

# Board Submission Form Bloomfield School District

Meeting Date: 6/13/2023

Item Title: ?

Action Requested By: James Olivas Presented By: James Olivas

Action Requested: Board Approval of staffing changes and additon of 1 FTE

Item Summary: Board Approval of staffing changes and additon of 1 FTE

Brief History (if applicable): Bring back assistant manager position, create a plumbing position, and merge locksmith and maintenance tech position

Answer the following:

Request: Board Approval of staffing changes and additon of 1 FTE

Benefit or Impact to the District: \_\_\_\_\_

Improves on-call services after hours

Improves supervision within our district regarding custodial and maintenance staff

Potential to save money by hiring certified staff (plumber).

We would not have to hire external plumbers to conduct repairs in the district.

Creates a pathway towards promotion

Reason for Request: see above

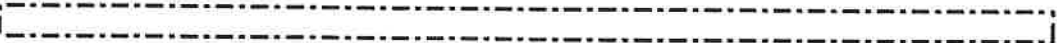
Cost: \$79,706 + benefits What Budget: GO

Mandate:        Yes   x   No

Budget OR Grant: Budget: X Grant:       

Summary By/Title: Board Approval of staffing changes and additon of 1 FTE

Attachments: Proposal Outline



Route for Staff Review:	Reviewed By:	Comments:
<u>      </u> Not Applicable	<u>      </u>	<u>      </u>
<u>x</u> Finance	<u>      </u>	<u>      </u>
<u>      </u> Purchasing	<u>      </u>	<u>      </u>
<u>x</u> Human Resources	<u>      </u>	<u>      </u>
<u>      </u>	<u>      </u>	<u>      </u>
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Board Proposal  
Maintenance Office  
James Olivas  
6/12/2023

This proposal is geared towards restructuring the Maintenance Department. This proposal will initiate the following changes:

1. Create a Facilities Manager Assistant

We will bring back a supervisory FTE that we did away with 7 years ago. This would add back one FTE to the current department staff. Historically this role supervised custodial throughout the district. We need to bring this role back and also use it to spread out the after hours on-call role as well as create a pathway towards promotion. The salary for this position will be \$50,000.

2. Shift department positions to better meet district needs

- a. Create a new plumbing position. We will do this by using the current Maintenance Technician position which opened up due to a staff member leaving the district. We would raise the salary to attract certified personnel as we did with the Carpenter and Electrician. Currently the Maintenance Technician salary is \$31,824. A new Plumber salary will be \$61,480 raising that position FTE by \$29,656 overall.
- b. Blend Locksmith into Maintenance Technician. This change does not require any funding changes. This position will continue to do locksmithing duties and support all other specialties as the current Maintenance Technician does.
- c. Overall financial cost to make these changes is 79,706 + benefits (\$50K for new Assistant Manager and \$29,656 increase for new Plumber position).

Currently	Proposed
Facility Manager	Facility Manager
Bookkeeper	Facility Manager Assistant
Asset Control	Bookkeeper

Electrician	Asset Control/Loss Prevention
Carpenter	Electrician
Locksmith / Plumbing Technician	Carpenter
Maintenance Tech	Plumber
Grounds Lead	Locksmith/Maintenance Tech
Grounds	Grounds Lead
Grounds	Grounds Tech 1
Grounds	Grounds Tech 2
Warehouse	Grounds Tech 3
Warehouse	Warehouse
	Warehouse

3. Benefits

- a. Improves on-call services after hours
- b. Improves supervision within our district regarding custodial and maintenance staff
- c. Potential to save money by hiring certified staff (plumber). We would not have to hire external plumbers to conduct repairs in the district.
- d. Creates a pathway towards promotion