

Mechanical Services Technician Job-Banding Employee Fact Sheet

- What is job banding?

Job banding is a position classification strategy that combines several related positions into one “job band” with established criteria for how employees can move from one level to the next. The result is job classifications with career advancement opportunities for the employees in a specific job band.

<i>Level I</i>	<i>Level II</i>	<i>Level III</i>	<i>Level IV</i>
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- What will the Mechanical Systems Technician (MST) job-banding look like?

One group of mechanical trades’ job classifications are grouped into a job family that are called the *Mechanical Systems Technician (MST) Job Family*. The “job band” includes a Mechanical Systems Worker, Mechanical Systems Technician (MST) I, II, III, and IV. Staff can advance from one level to the next based on objective criteria for advancement (positions in the second row of boxes). There are two other job classifications in the family—Supervisor and Team Leader.

<i>Mechanical Systems Technician (MST) Job Family</i>				
Promotion	<i>Supervisor</i>			
	<i>Team Leader</i>			
Job Band	<i>Mechanical Systems Technician I</i>	<i>Mechanical Systems Technician II</i>	<i>Mechanical Systems Technician III</i>	<i>Mechanical Systems Technician IV</i>
<i>Mechanical Systems Worker (MSW)</i>				

- Is my job included in this job family?

Positions included in the *Mechanical Systems Technician Job Family* include the following:

- Boiler Mechanic I & II
- Firebrick Repairer
- Gas Mechanic
- Heating Mechanic I & II
- Heating Service Worker
- HVAC / Refrigeration Area Supervisor

- HVAC Mechanic I, & II
- Indoor Air Quality Team Leader
- Indoor Air Quality Technician I
- Maintenance Plumber I & II
- Plumbing Area Supervisor
- Refrigeration Mechanic Maintenance
- Sheet Metal Mechanic

If your job is not listed, you are not included the MST job band family

- My current job is listed, but where am I in the new job family?

All mechanical trades' positions that were a part of the study will be initially placed in the job family banding system effective July 1, 2008.

<i>Mechanical Systems Technician (MST)Job Family</i>			
<i>Supervisor (21)</i> Competitive Position (OQ)			
<i>Team Leader (20)</i> HVAC Refrigeration Area Supervisor Plumber Area Supervisor Indoor Air Quality Team Leader			
<i>Mechanical Systems Technician I (16)</i>	<i>Mechanical Systems Technician II (17)</i>	<i>Mechanical Systems Technician III (18)</i>	<i>Mechanical Systems Technician IV(19)</i>
Heating Mechanic I Indoor Air Quality Technician I Firebrick Repairer Sheet Metal Mechanic	Gas Mechanic Maintenance Plumber I	Heating/Boiler Mechanic Maintenance Plumber II Refrigeration Mechanic	Boiler Mechanic II HVAC Mechanic Shift 1 HVAC Mechanic Shift 2
<i>Mechanical Systems Worker (MSW)</i>			
Heating Service Worker			

- If I am reclassified to a new grade level, will I get more money?

A reclassification is not a promotion. When you move to the new grade level one of two things will happen—

- no pay increase when the pay scale has an hourly pay rate at the new level that is equal to your current rate, or
- a minimal pay increase to take you to the next higher step if your same hourly pay is not included in the pay scale of the new level.

- What are the criteria or definition of each position level in the job band?

<i>Mechanical Systems Technician (MST) Job Family</i>
<i>Supervisor (21)</i>
Proficient in all MST IV trades. Supports administration and management of mechanical maintenance program efficiencies and processes for a depot.
<i>Team Leader (20)</i>
Proficient in all MST IV trades. Supports one community superintendent. (There are two per depot). Working team leader. Responsible for overall team and individual team member performance.
<i>Mechanical Systems Technician IV(19)</i>
Most highly skilled. Proficient in three mechanical trades. Trades include: Boiler (Gas and Heating), Plumbing, and HVAC-R
<i>Mechanical Systems Technician III (18)</i>
Very highly skilled. Proficient in two mechanical trades. Trades include: Boiler, Plumbing, HVAC, Refrigeration, Gas, and Heating
<i>Mechanical Systems Technician II (17)</i>
Highly skilled. Proficient in one specialty or mechanical trade; capable in others. Trades include: HVAC, Plumbing, Refrigeration, Boiler, Heating, Gas, Indoor Air Quality (IAQ), Sheet Metal Mechanic, Fire Brick Repairer
<i>Mechanical Systems Technician I (16)</i>
Skilled. Proficient in one specialty or mechanical trade. Trades include: HVAC, Plumbing, Refrigeration, Boiler, Heating, Gas, Indoor Air Quality, Sheet Metal Mechanic, Fire Brick Repairer
<i>Mechanical Systems Worker (MSW)</i>
Unskilled/semi-skilled. Learning one mechanical trade

- Will I permanently be classified in this new position?

As stated above, all positions are initial placements. In order to stay in the band levels (MST II to MST IV), incumbents must take both a written and a practical skills assessment and pass both parts, during the FY 2009 (July 1, 2008 to June 30, 2009) school year.

- When will the skill assessment be available?

The skill assessments will be available October 2008.

- What is the intent of the skill assessments?

The intent of the skill assessment is to accurately place an employee in the appropriate skill level. For example, if you are reclassified to an MST II a skill assessment will be made on one mechanical trade, primary skill, and on one other trade you feel you have a skill.

- What if I meet the criteria for the skill assessment?

If an incumbent meets the skill assessment criteria the incumbent will remain at the current classification level.

- What if I do not meet the criteria for the skill assessment?

You remain at the current classification level but you will have the opportunity to get additional help and retake the skill assessment again in February 2009.

- What if I do not meet the criteria for the skill assessment after a second attempt?

If incumbents do not pass the required tests/retests during FY 2009, incumbents will be placed one band level below current status, effective July 1, 2009.

- When can I move to the next level in the job band?

The MST Job Family System for ‘non-competitive promotions’ will begin on July 1, 2009.

- Why does the implementation phase last one year?

The purpose of a yearlong implementation phase is —

- allow sufficient time for skill assessments
- allow time for employees to practice
- to learn what types of questions employees have about job banding,
- to design and assess effective criteria for advancement
- to develop best practices for implementing job banding in MCPS.