noxious or potentially hazardous chemicals, compounds or products; ascend and descend ladders and stairs to reach and work upon elevated or below-grade work platforms and job sites; differentiate between colors.

This job classification is intended to indicate the basic nature of positions allocated to the job classification and examples of typical duties that may be assigned. It does not imply that all positions within the job classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.