



Bullitt County Public Schools

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MEMO

To: Jesse Bacon *JB*
From: Ed Oylar *EO*
Date: 11/5/2020
RE: Request to make the salary equitable for skilled maintenance personnel

Due to the inability to attract and fill vacant positions with qualified applicants, the request is for the Board's consideration to make adjustments to the salary scales for plumbers and electricians. Upon Board approval, the salary scales for plumbers and licensed electricians will be adjusted to be commensurate with HVAC personnel. The modification of the salary schedule is necessary for the following reasons:

1. The pay for licensed and skilled tradesmen is not commensurate with potential earnings, for the same jobs, outside the school district.
2. Utilizing outside vendors and contractors for district buildings for plumbing and electrical work is much more expensive and not cost effective, nor efficient for timely repairs during emergency situations.
3. As skilled worker personnel retire and leave the district, there are no qualified applicants to replace and/or fill their vacancies.

I request the Board's approval to make the adjustments to the salary scales for plumbers and electricians effective July 1, 2020. The increase in the scales will be an additional cost of \$33,766.07 which will be funded through the maintenance general fund budget for the 2020-2021 year. If approved, we will be able to attract qualified applicants and the maintenance department can and will continue to maintain and fix our facilities internally.

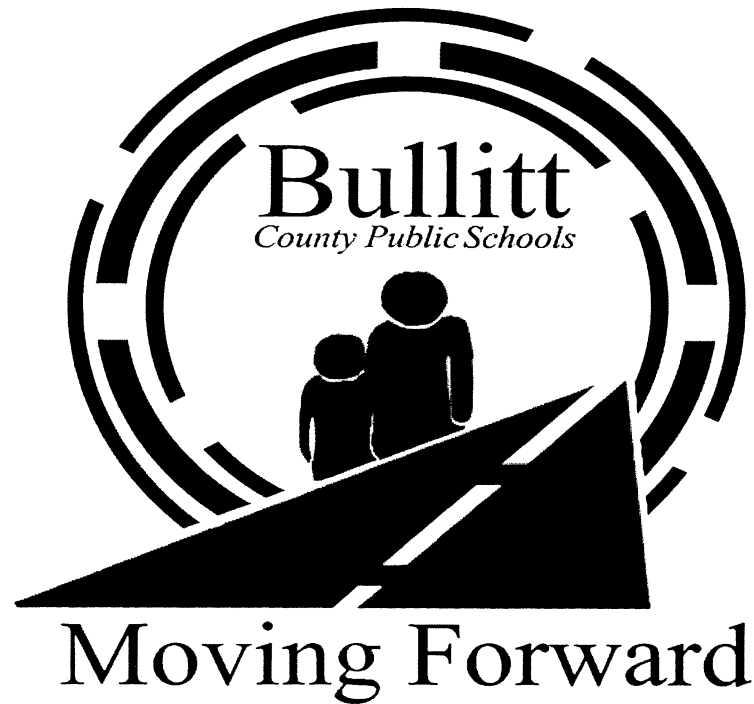
Attachments:

1. Revised Salary Scale
2. Revised Job Descriptions for HVAC, Electrician and Plumber

Equal Education and Employment Institution

AT
11-5-2020
Wesley B. Bacon

BULLITT COUNTY BOARD OF EDUCATION
2020-2021
ANNUAL PAY SCALES



BULLITT COUNTY BOARD OF EDUCATION
2020-2021

ANNUAL PAY SCALES

BUILDINGS & GROUNDS CLASSIFIED PERSONNEL

Non-Exempt				Exempt
	7424/HT01 7443/EL01-PL01	7447/W201	7448/W101	7435/SU01
STEP	HVAC TECHNICIAN ELECTRICIAN PLUMBER	MAINTENANCE WORKER II	MAINTENANCE WORKER I	MAINTENANCE SUPERVISOR
0	20.88	14.68	13.59	26.33
1	21.53	15.00	13.94	26.61
2	21.96	15.30	14.26	26.93
3	22.34	15.63	14.52	27.17
4	22.67	15.99	14.88	27.44
5	23.10	16.31	15.22	27.95
6	23.47	16.67	15.56	28.21
7	23.82	16.95	15.91	28.50
8	24.21	17.29	16.26	28.78
9	24.60	17.64	16.45	29.05
10	24.93	17.99	16.76	29.32
11	25.32	18.34	17.11	29.60
12	25.73	18.69	17.41	30.06
13	26.13	19.01	17.75	30.37
14	26.54	19.34	18.08	30.70
15	26.93	19.68	18.42	31.00
16	27.21	19.99	18.75	31.32
17	27.47	20.33	19.03	31.62
18	27.75	20.59	19.31	31.89
19	27.98	20.86	19.57	32.16
20	28.56	21.26	19.96	32.77
21	29.38	21.91	20.56	33.59
22	29.96	22.35	20.97	34.27

*Preventative Maintenance Technician (Job Class 7437) follows the Maintenance Worker II Salary Scale

NOTE: Transportation Director and Maintenance Director - should the individual not hold a Bachelor's degree, the pay will be equivalent to a Degreed Professional pay scale at the appropriate level of experience plus extended days and approved supplement.

POSITION DESCRIPTION

7424

HVAC TECHNICIAN

Responsible To: Maintenance Supervisor

Shares Responsibility With: Maintenance Supervisor

Contract Terms: 12 Month Annual Contract

Qualifications: Certification: High School Diploma or Equivalent

Experience: Journeyman Licensure Required,
maintenance and repair experience in the HVAC
and refrigeration trade

Basic Function:

Perform advanced skilled mechanical maintenance duties in the inspection, repair, installation and alteration of district heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities; perform preventive maintenance and routine servicing of equipment.

Duties:

1. Inspects, repairs, modifies and installs HVAC equipment including refrigeration and air conditioning compressors, receivers, condensers, chillers, water cooling towers, forced air converter units, pumps, automatic and hand valves, expansion valves and capillary tubes.
2. Is regular in attendance and punctual.
3. Reports to the Maintenance Supervisor daily for work assignments and progress reports.
4. Conducts regular preventive maintenance inspections of refrigeration units, isolated heating and ventilating units, including boilers, gas and electrically operated air-conditioning equipment, and makes necessary adjustments or repairs; services and repairs evaporative coolers.
5. Repairs or replaces defective parts in units and equipment and their controls, including thermostats, automatic switches, fan controls, log switches, damper motors, louvers, relays, filters, controls, belts, compressors, heat exchangers, high limit controls, pressure controls, safety valves, and automatic gas valves.

6. Operates a variety of hand and power tools, welder torch, vacuum pump, test equipment utilized in the trade and a motor vehicle; maintains equipment in effective and safe working condition; maintains parts and tool inventory.
7. Repairs and rebuilds semi-hermetic reciprocating compressors and compressors for centrifugal refrigeration machines.
8. Performs skilled electrical maintenance work in the repair, installation and alteration of HVAC equipment, components, timers, motors and wiring systems as needed; connects motors to control panels.
9. Tests and examines boiler operations, observing meter and pressure gauges; conducts boiler water quality test and treatment; adjusts boiler burner combustion.
10. Lubricates and packs heating, ventilation, refrigeration and air-conditioning motors, pumps, fans and other equipment.
11. Installs and calibrates systems; installs copper tubing and repairs pipes and tubing as necessary; tests joints and insulates pipes of refrigeration and air conditioning systems; flushes boilers, descales tubing; rebuilds pressure and temperature safety valves and water pumps.
12. Installs, rebuilds, replaces or repairs fans, motors, thermostats, fuses, filters, bearings, valves, controls, gaskets and other equipment as necessary.
13. Maintains related records concerning time, labor and materials; maintains log of tasks performed and writes reports as required.
14. Purchases tools, equipment and materials; operates light trucks to pick up and deliver equipment and supplies.
15. Maintains cooperative working relationship with Maintenance Supervisor and other maintenance employees and school employees.
16. Performs related duties and other maintenance and operation duties as assigned by the Maintenance Supervisor.

Knowledge of:

- Appropriate safety precautions and procedures.
- Standard practices of the HVAC and refrigeration trade.
- Theory of HVAC and refrigeration systems.
- Materials, methods and tools used in the operation and repair of HVAC and refrigeration systems.
- Applicable building codes, ordinances and regulations of federal, state and local authorities pertaining to HVAC, refrigeration and boilers.
- Air compressors and pneumatic controls.

- Cooling tower and boiler water treatment.
- Manual and electrical tools and equipment applicable to the HVAC and refrigeration trade.
- Welding and soldering techniques.
- Health and safety regulations.
- Basic record-keeping techniques.
- Proper methods of storing equipment, materials and supplies.

Ability to:

- Perform skilled mechanical maintenance duties in the inspection, repair, installation and alteration of district heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities.
- Calibrate systems.
- Perform preventive maintenance and routine servicing of equipment.
- Diagnose defects, and install, repair and maintain heating, ventilating, refrigeration, and air-conditioning units.
- Follow oral and written instructions.
- Operate specialized machinery, equipment and tools utilized in the repair, installation and maintenance of heating, ventilation, air conditioning and refrigeration systems.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Work independently with little direction.
- Maintain routine records and prepare reports.
- Lift objects weighing up to 70 pounds.
- Observe legal and defensive driving practices.

Licenses & Other Requirements:

- Shall maintain a valid Kentucky driver's license.
- Journeyman HVAC License
- If a HVAC license is not held or current, commensurate experience required to obtain license within first 90 days of employment
- Shall not accept outside employment or activities which will prevent the fulfillment of regularly assigned duties and obligations or the working of overtime, as required.
- Shall not perform any duties related to an outside job during working hours, including but not limited to, the use and/or possession of not board owned telephones, or radios during working hours.

POSITION DESCRIPTION

7443

MAINTENANCE TECHNICIAN III - ELECTRICIAN

Responsible To: Maintenance Supervisor

Shares Responsibility With: Maintenance Supervisor

Contract Terms: 12 Month Annual Contract

Qualifications: Certification: High School Diploma or Equivalent

Experience: Journeyman Electrician Licensure required in one
or more trades areas

Basic Function:

Perform advanced skilled maintenance, repair and construction of district buildings and equipment in one or more craft or trade; lead other Maintenance Technicians as necessary; work independently in advanced trades such as electrical, plumbing, steam fitter, electrical motor repair, welding and engine rebuilding.

Duties:

1. Performs a variety of skilled work in the maintenance and repair of district facilities and equipment; supervises and coordinates the work of assigned staff to accomplish a wide variety of duties related to the building trades.
2. Is regular in attendance and punctual.
3. Reports to the Maintenance Supervisor daily for work assignments and progress reports.
4. Performs various refrigeration, plumbing and heating-related duties; cuts, threads, assembles and lays pipe; assists in the purchase, installation, repair and maintenance of various plumbing, heating and air conditioning fixtures; performs welding and metal fabrication; diagnoses and repairs electronic ignition systems for heaters, furnaces and hot water heaters.
5. Assists in the purchase, installation, maintenance and repair of electrical wiring and fixtures; performs trouble-shooting to repair or replace fans and motors; performs repairs to motors, bells, clocks and lighting circuits and to communication and audio-visual equipment.

6. Estimates cost of labor and materials for work orders; obtains competitive prices for equipment and supplies needed by the district.
7. Performs skilled maintenance and repair on mechanical and electrical equipment; tests and replaces circuits; coordinates emergency repairs and large complex projects; troubleshoots and corrects defective switches, receptacles, ballasts and other wiring; performs routine mechanical and electrical maintenance.
8. Operates a variety of equipment and machines including saws, drill presses and various hand and power tools to perform repair and maintenance work; maintains tools and equipment in a safe, clean and proper working condition.
9. Assures compliance with appropriate safety practices and procedures and with applicable federal, state and local codes, regulations and requirements.
10. Maintains various records related to labor, materials and work orders.
11. Purchases tools, equipment and materials; operates light trucks to pick up and deliver equipment and supplies.
12. Maintains cooperative working relationship with Maintenance Supervisor, other maintenance employees and school employees.
13. Performs related duties and other maintenance and operation duties as assigned by the Maintenance Supervisor.

Knowledge of:

- Trade tools, equipment, materials, methods and techniques used in skilled and general maintenance and repair involving at least one of the following: electrical, heating and air conditioning, locksmithing, plumbing, carpentry, painting, welding or automotive mechanic.
- Appropriate health and safety precautions and procedures.
- Technical aspects of field of specialty.
- Proper methods of storing equipment, materials and supplies.
- Basic record-keeping techniques.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Federal, state and local building codes and regulations.

Ability to:

- Perform a wide variety of skilled journey-level work in the maintenance and repair of district facilities and equipment.
- Prioritize, schedule assign and review work.

- Train and provide work direction to assigned personnel in the performance of a wide variety of duties related to the building trades.
- Interpret, explain and apply codes, rules and regulations involved in assigned maintenance activities.
- Effectively and safely operate a variety of assigned tools and equipment.
- Interpret blueprints, shop drawings, sketches and work orders to others.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Estimate labor and materials costs.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain routine records.
- Observe legal and defensive driving practices.
- Operate a district vehicle and perform heavy physical labor.
- Lift heavy objects weighing up to seventy (70) pounds.

Licenses & Other Requirements:

- Shall maintain a valid Kentucky drivers license.
- Journeyman Electrician's License
- If an electrician license is not held or current, commensurate experience required to obtain license within first 90 days of employment
- Shall not accept outside employment or activities which will prevent the fulfillment of regularly assigned duties and obligations or the working of overtime, as required.
- Shall not perform any duties related to an outside job during working hours, including but not limited to, the use and/or possession of not board owned telephones, or radios during working hours.

POSITION DESCRIPTION

7443

MAINTENANCE TECHNICIAN III - PLUMBER

Responsible To: Maintenance Supervisor

Shares Responsibility With: Maintenance Supervisor

Contract Terms: 12 Month Annual Contract

Qualifications: Certification: High School Diploma or Equivalent

Experience: Journeyman Licensure Required in one or more trades areas.

Basic Function:

Perform advanced skilled maintenance, repair and construction of district buildings and equipment in one or more craft or trade; lead other Maintenance Technicians as necessary; work independently in advanced trades such as electrical, plumbing, steam fitter, electrical motor repair, and welding.

Duties:

1. Performs a variety of skilled work in the maintenance and repair of district facilities and equipment; supervises and coordinates the work of assigned staff to accomplish a wide variety of duties related to the building trades.
2. Is regular in attendance and punctual.
3. Reports to the Maintenance Supervisor daily for work assignments and progress reports.
4. Performs various refrigeration, plumbing and heating-related duties; cuts, threads, assembles and lays pipe; assists in the purchase, installation, repair and maintenance of various plumbing, heating and air conditioning fixtures; performs welding and metal fabrication; diagnoses and repairs electronic ignition systems for heaters, furnaces and hot water heaters.
5. Assists in the purchase, installation, maintenance and repair of electrical wiring and fixtures; performs trouble-shooting to repair or replace fans and motors; performs repairs to motors, bells, clocks and lighting circuits and to communication and audio-visual equipment.
6. Estimates cost of labor and materials for work orders; obtains competitive prices for equipment and supplies needed by the district.

7. Performs skilled maintenance and repair on mechanical and electrical equipment; tests and replaces circuits; coordinates emergency repairs and large complex projects; troubleshoots and corrects defective switches, receptacles, ballasts and other wiring; performs routine mechanical and electrical maintenance.
8. Operates a variety of equipment and machines including saws, drill presses and various hand and power tools to perform repair and maintenance work; maintains tools and equipment in a safe, clean and proper working condition.
9. Assures compliance with appropriate safety practices and procedures and with applicable federal, state and local codes, regulations and requirements.
10. Maintains various records related to labor, materials and work orders.
11. Purchases tools, equipment and materials; operates light trucks to pick up and deliver equipment and supplies.
12. Maintains cooperative working relationship with Maintenance Supervisor, other maintenance employees and school employees.
13. Punctual and regular in attendance.
14. Performs related duties and other maintenance and operation duties as assigned by Maintenance Supervisor.

Knowledge of:

- Trade tools, equipment, materials, methods and techniques used in skilled and general maintenance and repair involving at least one of the following: electrical, heating and air conditioning, locksmithing, plumbing, carpentry, painting, welding or automotive mechanic.
- Appropriate health and safety precautions and procedures.
- Technical aspects of field of specialty.
- Proper methods of storing equipment, materials and supplies.
- Basic record-keeping techniques.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Federal, state and local building codes and regulations.

Ability to:

- Perform a wide variety of skilled journey-level work in the maintenance and repair of district facilities and equipment.
- Prioritize, schedule, assign and review work.

- Train and provide work direction to assigned personnel in the performance of a wide variety of duties related to the building trades.
- Interpret, explain and apply codes, rules and regulations involved in assigned maintenance activities.
- Effectively and safely operate a variety of assigned tools and equipment.
- Interpret blueprints, shop drawings, sketches and work orders to others.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Estimate labor and materials costs.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
- Meet schedules and timelines.
- Maintain routine records.
- Observe legal and defensive driving practices.
- Operate a district vehicle and perform heavy physical labor.
- Lift heavy objects weighing up to seventy (70) pounds.

Licenses & Other Requirements:

- Shall maintain a valid Kentucky driver's license.
- Journeyman Licensure
- If a plumber's license is not held or current, commensurate experience required to obtain license within first 90 days of employment
- Shall not accept outside employment or activities which will prevent the fulfillment of regularly assigned duties and obligations or the working of overtime, as required.
- Shall not perform any duties related to an outside job during working hours, including but not limited to, the use and/or possession of not board owned telephones, radios during working hours.