



Memorandum

Department of Parks, Recreation & Conservation

January 23, 2023

To: Helen May
Acting Commissioner, Department of Human Resources

Lawrence Soule
Budget Director

From: Kathleen O'Connor
Commissioner

Re: Recertification Request
Senior Maintenance Mechanic II (Electrician) JG09 to
Senior Maintenance Mechanic III (County Center) JG 10 C2451
Org. No. 42-7150, Position No. 000-1864

We are requesting your approval to recertify the position of Senior Maintenance Mechanic II (Electrician) JG09, Position No. 000-1864 to Senior Maintenance Mechanic III (County Center), JG 10, assigned to the County Center in the Department of Parks, Recreation & Conservation. This request is for a proposed in-line promotion for [REDACTED].

The County Center's reopening has provided a unique opportunity to reimagine and optimize the venue's management and operational structure for future performance. The proposed structure will improve strategies, enhance coordination, promote response efficiency during events and streamline daily operations. In the immediate term, the proposed organizational structure will carry the County Center through the substantial construction and restorative work required to return the venue to full operational status post-Covid.

The department has combined Maintenance Services and Laborer Operations allowing for more coordination and quicker response during events and on a daily basis. This position will be responsible for supervising a Sr. Maintenance Mechanic II (Electrician) JG 09, 2- Sr. Maintenance Mechanic I (County Center) JG 08, proposed Park Foreman JG 07 and 3 Maintenance Laborer (Utility) JG 04, as well as over 25 hourly and seasonal employees.

[REDACTED] has been with the Department of Parks, Recreation and conservation for over 20 years and assigned to the County Center since 2011 in [REDACTED] capacity as a Sr. Maintenance Mechanic II (Electrician). [REDACTED] stage management, lighting & wiring experience, specific knowledge of the County Center building and grounds and [REDACTED] overall maintenance skills including elevators, heating and air conditioning make [REDACTED] uniquely qualified to fill this position and provide a seamless transition to the operation.

The duties and responsibilities of the Senior Maintenance Mechanic III (County Center) include but are not limited to:

- Plans, schedules, supervises and participates in maintaining and repairing facilities at the County Center;
- Assigns daily work schedule to subordinate personnel and makes routine inspections to insure proper completion;
- Monitors the operation of computer-controlled heating and air conditioning system of the County Center;
- Supervises, maintains and operates elevator, fire and safety system, light and sound system, portable floors, telescopic risers and a wide variety of equipment necessary for the function of the County Center;
- Acts as supervisory stage manager during "take in" and "take out" of shows, working in conjunction with the stage hands union;
- Acts as stage electrician during shows to safeguard County equipment and property;
- Supervises and assists in building and arranging scenery and properties as required;
- Operates a variety of mechanized equipment such as fork lift, boom lift, riding sweeper, etc.;
- Requisitions items, supplies and equipment and maintains inventory records;
- Performs routine and emergency repairs and maintenance, both scheduled and in response to emergency situations, as required;
- Recommends new equipment and methods to improve work performance;

Your approval of this recertification request would be greatly appreciated.

