



Memorandum

Department of Parks, Recreation  
& Conservation

November 5, 2021

To: Mary Mahon  
Commissioner, Department of Human Resources

Lawrence Soule  
Budget Director

From: Kathleen O'Connor  
Commissioner, Department of Parks, Recreation & Conservation

Re: **Recertification Request**  
**Senior Maintenance Mechanic I (County Center) to**  
**Senior Maintenance Mechanic III (Repair)**  
**Org. No. 42-7150, Position No. 000-1791**

We are requesting your approval to recertify the position of Senior Maintenance Mechanic I (County Center), J.G. 8, Org. No. 42-7150, Position No. 000-1791, to the position of Senior Maintenance Mechanic III (Repair), J.G.10, assigned to the General Maintenance Division for the Department of Parks, Recreation & Conservation. This recertification request is for an in-line promotion of [REDACTED].

Over the years, the General Maintenance Division has taken on the duties and responsibilities of utilizing staff within their Construction Crews to perform repair duties in order to maintain and upkeep structures at both indoor and outdoor facilities. This has taken a number of crew members away from other construction work orders submitted and in need of completion on a timely basis. The General Maintenance Division receives over 1000 work orders on any given year. Many of these work orders include maintenance and repair as the final requirement to complete a project. Having a Repair Crew specifically assigned to handle the duties of repair and upkeep and preparing buildings and other structures would greatly enhance the overall work performance of the Division and enable other Crews to move along with additional work orders.

[REDACTED], Senior Maintenance Mechanic I (County Center), J.G. 8, has worked for the Parks Department for over 30 years, mainly at the County Center facility. While assigned to the County Center, [REDACTED] and [REDACTED] crew of annual and hourly employees, were instrumental in completing the overall preparation, needed repairs and repainting of the entire building while under renovation prior to Covid. [REDACTED] supervision, skill in laying out plans to complete projects and [REDACTED] ability to communicate with subordinate staff, many who have limited language proficiency, has proven to be invaluable to the department.

The duties of the Senior Maintenance Mechanic III (Repair), J.G. 10 include but are not limited to:

- Supervise and oversee Repair Crew staff on assignments within the General Maintenance Division
- Inspect, repair and maintain buildings and structures for safety purposes
- Prepare and lay out plans for repair work orders
- Inspect work performance prior to, during and at completion
- Maintain inventory of equipment and supplies; order as needed and check on the quality of supplies received
- Assist in estimating labor costs, material and equipment
- Knowledge of mixing all paints and colors
- Prepares reports for supervisors; maintains records of projects, manpower and supplies
- May assist in snow removal when needed
- Available to perform routine and emergency repairs and maintenance

██████ dedication to █████ work and staff, along with █████ years of experience, knowledge and skillset, make █████ the perfect candidate to supervise a Repair Crew within the General Maintenance Division. █████ is well deserving of this in-line promotion.

Your approval of this recertification and in line promotion request would be greatly appreciated.



