



Agenda Item Summary Sheet

Item No: **E-5**
Meeting Date: **January 3, 2024**

Item Title: Consideration of Pay Plan and Organizational Chart Change

Item Summary:

Overview

Currently, the Fleet Maintenance Division has a staff of four which includes the following positions: Superintendent, Sr. Fleet Mechanic and two Fleet Mechanics. Staff requests to re-align the structure of the Fleet Maintenance Division to add a Crew Lead position and allow for a maximum of two headcount between the existing classifications of Fleet Mechanic and Sr. Fleet Mechanic. This does not increase headcount; however, it provides promotional opportunities for current staff and recognizes the level of expertise and responsibility of our staff (~10% pay increase over a 6-month period). This structure is similar to Facilities Maintenance and would allow better organization and distribution of work for the Fleet Maintenance team, creating enhanced support for the Nags Head vehicle and equipment fleet. The cost of this proposal for FY 2024 is ~\$7,000. Additional costs would be included in the FY 2025 budget.

Requested Changes

1. Add a position classification for a Fleet Crew Lead at a Grade 9.
2. Maintain the current classifications of Fleet Mechanic (Grade 7) and Sr. Fleet Mechanic (Grade 8). Allow the total headcount between the two Grades not to exceed two. Currently, the headcount max at Fleet Mechanic is two, and the headcount max for Sr. Fleet Mechanic is one.

Number of Attachments: 3

Specific Action Requested:

Approval of Pay Plan and Organizational Chart Change.

Submitted By: Administrative Services

Date: December 19, 2023

Finance Officer Comment:

Signature: Amy Miller

Date: December 19, 2023

Town Attorney Comment:

N/A

Signature: John Leidy

Date: December 19, 2023

Town Manager Comment and/or Recommendation:

These changes are recommended as part of the town's ongoing efforts to maintain internal and external competitiveness.

Signature: Andy Garman

Date: December 19, 2023