

**SUBJECT: REORGANIZATION STATIONARY EQUIPMENT MAINTENANCE SECTION**

**RECOMMENDATION:**

**THAT the regular staff complement of the Stationary Equipment Maintenance section be reduced by two by eliminating six existing positions and creating four new positions as listed in Appendix A, subject to classification by the Director of Human Resources.**

**BOARD POLICY**

Board authority is required to create and eliminate regular positions.

**DISCUSSION**

A staff team from Environment & Operations and the Recreation Division have reviewed the staffing, reporting relationships, and duties of the Stationary Equipment Maintenance Section of the Environment & Operations Division and is proposing that:

- a. At Kerrisdale, Killarney, Kitsilano, Renfrew, Riley/Percy Norman, Sunset, Trout Lake and West End complexes and at Lord Byng and Templeton Pools, on-site maintenance staff including Stationary Equipment Operators II (SEO II), Utility Maintenance Workers (UMW) and Building Service Workers (BSW) be transferred to the Recreation Division for supervision, scheduling and day-to-day maintenance work. Monitoring of maintenance work quality, work procedures and adherence to statute laws and by-laws that cover certain maintenance and operating processes would continue to be done through Environment & Operations.

This is being done because: there are two divisions involved in operating the major facilities which can create an accountability vacuum; separate reporting lines has occasionally resulted in delays in resolving problems; janitorial, mechanical maintenance and some other customer service has suffered as a result of off-site supervision. In addition, budget management is awkward with 2 divisions being involved.

- b. The SEO II position at the West End Complex be eliminated and the SEO II at the Vancouver Aquatic Centre would cover both locations (similar to Kerrisdale).
- c. Four SEO I positions at the complexes and the SEO Conservatory

position be eliminated.

These positions can be eliminated because responsibility for for maintenance of other neighbourhood buildings is to be removed from the on-site staff and transferred a new mechanical maintenance group.

- d. A new mechanical maintenance group be created adding three new maintenance technician positions in the specialty areas of heating, ventilation and air conditioning (HVAC); instrument and direct digital controls; and industrial refrigeration and one new helper position.

This new technical maintenance shop will more effectively provide maintenance to increasingly complicated equipment.

- e. The supervisory staff establishment of the Stationary Equipment Maintenance Section be reviewed to ensure the correct level of supervision is provided.

An organization chart is provided in Appendix B that shows the present organization, the proposed organization of a typical centre and the proposed organization of the Mechanical Maintenance Shop.

In addition to the above it was previously reported to the Board that some cost reductions could be achieved through a reorganization. This was dealt with at the Board meeting of April 1, 1996 when the following recommendation was approved: "THAT the internal budget program reallocations in the amount of \$151,410 and as outlined in Appendix II be approved." A copy of that report is provided as Appendix C for reference.

As indicated in that report, \$70,000 of the \$151,410 reallocation was a temporary transfer from various Environment & Operations Division accounts which were to be replaced in 1997 by technological savings in Building Operations. Staff were unable to effect permanent budget transfers at that time because the review of the Building Operations (Stationary Equipment Maintenance Section) had not been completed. This review is now complete and the Board's approval is required to implement the staffing changes in order to achieve the associated cost savings.

This new organization structure clarifies reporting lines, improves budget control, improves flexibility of centre staff to respond to customer needs, provides expertise where needed and allows for the approved budget reduction to be realised.

Overall budget reductions to cover temporary funding provided in 1996:

Elimination of 6 positions including FB	\$260,000
Creation of 4 new positions	\$188,300*
Total	\$ 71,700

\* Subject to classification by the Director of Human Resources Services.

We have contacted the Union with respect to this proposal and we agreed to work together to implement this reorganization with the least disruption to staff and the operation.

Prepared by:  
Environment and Operations Division  
Board of Parks and Recreation  
City of Vancouver  
LM:ad  
Attachment

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APPENDIX A

Stationary Equipment Maintenance Section Reorganization

Position Establishment Changes

Positions to be Eliminated\*

Position Number	Classification	Location
1986	Stationary Equipment Operator-Conservatory	Bloedel Conservatory
2038	Stationary Equipment Operator I	Kerrisdale Pool
2088	Stationary Equipment Operator II	West End Rink
2115	Stationary Equipment Operator I	Percy Norman Pool
2171	Stationary Equipment Operator I	Killarney Pool
2184	Stationary Equipment Operator I	Renfrew Pool

\*Elimination date to be determined based on classification review and filling of positions outlined below

New Positions\*\*

Heating, Ventilation and Air Conditioning Technician

Instrument and Direct Digital Control Technician Industrial Refrigeration Technician Helper

\*\*Subject to classification by the Director of Human Resources

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**FOR A COPY OF THE OTHER ATTACHMENTS CONTACT  
ENVIRONMENT & OPERATIONS DIVISION AT 257-8478**

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