



**HUMAN RESOURCES
DEPARTMENT**
City of Burlington

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To: Board of Finance

From: Benjamin Pacy, Human Resources Generalist
Susan Leonard, Human Resources Director

Date: March 3, 2014

Re: Burlington Electric Department – Creation of Regular, Full Time Maintenance
Technician Position

As detailed in the attached memo and job description, the General Manager of Burlington Electric has requested the creation of a Maintenance Technician at the McNeil Generating Station to augment and assist the maintenance functions.

The position, which will report to the Supervisor of Plant Maintenance at Burlington Electric, as shown on the attached existing and proposed organization charts, was classified and scored using the Modified Winters Classification System. The resulting classification is a union non-exempt grade 005 with a corresponding hourly range of \$15.63 to \$25.63 per hour. Creation of this position will result in an addition to headcount funded by BED, with no salary impact to the general fund. It is our understanding that this position will be funded through McNeil Generating Station revenues.

We respectfully recommend your approval of the General Manager of Burlington Electric Department's request to create a Maintenance Technician position.

This position will become effective following City Council approval and signature of the Mayor.

Thank you.

March 4, 2014

To: Burlington Board of Finance
From: Barbara L Grimes
BED General Manager
Subject: Maintenance Technician for McNeil Station

Burlington Electric Department is planning to add a maintenance technician to the work force at McNeil Generating Station. This is the first addition to the McNeil maintenance staff in 20 years. The reason for adding this position is as follows:

- The McNeil Station will be 30 years old in June. As the plant ages, the equipment maintenance requirements increase.
- Most of the employees at McNeil have been there since the plant was built. An aging workforce has more physical limitations, and the position would help fill the void.
- As the workforce ages, retirement is becoming a reality at McNeil. Creating this position will serve as a training position to prepare for filling some of the higher level positions as those employees retire.
- With higher electricity prices and renewable energy certificates, the financial consequences of having McNeil Station out of service for maintenance is more significant than ever. Currently, the loss of revenues for having McNeil out of service for 1 hour is over \$15,000!

This position is in the McNeil Joint Owner approved calendar budget, and will be in BED's budget for fiscal year ending June 30th, 2015. BED will have staff at the Board of Finance meeting to answer any questions you may have. Please contact me directly if you have any questions prior to that time.

City of Burlington Job Description

Position Title: Maintenance Technician

Department: Burlington Electric Department – McNeil Generating Station

Reports to: Supervisor of Plant Maintenance

Pay Grade: 005

Job Code:

Exempt/Non-Exempt: Non-Exempt

Union: IBEW

General Purpose: This position is responsible for basic maintenance work on scheduled and emergency repairs plus assists ALL McNeil Staff as needed.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The “Qualifications/Basic Job Requirements” and the “Physical and Mental/Reasoning Requirements and Work Environment” state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Provide support for mechanic, electrician, instrument technician, and welder.
- Interacts with the public as Waste Wood Yard Attendant as required.
- Unloads woodchips from railcars
- Carry out preventative maintenance program tasks such as changing oils in gear reducers, fans, pumps, and bearings.
- Insures availability of parts and supplies, by assessing jobs and determining parts that are needed for the job.
- Assist with mechanical and electrical improvements to plant and equipment
- Participates in regularly scheduled and emergency on-call duty beyond normal working hours as required.
- Work closely with operating and maintenance personnel to determine problems and resolve them with minimum impact on Station operation.

Non-Essential Job Functions:

- Cleans assigned areas as directed
- Perform other duties as required.

Qualifications/Basic Job Requirements:

- Minimum high school diploma or equivalent required.
- Must have fundamental knowledge of pipefitting, electrical and mechanical trades.

Maintenance Technician

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- Must be able to read machinery manuals and understand line drawings,
- Must have the ability to utilize hand and power tools
- Ability to obtain workable welding and use of gas-cutting torch skills within twelve months
- Must be able to work independently and prioritize duties
- Ability to pass a pre-employment pulmonary function test, as well as annual follow-up testing preferred.
- Must have the ability to enter confined and work in elevated spaces
- Ability to work in wide temperature conditions, which may be extreme hot or cold conditions.
- Requires knowledge of trade fundamentals sufficient to perform specialized service and repair work.
- Ability to read, interpret and understand Mechanical systems and drawings
- Requires ability to work from drawings, diagrams, sketches and verbal instructions.
- Must be physically able to perform basic maintenance tasks to the highest caliber, which includes the ability to: climb ladders, work in confined spaces, lift heavy objects weighing up to 100 lbs., etc.
- Required to use a variety of hand, power tools, and forklift.
- Valid Vt. driver's license preferred.
- Must have the ability to interact harmoniously with coworkers.

DRAFT

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> seeing | <input checked="" type="checkbox"/> ability to move | <input checked="" type="checkbox"/> lifting (occasionally |
| <input checked="" type="checkbox"/> color perception | distances within and | with assistance) |
| (red, green, amber) | between | 100 pounds |
| <input checked="" type="checkbox"/> hearing/listening | warehouses/offices | carrying (specify) |
| <input type="checkbox"/> clear speech | <input checked="" type="checkbox"/> climbing | 50 pounds |
| <input checked="" type="checkbox"/> touching | <input checked="" type="checkbox"/> ability to mount and | driving (local/over |
| <input checked="" type="checkbox"/> dexterity | dismount | the road) |
| <input checked="" type="checkbox"/> hand | forklift/truck | <input type="checkbox"/> analysis/ |
| <input type="checkbox"/> finger | <input checked="" type="checkbox"/> pushing/pulling | comprehension |
| <input checked="" type="checkbox"/> reading - basic | <input checked="" type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/> judgment/decision |
| <input type="checkbox"/> reading - complex | <input type="checkbox"/> math skills - | making |
| <input checked="" type="checkbox"/> writing - basic | complex | <input checked="" type="checkbox"/> pressurized |
| <input type="checkbox"/> writing - complex | clerical | equipment |
| <input type="checkbox"/> shift work | <input checked="" type="checkbox"/> outside | <input checked="" type="checkbox"/> moving objects |
| <input checked="" type="checkbox"/> works alone | <input checked="" type="checkbox"/> extreme heat | <input checked="" type="checkbox"/> high places |
| <input checked="" type="checkbox"/> works with others | <input checked="" type="checkbox"/> extreme cold | <input checked="" type="checkbox"/> fumes/odors |
| <input checked="" type="checkbox"/> verbal contact | <input checked="" type="checkbox"/> noise | <input checked="" type="checkbox"/> hazardous materials |
| w/others | <input checked="" type="checkbox"/> mechanical | <input checked="" type="checkbox"/> dirt/dust |
| <input checked="" type="checkbox"/> face-to-face contact | equipment | |
| <input checked="" type="checkbox"/> inside | electrical equipment | |

Supervision:

Directly Supervises: 0

Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____

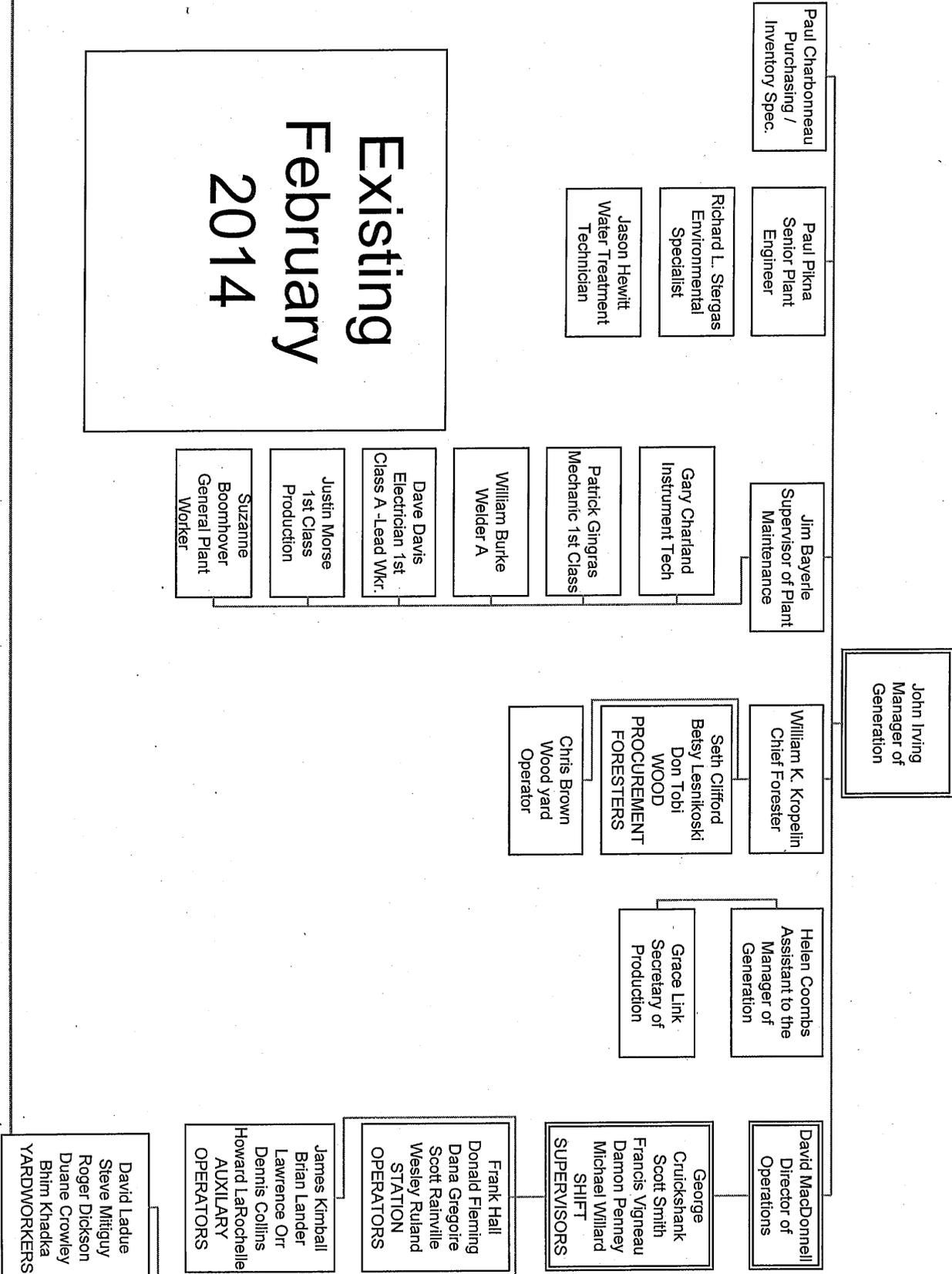
Date: _____

Human Resources: _____

Date: _____

Generation

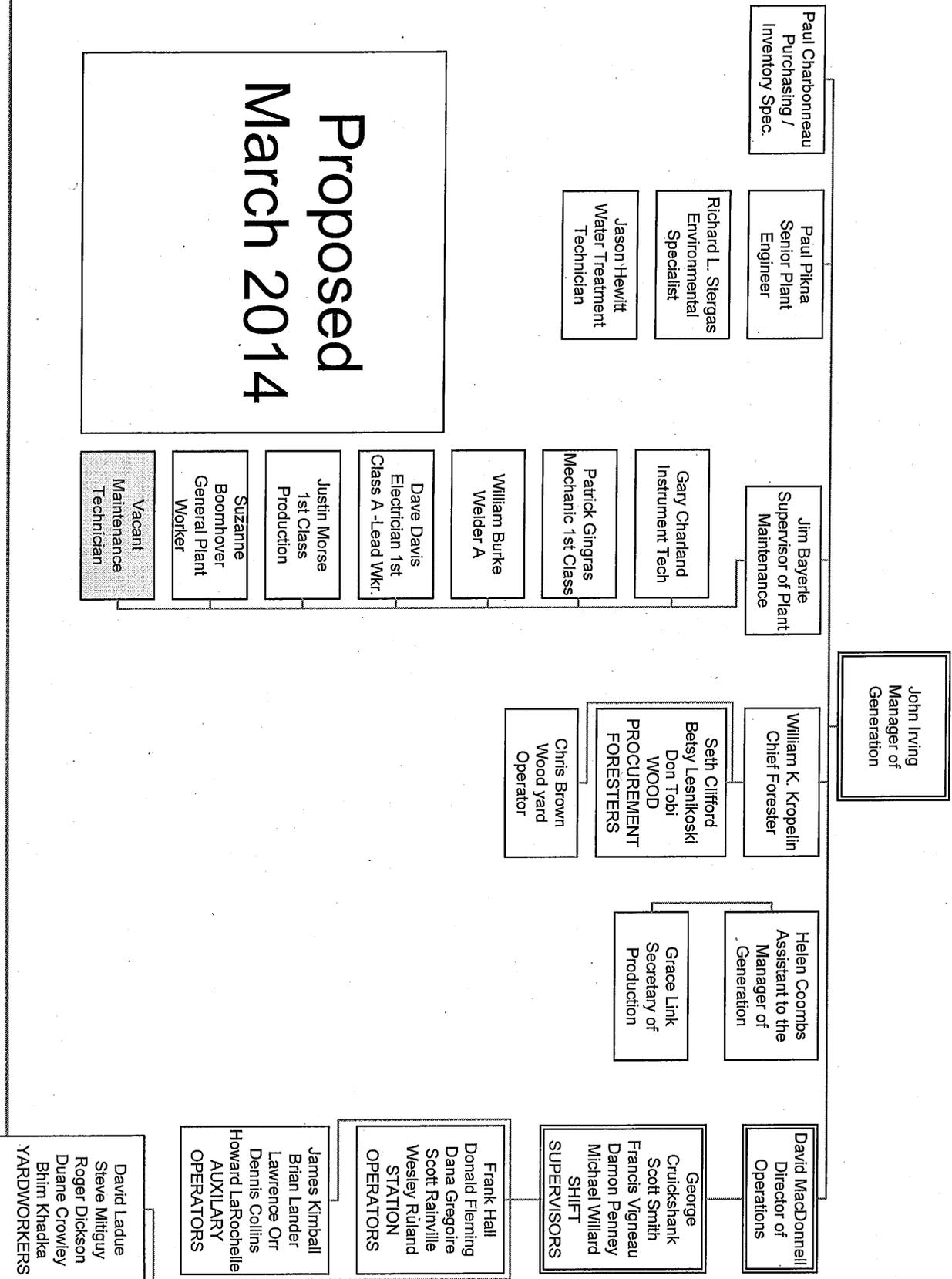
Burlington Electric Department - McNeil Generating



Existing
February
2014

Generation

Burlington Electric Department - McNeil Generating



**Proposed
March 2014**

Non-Exempt Position Classification Form

Position Title: Maintenance Technician - McNeil
 Supervisor/Manager: Supervisor of Plant Maintenance
 Person(s) Completing Classification: Daryl Santerre - Ben Paay
 Date of Classification: February 4, 2014
 Reason For Classification: Revision to Existing Position New Position Other (Explain):

Instructions:

First, assign a degree (1st, 2nd, etc.) for each compensation factor to which the position description & requirements most closely matches. Then assign a point value to each degree from the Non-Exempt Compensation Factor Point Value sheet. Total the points to determine the classification level.

Compensation Factor:	Degree	Points
1. Knowledge & Experience	3rd	160
2. Job Complexity	1st	20
3. Leadership Responsibility	NA	
4. Decision Making	2nd	25
5. Impact of Decision	1st	10
6. Supervision Received	1st	10
7. Contact with Customers/Public	1st	10
8. Interaction with Others	1st	10
9. Responsibility for Assets	1st	10
10. Responsibility for Records	1st	10
11. Physical Demands	2nd	50
12. Working Conditions/Hazards	3rd	50
Total Points		305
Classification Level		5

Internal Equity Review:

- Are there positions in BED with similar responsibilities & qualifications to this one? YES NO
- If yes, what are the positions (you need to list only one or two)? _____
- Do the total points and classification for this position equal the classification for the similar positions listed above?
- Is this position union or non-union _____? If non-union what criteria were used to determine its non-union status? --> Professional _____; Confidential _____; Supervisory _____
- If the answer to question #3 is "Yes", then the classification process is complete. If the answer is "No" then review the classification factors for this position in conjunction with factors for comparable positions and make changes where appropriate.

Final Approvals:		
Area Manager:	<u>[Signature]</u>	Date: <u>3/4/14</u>
General Manager:	<u>[Signature]</u>	Date: _____
Human Resources:	<u>[Signature]</u>	Date: <u>3/5/14</u>

CREATION OF REGULAR FULL TIME MAINTENANCE TECHNICIAN – BURLINGTON ELECTRIC DEPARTMENT

In the year Two Thousand fourteen.....
Resolved by the City Council of the City of Burlington, as follows:

That WHEREAS, the General Manager of the Burlington Electric Department has recommended creation of a Maintenance Technician position due to the increased maintenance demands at the McNeil Generating Station; and

WHEREAS, Human Resources Director has used the Modified Winters Classification Plan to determine a recommended pay scale for this position; and

WHEREAS, this request has been approved by the Human Resources Director and Finance Board; and

WHEREAS, this position will be funded through the revenues generated by the Burlington Electric Department specifically, the McNeil Generating Station; and

NOW THEREFORE, BE IT RESOLVED that the creation of a classified, regular, full-time position of Maintenance Technician Position for the Burlington Electric Department approved and shall be placed at a Union Hourly Non-Exempt Grade 005 within the Burlington Electric Salary Table. The position shall be created upon date of City Council approval and signature of the Mayor.