



# WATERTOWN POLICE DEPARTMENT

*David Brower, Chief of Police*

**Date:** Thursday, April 9, 2026

**To:** Finance Committee

**From:** Chief Dave Brower

**RE:** Reclassification and Pay Grade Adjustment – Facilities Maintenance Technician

The purpose of this memo is to request Finance Committee approval for the reclassification and corresponding pay grade adjustment of the Maintenance Custodian position to Facilities Maintenance Technician.

Recently, the City experienced a vacancy in the Maintenance Custodian position following the employee's transition to another role within the organization offering increased compensation, along with other contributing factors. This transition provided an opportunity to evaluate the position's duties and overall structure.

Since contracting custodial services to ZBM, a significant portion of the general cleaning and routine custodial responsibilities previously assigned to this position have been eliminated. However, the job description had not been formally updated to reflect this operational change. In practice, the former employee had already been performing a greater share of skilled maintenance, repair, and facility-related work.

In response, the position has been reviewed and updated to more accurately reflect its current and intended responsibilities. The revised Facilities Maintenance Technician role places a stronger emphasis on building systems maintenance, troubleshooting, repairs, and preventative maintenance, aligning with the operational needs of the municipal building.

The updated job description and supporting documentation were submitted to McGrath Consulting for evaluation. Based on their analysis, McGrath Consulting recommends assigning this position to Pay Grade 130, an adjustment from its previous classification of Pay Grade 120.

This reclassification ensures:

- Alignment between job duties and title
- Competitive and appropriate compensation for the skill level required
- Improved ability to recruit and retain qualified candidates
- Consistency with the City's compensation structure

We request that the Finance Committee approve the reclassification of the Maintenance Custodian position to Facilities Maintenance Technician and adopt the recommended placement at Pay Grade 130.

**Attachments:** Old Job Description; New Job Description