Maintenance Department Heating and Air Conditioning Mechanic – Journeyman Position

Justification

3/2011

New HVAC Journeyman Position

Background:

Currently there are fourteen heating, ventilating and air conditioning (HVAC) mechanic positions in the maintenance department that are responsible for the installation, repair and preventative maintenance of HVAC systems at facilities throughout the district. The number of funded maintenance department HVAC mechanics and journeyman-mechanics is at a historical low point. A review of funded positions during a ten year period from 2000-01 FY to 2009-10 FY shows a steady decline in labor resources due to attrition in which positions were not filled due to ongoing budget issues. Further reductions in staffing were attributed to the reduction of force (RIF) that occurred during the fiscal year 2006-07. During the reduction of force, the maintenance department lost a total of five mechanic and two journeyman mechanic positions and has maintained the level of staffing illustrated in the table below.

A ten year synopsis of funded HVAC mechanic positions is as follows:

Fiscal Year	Mechanic Positions	Journeyman Positions	Total Positions
2000-01 FY	7 - mechanics	15 - journeyman mechanics	22
2001-02 FY	6 - mechanics	15 - journeyman mechanics	21
2002-03 FY	6 - mechanics	16 - journeyman mechanics	22
2003-04 FY	6 - mechanics	15 - journeyman mechanics	21
2004-05 FY	6 - mechanics	15 - journeyman mechanics	21
2005-06 FY	6 - mechanics	14 - journeyman mechanics	20
2006-07 FY	6 - mechanics	13 - journeyman mechanics	19
2007-08 FY	1 - mechanics	13 - journeyman mechanics	14
2008-09 FY	1 - mechanics	14 - journeyman mechanics	15
2009-10 FY	1 - mechanics	13 - journeyman mechanics	14

Current Process:

In order to best serve the needs of our district, countywide work zones or regions were developed in which individual HVAC mechanics are assigned a number of specific facilities to provide general routine service and emergency repairs. As the number of mechanics declined, the ability to maintain the equipment at these facilities became increasingly difficult. In 2004, the maintenance department initiated an annual contract to provide these critical services at forty-seven countywide facilities. Despite having contract services to assist in the task of maintaining the equipment, it still left over one hundred facilities for our fourteen maintenance mechanics to perform services.

Utilizing contract services enabled the maintenance department to respond to emergencies, provide needed preventative maintenance services and make necessary repairs as needed.

However, this process came with a high cost to the district. The following chart provides a three year summary of annual expenditures associated using contract services.

Calendar Year	Number of Services Calls	Contract Labor Hours Regular	Contract Labor Hours O/T	Total Labor Hours Utilized	Average Cost Per Labor Hour	Total Cost For Labor Hours	Total Cost For Materials + % mark up	Annual Cost to District
2008	800	9471	277	9748	$54.50	$531,238.	$220,965.	$752.203.
2009	954	8980	229	8980	$60.72	$543,312.	$153,735.	$697,047.
2010	1,113	10,251	304	10,555	$60.75	$622,787.	$180,265.	$803,305.

Contract Cost Summary:

- Three year cost for contract labor: **$1,697,337.00**
- Three year cost for contract materials + 30% (+/-) mark up: **$554,965.00**
- Three year cost for contract services & materials (TOTAL): **$2,252,555.00**

Proposed Changes:

Eliminate the need for an annual contract for HVAC repair and services by funding four additional maintenance department HVAC mechanic positions. We are requesting journeyman level mechanics due to the technical skills and abilities required to perform the essential functions of repairing, maintenance and scheduled preventative maintenance on assigned equipment and systems currently performed by contract services.

Proposed Salary:

The HVAC journeyman mechanic is on the non-exempt salary schedule at the D-11 level. It is proposed that these positions be funded at the current entry level salary of $16.64 hourly or $32,881 annually. The four new HVAC journeyman mechanics positions have a combined entry level salary of $131,524 (4 x $32,881).

Funding of Position:

These positions would be funded by using a portion of the savings from eliminating the annual HVAC Repairs and Services contract.

Logistical Support:

Logistical support for these positions will be in part provided by using existing inventories of tools and equipment with some need for new purchases. Service vehicle will be required for each position. In order to lower funding requirements, existing pool vehicles will be returned to service with the intent of utilizing them until replacement units can be secured through the annual budgeting process.

Funding Summary:

HVAC Personnel:

(4)	Journeyman Mechanics			
	Pay level D-11			
	Salary	$32,881	$131,524	
	Benefits (estimated @ 33%)	$10,851	$43,404	
		$43,732	$174,928	
Estimated annual cost to fund (4) Journeyman Mechanics:				**$174,928**

Logistical Support:

(4)	1 Ton Utility Trucks (surplus units)	$ N/C	$ N/C	
(4)	Equipment Tools & Supplies	$5000.	$20,000.	
	(In addition to existing inventories)			
(4)	Estimated Annual Vehicle			
	Operational Cost	$1,930.	$7,720.	
Estimated cost for logistical support for (4) Journeyman Mechanics:				**$27,720.**

Total Budget Request: **$202,648.**

Benefits:

- Reduce operating expenditures by **$390,851** while eliminating the annual contract and performing services with in-house personnel.
- Provide additional labor resources for the HVAC section.
- Provide a possible career path for mechanic level HVAC personnel (current & future staff).
- Increase response time to emergencies and service calls resulting in improved customer service expectations.

Rationale:

The maintenance department currently has insufficient staffing of HVAC mechanics to effectively meet the needs of the district without contract assistance.

In fiscal year 2009-10, an additional thirty-one brick and mortar buildings were constructed as well as sixty-two permanently installed relocatable classrooms were placed districtwide as part of the class size reduction mandate. This increase in buildings placed an even larger demand for services on the maintenance department.

Contracted services have cost the district an average of $565,779 annually for labor charges alone. With the additional requested staffing, the maintenance department can provide the services that are now being contracted at an annual estimated labor cost of $174,928; an annual savings of $390,851.

Additionally, per the terms and conditions of the annual contract, the district pays a percentage mark up on parts purchased by the contractor. This percentage mark up has averages 30 percent over the wholesale parts cost. By using in-house personnel in lieu of contract support the district will no longer be subject to a 30 percent increase in cost of parts which equates to additional savings of.

As budgetary demands increasingly become an issue for Pinellas County Schools, we must consider all methods to reduce our cost of operation without sacrificing critically needed services to our facilities. The addition of four HVAC journeyman mechanic positions will save the district much needed operating funds and reduce our dependence on using costly contract support.

In addition, discussions with the budget and resource allocation department are continuing with the objective of capitalizing the salaries of all HVAC mechanic positions. The cost savings would eliminate $727,320 out of the operating budget for the current staffing of fourteen HVAC mechanic positions. With the addition of the four proposed positions, the operating budget savings for a total of eighteen HVAC mechanic positions would be $934,755.