

**REPORT OF THE
DEPARTMENT OF PERSONNEL AND TRAINING ON**

**Establishing Job Classes
In A Multi-Trade
Team Series**

**TO THE GOVERNOR AND
THE GENERAL ASSEMBLY OF VIRGINIA**



HOUSE DOCUMENT NO. 24

**COMMONWEALTH OF VIRGINIA
RICHMOND
1994**



COMMONWEALTH of VIRGINIA

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Dear Governor Wilder and Members of the General Assembly:

House Joint Resolution Number 636 of the 1993 Acts of Assembly states:

. . . [B]e it resolved by the House of Delegates, the Senate concurring, that the Department of Personnel and Training be requested to commence a classification and compensation study of the feasibility of establishing and appropriately compensating positions in a Multi-trade Team Series, including a Multi-trade Team Worker Senior, and a Multi-trade Team Supervisor. The work of the Department of Personnel and Training shall include input from The College of William and Mary, local governments, and private organizations.

The Department of Personnel and Training shall conclude its study and report to the Governor and the 1994 Session of the General Assembly no later than December 1, 1993, as provided in the procedures of the Division of Legislative Automated Systems for the processing of legislative documents.

Enclosed for your review and consideration is the report prepared in response to this requirement.

Respectfully submitted,

Dorthula H. Powell-Woodson

Enclosure

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EXECUTIVE SUMMARY

The 1993 General Assembly, in House Joint Resolution Number 636, requested the Department of Personnel and Training to study the feasibility of establishing and appropriately compensating positions in a Multi-trade Team series, including a Multi-trade Team Worker Senior and a Multi-trade Team Supervisor. The General Assembly further directed that the work of the Department of Personnel and Training include input from The College of William and Mary, local governments, and private organizations.

In conducting the study, staff of the Department of Personnel and Training consulted the Human Resource Office of The College of William and Mary and other educational institutions and state agencies having buildings maintenance requirements similar to those of The College of William and Mary. Staff of the Department of Personnel and Training visited The College of William and Mary several times and interviewed the Director of Facilities Management, the Director of Operations in the Department of Facilities Management, Multi-trade Team supervisors, and members of all five Multi-trade Teams at the College. Finally, the study included a salary survey of public and private employers located in several regions of the Commonwealth.

The study led to the following findings:

- 1) work performed by certain members of the Multi-trade Teams at The College of William and Mary is distinct from that performed by employees in other job classes in the building trades occupational area, in that the work requires the application of skilled techniques in four building trades: electricity; heating, ventilation, and air conditioning; plumbing/steamfitting; and carpentry;
- 2) establishment of a new job class, Trades/Utilities Master Mechanic, is feasible to describe and compensate the multi-skilled work performed by specified members of Multi-trade Teams. (See Appendix A for class specification);
- 3) salary information indicates that the Trades/Utilities Master Mechanic job class should be assigned salary grade 9 (\$21,932 - \$33,486). (See Appendices B and C for salary survey data and list of survey respondents); and
- 4) there appears to be no requirement to establish a new class as Multi-trade Team Supervisor because an existing Buildings and Grounds Management job class (i.e., Buildings and Grounds Supervisor B, grade 10: \$23,975 - \$36,607) describes and appropriately compensates duties and responsibilities of leaders of Multi-trade Teams.

Accordingly, effective December 1, 1993, the Department of Personnel and Training will establish a new job class, Trades/Utilities Master Mechanic, which will be assigned salary grade 9. The College of William and Mary and other educational insti-

tutions and agencies will be authorized to assign positions to this new job class.

APPENDIX A



COMMONWEALTH of VIRGINIA

CLASS SPECIFICATION

CLASS TITLE	CLASS CODE
TRADES/UTILITIES MASTER MECHANIC	61384

EFFECTIVE DATE: 12/01/93

EEO CODE: G

CLASS CONCEPT/FUNCTION

This is the fourth class in the Trades/Utilities series. Positions in this class perform specialized journey-level repair and maintenance work in a trades/utilities area, and also perform journey-level repair and maintenance work in several other trades/utilities area. These positions typically work as members of "multi-trade" teams responsible for providing all repair and maintenance service required in an assigned area of buildings and facilities on a college or university campus, or the grounds of state agencies. Each team includes the capability of performing electrical, carpentry, plumbing/steamfitting, and heating, ventilation, and air conditioning (HVAC) repairs, or some similar combination. This class is distinguished from the Trades/Utilities Lead Worker class by its responsibility for performing journey-level work in several trades/utilities areas.

DISTINGUISHING FEATURES OF THE WORK

Complexity of Work: Performs work of unusual difficulty, which typically involves specializing in one skilled trades/utilities area as a member of a multi-trade team, while also performing journey-level repair and maintenance in other trades/utilities areas. Duties typically include a combination of the following activities: providing advanced electrical work involving all aspects of mechanical repair of equipment, which requires locating, diagnosing, and repairing electrical systems, both high and low voltage; repairing high-pressure, high-temperature water and steam lines, steam generators, condensate pumps, motors, pipes and plumbing fixtures, such as sinks, toilets, showers, bathtubs, assorted fittings, gaskets, couplings, traps, valves, and soldering connections; making routine and emergency repairs on air handling units, fan coil units, heat pumps, ice machines, refrigerators, freezers, chillers, water pumps, and cooling towers; and performing basic building construction work, such as interpreting blueprints, sketches, and specifications, and fabricating, installing, and repairing various structural components, such as windows, screens, doors, floors, ceilings, partitions, office equipment, classroom fixtures and equipment, and athletic fixtures and equipment. Work in all trades/utilities areas entails preliminary inspection to determine requirements for tools, equipment, and materials; and post-inspection to ensure that all repairs and maintenance have been accomplished in accordance with specifications, drawings, and equipment operating manuals.

Supervision Given: Supervision typically is not a factor. However, positions provide work site guidance to lower level Trades/Utilities Workers or other semi-skilled laborers.

Supervision Received: Receives general supervision from a Buildings and Grounds Supervisor or other facilities management official. Receives instructions in the form of assignments to respond to specific work orders, but is free to choose techniques required for jobs.

Scope: Work affects the operating condition, appearance, and safety of assigned structures, equipment, and systems of a major subdivision of a campus or the grounds of a state agency.

Impact of Actions: Effective job performance maintains the required working condition, safety, and appearance of buildings in assigned area, and restores malfunctioning equipment to normal operation with minimal interruption. Errors or careless performance might result in damage to buildings and equipment, safety hazards, discomfort to building occupants, and considerable expense involved in reworking projects.

Personal Contacts: Frequent internal and external contact with staff, students, faculty, and state agency building occupants, to respond to repair and maintenance requests.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge: Considerable knowledge of the building trades and the use of associated tools, equipment, and materials.

Skills: Considerable skill in the use of hand and power tools, gauges, and equipment used in electrical, carpentry, plumbing/steamfitting, and HVAC work.

Abilities: Demonstrated ability to troubleshoot, test, diagnose, and repair a wide variety of electrical, structural, mechanical, plumbing, and HVAC equipment; read and interpret blueprints, diagrams, drawings, specifications, and operating manuals; instruct and inspect the work of others engaged in trades/utilities work; and communicate with various levels of users and occupants of buildings and facilities.

QUALIFICATIONS GUIDE*

License or Certification: Virginia driver's license.

Education or Training: Graduation from high school or equivalent and training in several building trades.

Level and Type of Experience: Experience in performing journey level work in two or more building trades.

An equivalent combination of training and experience indicating possession of the preceding knowledge, skills, and abilities may substitute for this education and experience.

CLASS HISTORY

This class was established as a result of a study required by the 1993 session of the General Assembly. This class is added to the existing Trades/Utilities series.

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*The Qualifications Guide should be used for classification and compensation analysis. Recruitment and selection standards must be based on job related knowledges, skills and abilities as indicated in the position description.

APPENDIX B

SALARY SURVEY DATA

Trades/Utilities Master Mechanic

SALARIES OF EMPLOYERS IN STATEWIDE PAY AREAS

<u>Employers*</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
1	23,690	28,325	32,960
2	28,965	34,757	40,548
3	18,720	20,800	22,880
4	17,202	22,360	27,518
5	19,406	23,504	27,602
6	23,858	31,804	39,749
7	20,826	25,090	29,354
8	22,174	30,098	38,021
AVERAGE	21,974	26,925	31,876
VIRGINIA GRADE 9	21,932	27,709	33,486
% DIFFERENCE	-0.19%	2.83%	4.81%

These data indicate that the survey average is closest to Virginia salary grade 9.

SALARIES OF EMPLOYERS IN NORTHERN VIRGINIA

<u>Employers*</u>	<u>MINIMUM</u>	<u>MIDPOINT</u>	<u>MAXIMUM</u>
1	26,368	31,673	36,977
2	25,000	33,000	41,000
3	26,600	33,300	40,000
4	22,039	27,549	33,059
5	30,422	38,028	45,633
6	24,232	30,441	36,650
7	22,812	31,367	39,921
AVERAGE	25,353	32,194	39,034
VA GRADE 9 NOVA +8	26,209	33,114	40,018
% DIFFERENCE	3.26%	2.78%	2.46%

The Northern Virginia differential for buildings trades classes is +8 steps. The data for responding employers in Northern Virginia are consistent with those for employers in statewide pay areas. That is, salaries reported are approximately equivalent to Virginia salary grade 9 with a Northern Virginia differential of +8 steps.

*See Appendix C for list of respondents.

APPENDIX C

LIST OF SURVEY RESPONDENTS

EMPLOYERS IN STATEWIDE PAY AREAS

CITY OF RICHMOND
COLONIAL WILLIAMSBURG FOUNDATION
FEDERAL RESERVE BANK
HENRICO COUNTY
LOUISE OBICI MEMORIAL HOSPITAL
LYNCHBURG COLLEGE
MEDICAL COLLEGE OF HAMPTON ROADS
SIGNET BANK

EMPLOYERS IN NORTHERN VIRGINIA

ARLINGTON PUBLIC SCHOOLS
BLUE CROSS AND BLUE SHIELD OF VIRGINIA
DOWTY AEROSPACE CORPORATION
MANASSAS CITY PUBLIC SCHOOLS
SIGNET BANK
STAR TECHNOLOGIES, INC.
WILLIAM BYRD PRESS