



COUNTY OF SONOMA

HUMAN RESOURCES DEPARTMENT

POSITION CLASSIFICATION STUDY REPORT WATER AGENCY MAINTENANCE WORKER II DARRYL THOMAS

Job Classification Studied:	Water Agency Maintenance Worker II (WAMW II)
Department/Division:	Environmental Services/Maintenance & Facilities division
Position Reports to (Classification):	Operations & Maintenance Manager
Incumbent:	Darryl Thomas
Bargaining Unit:	SEIU
Study Requested by:	Incumbent
Recommendation:	
Approve the reclassification of one Water Agency Maintenance Worker II position within the Environmental Services/Maintenance & Facilities division to Building Mechanic I, and retain the incumbent pursuant to Water Agency Personnel Policy, Article V. Reclassification.	
Justification Submitted in the Request:	
The incumbent's request stated that his assignment is building, grounds, and facilities maintenance related duties which include regularly scheduled supervision of volunteer and extra help project crews for the Sonoma County Water Agency. Based on the verification of these assigned duties with Water Agency staff, Human Resources approved the request for position's classification study.	
Background:	
<p>The Sonoma County Water Agency (SCWA) currently has two Water Agency Maintenance Worker II positions assigned full-time to building and facility maintenance in the Environmental Services/Maintenance Facilities unit of SCWA Maintenance division. The incumbents are Mr. Darryl Thomas and Mr. Ron Guillory. Mr. Thomas requested a position classification review of his assignment. Mr. Guillory declined to participate in this position review class study.</p> <p>Both Mr. Thomas and Mr. Guillory were previously included in an Agency-wide classification study conducted by Koff & Associates, a professional consulting firm, of the administrative support, technical, and maintenance positions at the Sonoma County Water Agency in 2017. This study identified the preponderance of facilities maintenance duties performed by Mr. Thomas's position to be outside of the general typical duties of the WA Maintenance Worker II classification. However, the consultant's final recommendation report for this study stated that Mr. Thomas's (and Mr. Ron Guillory's) positions of WA Maintenance Worker II were correctly classified based on SCWA's indication that these assignments would be rotated with other Maintenance Workers, resulting in intermittent facilities maintenance assignments for Water Agency Maintenance Worker II within the SCWA Maintenance Division. Since this previous study, the rotation of these assignments has not been initiated. Mr. Thomas has been performing only the building, grounds, and facilities maintenance duties since the study.</p>	
Findings & Analysis:	
<p>Methodology:</p> <p>The study process consisted of:</p> <ul style="list-style-type: none"> • A review of Position Description Questionnaires completed by the incumbent • Desk audit Interview with incumbent • Interview with Supervisor • Research and analysis 	

Mr. Thomas reports to the Mr. Danny Colvin, Water Agency Coordinator, over Environmental Services/Maintenance & Facilities. Mr. Colvin was interviewed during the course of this study. He confirmed that Mr. Thomas independently performs daily building and ground maintenance duties and oversight of related projects, but participates himself in daily maintenance team morning meetings to discuss incoming work request orders, priorities, and on-going building and facilities projects. This includes daily computer work for reports and checking incoming requests. Mr. Thomas receives regular direction from Mr. Colvin on larger, contracted work. Further building maintenance support is provided by one extra-help Building Mechanic II assignment (since 2007), to complete and oversee the most technical and complex building maintenance work for the Agency such as advanced electrical repair.

Mr. Thomas regularly works independently on daily work orders and projects within their assigned Water Agency facilities. At the time of study, Mr. Thomas oversaw six of the Agency facilities. Mr. Thomas's assignment requires regular outside facility maintenance work and the supervision of work crews for large landscape and facility projects, such as vegetation clearing, tree removal, and interior/exterior painting and office moves. During these projects, Mr. Thomas will review the work plan, determine the number of necessary employees, obtain materials and supplies, and oversee the project and crews which includes permanent and extra help Maintenance Workers. He will operate large maintenance equipment as required for the larger projects. Mr. Thomas also provides onsite assistance and acts as the liaison for outside contractors during large building maintenance and facility improvement projects, assisting these licensed contractors with the more complex repairs such as HVAC installation. The following is a summary and an estimate of time spent on typical duties for his position.

Ensures building equipment and facilities are working properly including electrical, plumbing, HVAC, security systems. Examples of this facility repair work include performing plumbing and fixtures replacement, relocation of thermostats and electrical feeds, running electrical wire, reconfiguring offices, cubicles and conference rooms, setting up office cubicles, performing plumbing repairs such as replacing valves, toilets, faucets retro fitting. and basic carpentry for reconfiguration. Preventative maintenance duties examples are changing filters from HVAC system, ice machine, water fountains and making sure all run properly. He oversees the replacement of all necessary fire safety equipment and related services, and is responsible for securing interior and exteriors of facilities. Mr. Thomas will provide direction to contracted janitorial staff as needed. **Estimated percentage of time: 70%**

Outside facilities work includes cutting and removing vegetation, grass, trees. Cleaning gutters and roof drains, and maintaining and replacing as necessary. Overseeing crews, and performing, the repair or replacement of broken or eroded irrigation line and equipment, and leading seasonal work teams in large facilities and grounds maintenance projects on the weekly scheduled extra-help work crews, typically one day a week. The assigned crews consist of volunteer permanent staff and extra help staff. **Estimated percentage of time: 30%**

Analysis

In review of the Water Agency Maintenance Worker II class description, this classification includes the typical duty of performing "vegetative maintenance and habitat restoration tasks related to flood control channels" and "duties with respect to buildings and grounds construction and maintenance, such as drywall patching and repair, carpentry and framing, landscaping and mowing, and irrigation and plumbing installation, repair and maintenance; along with maintaining a variety of files, records, and logs; assembles information for written and oral reports." However, the class definition describes an overall intent of these positions to perform a variety of semi-skilled, light and heavy manual tasks in maintenance, repair, installation, and construction on water distribution, wastewater collection and treatment, and flood control projects for the Sonoma County Water Agency. The class is distinguished by the assignment and performance of "the full

range of semi-skilled maintenance, repair, installation, and construction duties for Water Agency water distribution, wastewater collection and treatment, and flood control projects.

Mr. Thomas's current job assignment is full-time building and facilities maintenance and is not assigned to work crews supporting the above areas. Though duties within the WAMW II class include some similar functions, the class does not convey, or adequately show, significantly similar work to the overall duties performed for the building maintenance assignment. As mentioned, the position does not directly support water distribution, waste water collection and treatment, and flood control projects in the field and as such, is not appropriately classified as a Water Agency Maintenance Worker II. Further, the position provides lead worker duties to crews on a regular basis.

Review of the County's classification plan shows similar work performed in the classification series of Building Maintenance Worker and Building Mechanic I and II. The following is a comparison analysis for the position with these classifications.

Building Maintenance Worker is the unskilled and semi-skilled level in the Building Mechanic series. An employee in this class is responsible for performing unskilled or semi-skilled building maintenance and construction tasks that do not require knowledge of a major skilled area, such as electrical, HVAC, or plumbing. An employee performs unskilled tasks with limited direction. It is distinguished from the Building Mechanic I by the level of trade knowledge and experience expected. The Building Maintenance Worker works less independently than other levels in the Building Mechanic series and would not be expected to make judgments on work assigned without consultation. As the entry level within the series, this class typically performs basic facility maintenance work under supervision, assists in repair, remodel, and new construction in areas including, but not limited to, basic carpentry, plumbing, electrical, refrigeration, and HVAC, while learning the methods and practices employed in building repair, maintenance, and construction. The minimum qualifications for this class include basic coursework in industrial arts shop OR a year of construction or building trade work experience would provide such an opportunity.

Due to the lower level of independence of action, level of decision making, and no lead worker duties associated as required for Mr. Thomas's work, the Building Maintenance Worker is not an appropriate match for this position.

Building Mechanic I is the first level of the experienced, journeyman level of this building maintenance series. Positions in this class are expected to possess a general knowledge of building maintenance and/or construction practices and considerable knowledge of at least one of the following: pressure vessel boilers, electrical, HVAC, refrigeration, carpentry, electrical, electronic systems, painting, or plumbing, and will receive on the job experience in the other building systems. The Building Mechanic I class performs work with greater independence and professional judgment than Building Maintenance Worker and possesses journey-level experience in a trade. The minimum qualifications for this class include journey level experience in one of the following: electrical, HVAC, carpentry, boilers, plumbing, painting, or electronic systems; OR formal coursework equivalent to two years of building trade school plus one year of work experience in that trade could provide such an opportunity. This class is distinguished from the Building Mechanic II class in that the Building Mechanic II is at full journey level, requiring thorough knowledge and journey-level experience of two or more major skill areas and exhibiting considerable knowledge and performance of the other skills areas.

The **Building Mechanic II** is the full journey-level class in the Building Mechanic series. An employee in this class works with considerable independence, with the work subject only to periodic spot checks by management staff. An employee must possess and demonstrate journey-level knowledge of two or more building maintenance or construction trade areas, which may include: vessel boiler, electrical, HVAC, refrigeration, carpentry, plumbing, painting, or electronic theory and systems, as well as a considerable

knowledge of all other building trades. The Building Mechanic II may direct and train Building Mechanic I and Building Maintenance Worker. The minimum qualifications for this class include completion of an approved apprenticeship program or journey level experience in at least two building trades OR one year experience equivalent to a Building Mechanic I with the County of Sonoma.

Research shows that journey-level experience applies to a person who has completed an apprenticeship program or is an experienced worker, not a trainee, and is fully qualified and able to perform a specific trade **without supervision**. A journeyman is a professional who is skilled in a specific trade who complete an apprenticeship within the trade, having gained their certifications and licenses and can complete their work on a job site independently. Generally, employers consider journeymen (Building Mechanic I/II) to be experts within their trade, while they consider apprentices to be beginners (Building Maintenance Worker). Journeymen have more skills using specific techniques and equipment within their trade and they also have strong soft skills that they use to work with their colleagues and clients. For example, journeymen might have stronger communication skills since they have extensive experience working on a team with other journeymen to complete a project.

Mr. Thomas stated that he has several years of experience in professional painting through his work at the Water Agency and through a family painting business. This supports an expertise in professional painting and identifies one journeyman level area of expertise.

Conclusion

The analysis of the duties assigned to the studied position identified a high level of independent decision-making in the solution to a variety of building and facilities maintenance issues in both office and treatment plant buildings. His current standing of journeyman in painting along with the lead worker responsibilities for regular building maintenance work crews and projects provide evidence for consideration of a higher building maintenance classification level than is currently allocated for the position. Therefore, based on an analysis of the body of work assigned to the position, Human Resources determined the position's responsibilities and the tasks performed are more appropriately classified as Building Mechanic I.

As such, Human Resources recommends approving the reclassification of one Maintenance Worker II position within the Environmental Services/Facilities unit of the Maintenance Division to Building Mechanic I and retaining the current incumbent of the position pursuant to Water Agency Personnel Policy, Article V. Reclassification.

Recommendation

Approve the reclassification of one Maintenance Worker II position within the Environmental Services/Maintenance & Facilities division to Building Mechanic I and retain the incumbent pursuant to Water Agency Personnel Policy, Article V. Reclassification.

Report Prepared by:	Gail Papworth, Human Resources Analyst III
Report Approved by:	Spencer Keywood, Recruitment and Classification Manager
Date:	June 3, 2022