



Lumpkin County, Georgia

Public Works Department

Date: December 1, 2014

Agenda Item: Reorganize staffing at County Fleet Maintenance Shop

Item Description: Reorganize Fleet Maintenance staffing by freezing the currently open Shop Supervisor position and instead creating an administrative position utilizing the budget dollars from the unfilled Shop Supervisor position to fund the administrative position. This would require an amendment to the County's Civil Service Plan to add the Administrative Assistant position and freeze the Shop Supervisor position.

Facts & Historical

Information: Prior to 2006, fleet maintenance was managed by the Road Superintendent. In 2006, supervision of fleet maintenance was moved from the Road Superintendent to directly under the Public Works Director. Now with the public works and planning director position combined, time is limited for direct supervision from the director. For the last few weeks, the Road Superintendent has been managing fleet maintenance with administrative help from a temporary service. This arrangement has worked very well and as a result the Public Works Director would like to keep the staffing plan as is instead of hiring a new Maintenance Shop Supervisor.

Course of Action:

A. Hire an administrative person for Roads/Fleet Superintendent

Pros:

1. Allow mechanics and road personnel to spend more time working on maintenance shops tasks with direct benefit to the County.
2. Have a person available to take call for road maintenance requests (currently, when a citizen calls in with an issue, the individual must leave a voice mail which often leaves the citizens feeling as though they have not been heard).
3. Reduce budget due to lower pay for administrative person than maintenance supervisor.

Cons:

1. Less personnel available to work on vehicles and equipment.

B. Hire a new Maintenance Shop Supervisor

Pros:

1. Additional individual with mechanic skills who may sometimes be able to step away from administrative tasks to assist with working on vehicles and equipment.

Cons:

1. Having the Shop Supervisor complete all the administrative tasks is more expensive than paying an administrative person to do those tasks and is therefore not the most cost effective way to complete the large load of administrative tasks associated with running and maintaining the County Shop.
2. Road and maintenance department personnel will have to continue to spend time each day on records and reporting.
3. No person will be available to take phone calls from the public for road maintenance requests.

Budget Impact:

Action A will reduce the public works budget due to the fact that an administrative position will be paid less than a supervisor position.

Action B will have no change to the budget.

Staff Recommendation:

It is Staff's recommendation that we hire a full time administrative person to work directly under the Road Superintendent to support the administrative needs of Fleet Maintenance as well as provide some administrative support to the County's Road Department. Since an additional mechanic had been approved and budgeted for 2015, as of the beginning of 2015, there will be three full time mechanics available to work on fleet maintenance issues. This will allow both Fleet Maintenance and Road Departments to work more efficiently and with a reduction in the budget.