



Memorandum

TO: Chair and Members of the Personnel & Finance Committee

FROM: Bradley S. Livingston, AAE *BSL*
Airport Director

DATE: September 26, 2014

SUBJECT: Approval to Recruit Airport Maintenance Crew Leader

County Ordinance 29.52(15) requires the Personnel and Finance Committee, along with the County Executive, to approve filling positions that have been vacant for longer than six months. I am requesting approval to fill the Airport Maintenance Crew Leader position (#2243).

What is the nature of the work or what is the essential function of the position?

This position is responsible for the maintenance and repair of grounds, pavements and facilities at the Airport, as well as directing the work of other airfield maintenance employees on a shift assigned to work nights and weekends. This position is also responsible for the operation of heavy equipment, including airfield snow removal equipment.

How has this function been fulfilled during the vacancy?

The Airfield Maintenance Supervisor, who is assigned to the day shift, has provided additional direction to the night shift employees as required, including coordinating their activities by telephone or in person. Additionally, during snow removal operations, staff from the day shift have worked overtime to help support and lead the night shift employees, working in an "acting class" capacity as Crew Leader.

What will be the impact on the department's function and mission if the position remains vacant?

The airfield maintenance night shift will continue to see a diminished level of efficiency in its work production, due to the absence of direct leadership and guidance that is provided by an effective crew leader. The Airport will also continue to incur overtime expenses to cover this vacancy.