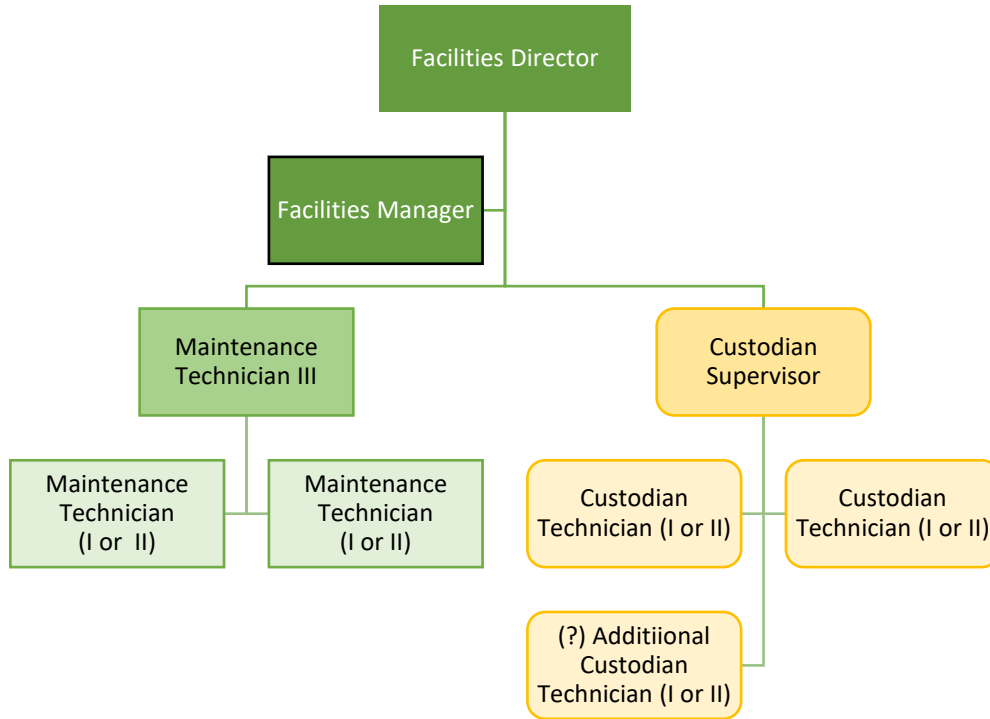


**LEE COUNTY MAINTENANCE DEPARTMENT
STEP PROGRAM - STRATEGIC PLAN**



PROPOSED (EXAMPLE) SALARY RANGES:

PROPOSED STEP POSITIONS	Starting Salary Range	Mid-point	Top Salary Range	Mid-Point Hourly Rate (2022)
Facilities Director	\$60,000	\$65,000	\$70,000	\$31.25
Maintenance Manager	\$49,000	\$51,000	\$53,000	\$24.52
Maintenance Technician III	\$44,000	\$46,000	\$48,000	\$22.12
Maintenance Technician II	\$39,000	\$41,000	\$43,000	\$19.71
Maintenance Technician I	\$34,000	\$36,000	\$38,000	\$17.31
Custodian Supervisor	\$38,000	\$40,000	\$42,000	\$19.23
Custodian Technician II	\$34,000	\$35,000	\$36,000	\$16.83
Custodian Technician I	\$31,000	\$32,000	\$33,000	\$15.38

GOALS:

- Hire and/or develop a skilled maintenance workforce able to perform necessary facilities maintenance functions
- Establish or enhance cross-training, job shadowing and job training program focused on skills critical to maintenance of Lee County facilities
- Plan/prepare for “hit by the bus” scenarios; succession planning
- Establish a clear plan to motivate employees to improve skills, acquire new competencies and knowledge in order to expand their current responsibilities and perhaps take on new ones; increase workers’ engagement;
- Hire and retain skilled employees.

Lee County Maintenance Department Basic Hierarchy - Proposal

FACILITIES DIRECTOR (\$60,000 - 70,000 range)

- Directs design, planning, construction and maintenance of County facilities/properties
- Develops short/long range strategic plans related to County facilities/properties
- Responsible for developing/overseeing budgets
- Oversees building systems including mechanical, electrical, fire/life safety, plumbing and waste management
- Oversees contractors involved with facility projects
- Interviews, hires, trains, evaluates and directs maintenance and custodial staff
- Qualifications
 - Extensive knowledge of building systems
 - Minimum of 8 years of progressively responsible experience in facilities maintenance or related field
 - Minimum of 5 years managerial experience
 - Experience with development/implementation of RFP
 - Computer skills necessary to perform budget/administration/personnel functions

I. FACILITIES MAINTENANCE MANAGER (\$49,000 - \$53,000)

- Assists the Facility Director with oversight and administration of all department functions;
- Acts on behalf of Facilities Director in his absence
- Exercises independent judgement and functions in a “working” supervisory role; performing the work of and daily supervision (under the direction of the FD) to maintenance department personnel.
- Cross Trained to perform all functions of subordinate maintenance personnel when necessary
- Qualifications
 - Thorough knowledge of facility mechanical systems
 - Minimum of 5 years progressively responsible experience in building maintenance or related field
 - 1-3 years supervisory experience
 - Computer skills necessary to assist with budget/administration/personnel functions

A. Facility Maintenance Technician III (\$44,000 - \$48,000)

- Maintains, troubleshoots and repairs facility mechanical components
- Performs skilled maintenance and advanced repair of mechanical, electrical, HVAC, and other physical structures
- Has gained proficiency in multiple competencies relevant to the job
- Works independently within established procedures
- Cross-trained to perform all functions of subordinate personnel when necessary
- Qualifications

Lee County Maintenance Department Basic Hierarchy - Proposal

- 3 – 5 years of related experience, or 2 years' experience with additional specialized training and/or certification

B. Facility Maintenance Technician II (\$39,000 - \$43,000)

- Works under moderate supervision
- Performs maintenance and repair of facilities following established procedures and the direction of the FD or FMM.
- Operates lawn and other tractor equipment
- Gains or has attained full proficiency in a specific area(s) of discipline.
- Cross-trained to perform all functions of subordinate personnel when necessary
- Qualifications
 - 1 – 3 years of related experience, or 0 years of experience with additional specialized training and/or certification

C. Facility Maintenance Technician I (\$34,000 - \$38,000)

- Performs simple maintenance and repair of mechanical, electrical, and other physical structures
- Paints structures, drywall/plaster work, masonry work
- Performs lawn/landscaping tasks
- Assists higher level technicians
- Works under close supervision of senior personnel
- Cross-trained to perform functions of custodial staff when necessary
- Qualifications
 - High School Diploma
 - Possesses a moderate understanding of general aspects of the job
 - 0 – 1 year of general work experience

II. FACILITY CUSTODIAL SUPERVISOR (\$38,000 - \$42,000)

- Assists the Facility Director with oversight and administration of the custodial functions;
- Trains, directs, and oversees subordinate custodial personnel
- Exercises independent judgement and functions in a “working” supervisory role; performing the work of and daily supervision (under the direction of the FD) to custodial department personnel.
- Qualifications
 - Thorough knowledge of County facilities relevant to custodian responsibilities
 - Minimum of 5 years progressively responsible work experience as a custodian or related field
 - 1-3 years supervisory experience
 - Computer skills necessary to assist with ordering supplies/budgeting/administration/personnel functions

A. Custodian Technician II (\$34,000 - \$36,000)

- 2 – 5 years' experience

B. Custodian Technician I (\$31,000 – \$33,000)

- 0 – 1 year experience

Lee County Maintenance Department Basic Hierarchy - Proposal

Misc. Notes:

- Need to add education line-item to budget for training (On-line, in-person) (\$5,000 +/-)
 - OSHA Requirements as related to Maintenance Department
 - Computer skills needed for particular skill level
 - Mechanical knowledge (HVAC, electrical, plumbing, etc.)
- Competencies in every step should include *“takes initiative to identify and improve work processes, personal growth/training related to maintenance department, mechanical skills, etc.”*