

HUMAN RESOURCES DEPARTMENT
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Date: October 3, 2017

To: Mahesh Sharma. Bruemmer, County Administrator

From: Mary J. Thee, Human Resources Director/Asst. County Administrator

Subject: Automotive Service Technician

The Service Technician position in the fleet division of Secondary Roads. was added in the FY17 organizational change requests. At that time it was uncertain the extent of the duties. The department has submitted a request to review this outside of the budget cycle. See attached memorandum addressing the changes in the position and justification for review outside of the budget cycle. The request was discussed with the PPME union at our labor management meeting on September 7th and reviewed by the Hay Committee on September 13th. The Committee recommends the following:

Automotive Service Technician. The Committee felt that the additional duties and experience requirements warranted a change in the Hay points. The upgrade was shared with PPME and no objections were expressed. The recommendation after reviewing the changes in the position was to establish the Hay points at 153, resulting in a pay range of \$19.85 (Step 1) to \$23.72 (Step 8).

The updated job description is attached for the Board's review and information.

Cc: Jon Burgstrum, County Engineer

SCOTT COUNTY ENGINEER'S OFFICE

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JON R. BURGSTRUM, P.E.
County Engineer

ANGIE KERSTEN, P.E.
Assistant County Engineer

TARA YOUNGERS
Administrative Assistant

MEMO

TO: Mary Thee
Assistant County Administrator/Human Resources Director

FROM: Jon Burgstrum, P.E.
County Engineer

SUBJ: Out-of-Cycle Permanent Change to Organizational Table

DATE: August 15, 2017

Secondary Roads is requesting an out-of-cycle permanent change to the organizational table converting the current Service Technician Full Time Employee (FTE) to an Automotive Service Technician FTE. This request falls under Policy D, Classification and Compensation, Section: Adjustments to a Department's Table of Organization Outside of the Budget Review Process, Item No. 1 and Item No. 5.

The Service Technician position was created in November of 2016 during the FY 2017 budget review process. This position was created as a part of the County's vision of performing preventative and routine maintenance on all county fleet vehicles and equipment. As Fleet Services was developed, it was recognized that the department would start with a Service Technician with a semi-skill set and evaluate the position to see if it was appropriate. It has become apparent since the startup of Fleet Services that the semi-skill set of a Service Technician has grown to a skilled set of an Automotive Service Technician. This is based upon the labor hour breakdown between doing the periodic service vs. repairs, shown on page 3. In addition, the Service Technician has devoted at least half of his labor hours working on Secondary Roads heavy equipment. The Service Technician's major job duties and labor hours were framed assuming the Service Technician would spend a minimum of 75% of his time performing semi-skilled work on county fleet vehicles. This increase in the documented volume and type of work could not have been forecast during the FY 2017 budget review process.

Utilizing the skilled set of our present Service Technician has allowed the Secondary Roads Department and Fleet Services to keep repairs and services in house at a significant cost savings to the County. We have also seen both service and repair time significantly reduced over the last calendar year in Secondary Roads alone. In order to efficiently and cost-effectively utilize the Service Technician, this position will perform more labor hours on skilled work on both county fleet and Secondary Roads heavy equipment.

Due to the savings we have experienced in service and repair by not outsourcing, we are not requesting any changes to Fleet expenditures. As of July 31, 2017, we have shown a savings of \$10,620. In addition, we have seen a "soft cost" of 132 days that the vehicles would not be available for service if we had to out-source the repairs. We are confident that the savings will offset any increases due to salary adjustments.

Attachments:

Secondary Roads Organizational Table
Service Technician Labor Hours Breakdown

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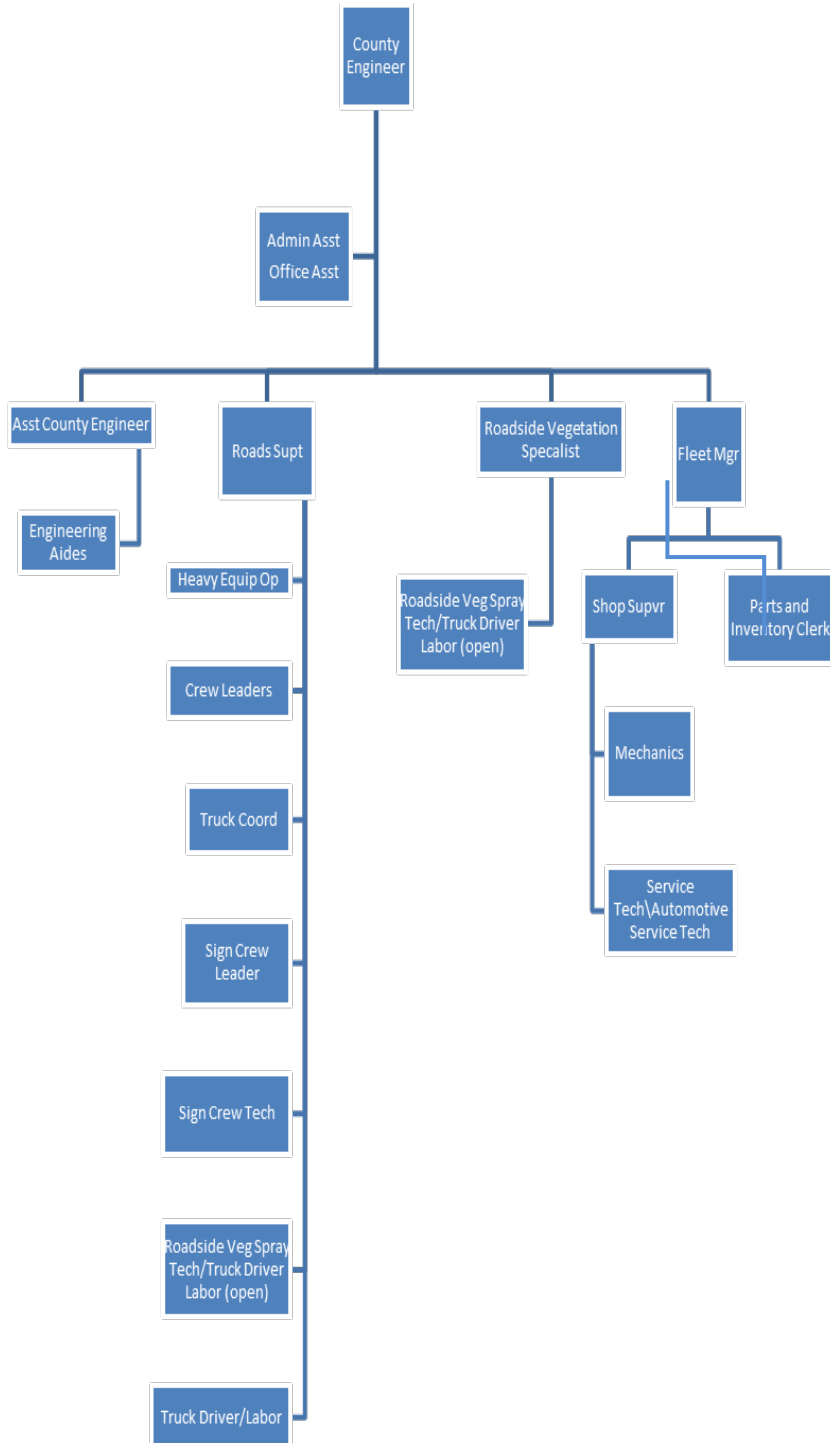
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Service Technician Labor Hours Breakdown

# Labor Hours	Sep-16 **	Oct-16 **	Nov-16 **	Dec-16 **	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	
Sec Rd Repair	8	16.5	9.25	9.53	6.25	0	0.5	9	18.58	14	16	
Sec Rds Service	1.5	5.25	2.42	1	0	2	10	1.5	2	2.08	2.5	
Sec Rds Tires Outsourced*	0	0	0	0	0	0	0	0	0	0	0	
Sec Rds Tires Inhouse	16	0	0.5	0	0	2.25	1.5	1	3	5.5	6.25	
Sec Rds Total Labor Hours	25.5	21.75	12.17	10.53	6.25	4.25	12	11.5	23.58	21.58	24.75	
Other County Repair	0.5	13	2	16.22	33.09	30.5	29.25	11.17	15.83	14.42	8.17	
Other County Service	7.75	1.92	3.17	9.82	5.67	39.1	14.5	11	9	9	14.5	
Other County Tires Outsourced*	0.5	0.5	4	0	3	0	0	0	0	0	0	
Other County Tires Inhouse	0	0	0	0	2.6	4	2.32	3.58	6.58	1	3	
Other County Total Labor Hours	8.75	15.42	9.17	26.04	44.36	73.6	46.07	25.75	31.41	24.42	25.67	
Total Repair Labor Hours	8.5	29.5	11.25	25.75	39.34	30.5	29.75	20.17	34.41	28.42	24.17	
Total Service Labor Hours	9.25	7.17	5.59	10.82	5.67	41.1	24.5	12.5	11	11.08	17	
Tire Labor Hours Outsourced*	0.5	0.5	4	0	3	0	0	0	0	0	0	
Total Tires Inhouse Labor Hours	16	0	0.5	0	2.6	6.25	3.82	4.58	9.58	6.5	9.25	
Total Labor Hours	34.25	37.17	21.34	36.57	50.61	77.85	58.07	37.25	54.99	46	50.42	
*Data does not include tires service the Sheriff Depart outsourced												
** Data doesn not include any Sheriff maintenace that was outsourced												
												Total
Savings in \$	\$163	\$544	\$511	\$614	\$1,525	\$1,420	\$1,376	\$1,001	\$1,234	\$1,203	\$1,030	\$10,620
Savings in Days	10	11	10	12	20	15	11	12	10	11	10	132



SCOTT COUNTY JOB DESCRIPTION

DRAFT

Position Title: Automotive Service Technician

Working Title: Same

Department: Secondary Roads

Hay Point Value: TBD

Job Summary

Under general supervision of Shop Supervisor, performs skilled or semi-skilled work in construction, maintenance and repair of diversified automotive county fleet.

Relationships

Reports to: Shop Supervisor

Supervises: N/A

Works with: Parts and Inventory Clerk, other County employees and vendors.

Physical/Environmental Conditions

Incumbent performs duties both indoors in a maintenance shop setting and outdoors with exposure to varied weather conditions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Frequently exposed to moving parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is occasionally loud. Duties are routinely performed under/around heavy equipment.

Major Duties and Performance Measures

- Performs preventive maintenance services and lubricates cars, trucks, and other equipment to include adjustments and replacements recommended by the original manufacturer at various service intervals.
- Performs mechanical work such as vehicle inspections, brake adjustments, tune-ups, air conditioning services and replacements of lights, tires, brakes, batteries and similar tasks.
- Assists Mechanics and Shop Supervisor with vehicle and equipment conversions and with installation of various types of equipment such as lighting, wiring, controls, hydraulic apparatus, and vehicle markings.
- Assists Mechanics and Shop Supervisor with more complex repairs.
- Communicates with Parts and Inventory Clerk in scheduling appropriate maintenance actions for fleet vehicles.
- Operates various types of shop equipment such as but not limited to hoist, tire machine, wheel balancer, alignment machine, grinder, metal cutter, press, welder, and oxyacetylene torch. Clean, fuel, check fluids and wash vehicles and equipment as needed.
- Keeps accurate service and maintenance records. Provides timely and accurate responses to requests for service and information.
- Assists in receiving and picking up parts or materials used in making repairs.
- Maintains clean workstation, shop, equipment.
- Performs other duties as needed and/or as assigned.

Background Requisites

Education:

High school diploma or GED required. Completion of a vocational training program in mechanics or equivalent of two years of experience in performing automotive repair in a professional shop environment.

Work Experience:

Two years training in automotive repair or two years progressive experience in repair and maintenance of automotive, truck or equipment systems; or any equivalent combination of training and experience which provides the required skills.

Essential Skills:

- Ability to obtain and maintain a valid Commercial Driver's License (within 60 days) and possess a satisfactory driving record. (Verified)
- Demonstrated mechanical knowledge. Ability to diagnose malfunctions on vehicles.
- Ability to establish and maintain effective work relationships with supervisor, co-workers and all levels of County staff, the general public and vendors.
- Ability to utilize effective written, verbal and listening communication skills.
- Ability to identify, troubleshoot and develop practical solutions.
- Ability to safely and efficiently operate hand and power tools including wrenches, drills, diagnostic equipment and related equipment.
- Ability to work varied work schedules.
- Ability to exemplify, by his/her actions, the County's PRIDE philosophy.

Physical Ability Requirement

Incumbent performs majority of duties while walking or standing. Ability to routinely lift and/or move up to 50 pounds and rarely lift and/or move up to 100 pounds. Frequently required to bend, turn and reach. May climb to a height of 10 feet, occasionally higher, utilizing ladders. May be required to crawl up to 30 feet.

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

October 5, 2017

APPROVAL OF CLASSIFICATION ADJUSTMENTS OF AUTOMOTIVE SERVICE TECHNICIAN IN THE SECONDARY ROADS DEPARTMENT

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. In the Secondary Roads Department the position of Service Technician shall be renamed to Automotive Service Technician (1.0 FTE) and its Hay points be increased to 153 Hay points.

Section 2. This resolution shall take effect at the start of the next pay cycle, October 8, 2017.