



B-43

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Bret Hahn, Borough  
of Fair Lawn

Classification Appeal

CSC Docket No. 2015-2972

ISSUED: JUL 16 2015 (SLK)

Bret Hahn appeals the attached decision of the Division of Agency Services (Agency Services) that the proper classification of his position with the Borough of Fair Lawn is Maintenance Repairer. The appellant seeks a classification of Assistant Supervising Maintenance Repairer.

The record in the present matter establishes that the appellant's permanent title is Maintenance Repairer. He is assigned to the Department of Public Works and reports to Wayne Bojanowski, Supervising Maintenance Repairer. The appellant does not have any supervisory responsibilities. The appellant sought a reclassification of his position, alleging that his duties are more closely aligned with the duties of an Assistant Supervising Maintenance Repairer. In support of his request, the appellant submitted a Position Classification Questionnaire (PCQ) detailing the different duties he performs as a Maintenance Repairer. Agency Services reviewed and analyzed the PCQ completed by the appellant as well as supplemental information. On March 18, 2015, Agency Services conducted a telephone audit. In its decision, Agency Services determined that the duties performed by the appellant were consistent with the definition and examples of work included in the job specification for Maintenance Repairer.

On appeal, the appellant presents that for several years that he has been acting supervisor when his supervisor is out and he submits timesheets to support his representation. The appellant provides that he is responsible for obtaining price quotes for jobs which involves meeting contractors and companies. The appellant claims that he is the sole person responsible for placing parts orders and he maintains inventory and determines when it is necessary to reorder supplies. The

appellant indicates that he is responsible for checking the department's email, replying to emails, sharing the department calendar with employees, and ensuring that employees have been set-up for meetings and informing employees when meetings have been scheduled. The appellant contends that on most days he works without direction from his immediate supervisor to complete assignments. The appellant asserts that he handles emergency repairs and snow removal, including delegating shoveling and salting assignments. The appellant also states that he is responsible for obtaining records involving the generator for borough hall on a weekly basis. The appellant asserts that in his supervisor's absence, he provides guidance and assigns work and he often demonstrates to employees how to perform various maintenance duties.

### CONCLUSION

The definition section of the job specification for Maintenance Repairer states:

Under direction performs a variety of routine maintenance and repair tasks involved in masonry, plastering, carpentry, painting, plumbing, steamfitting, sheet metal, electrical, glazing, mechanical, and/or other types of maintenance work; does related work.

The definition section of the job specification for Assistant Supervising Maintenance Repairer states:

Assists the Supervising Maintenance Repairer in supervising and working with a group of employees engaged in the performance of a variety of maintenance and repair tasks such as those involved in electrical work, masonry, painting, plastering, carpentry, plumbing, steamfitting, roofing, and other work of a similar nature entailed in the upkeep of buildings or similar structures; does related work as required.

The Commission agrees with Agency Services' determination that the appellant's position is properly classified as a Maintenance Repairer. The appellant asserts that he is the acting supervisor by providing guidance to other employees when the supervisor is not available and submits timesheets that indicate that he is a "supervisor" on certain days. However, even if the appellant is assigning work, and providing training and guidance in his supervisor's absence, leading lower level staff is not equivalent to supervisory duties, which involve not only being in a leadership position, but responsibility for overseeing the work of other staff, and composing and administering formal performance reviews for subordinates. Training and ensuring that assigned tasks are completed efficiently would only be considered part of supervisory functions and more consistent with that of a lead

worker. See *In the Matter of Phillip Beesley, et al.* (MSB, decided March 27, 2001) and *In the Matter of Vincent Gimmelli* (MSB, decided June 9, 2004). See also *In the Matter of Robert E. Swanwick*, Docket No. A-1103-03T3 (App. Div. February 8, 2005) (Employee found to be properly classified as a Senior Building Maintenance Worker, *not* an Assistant Supervisor, Building Service, where he had no supervisory authority over contractual janitorial personnel and his completion of employee progress reports was subject to the review and signature of his immediate supervisor).

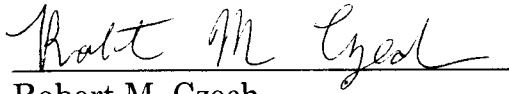
Instead, what the appellant describes are lead worker responsibilities. An incumbent in a leadership role refers to persons whose titles are non-supervisory in nature, but are required to act as a leader of a group of employees in titles at the same or lower level than themselves and perform the same kind of work as that performed by the group being led. See *In the Matter of Catherine Santangelo* (Commissioner of Personnel, decided December 5, 2005). Additionally, even if the appellant is performing some lead worker responsibilities, this is not the appellant's primary responsibility. The appellant's PCQ indicates that he is the "acting supervisor" only 20 percent of the time. Therefore, the Commission finds that the appellant's primary responsibility is performing routine maintenance and repair work. The appellant also argues that he performs other tasks such as obtaining price quotes, keeping track of inventory and reordering supplies, responding to email and informing coworkers regarding scheduled meetings, providing emergency maintenance, and handling snow removal including delegating certain snow removal tasks to coworkers. However, the fact that some of an employee's assigned duties may compare favorably with some examples of work found in a given job specification is not determinative for classification purposes, since, by nature, examples of work are utilized for illustrative purposes only. Moreover, it is not uncommon for an employee to perform some duties which are above or below the level of work which is ordinarily performed. For purposes of determining the appropriate level within a given class, and for overall job specification purposes, the definition portion of the job specification is appropriately utilized.

### ORDER

Therefore, the Civil Service Commission concludes that the position of Bret Hahn is properly classified as a Maintenance Repairer.

This is the final administrative determination in this matter. Any further review is to be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 15<sup>th</sup> DAY OF JULY, 2015



Robert M. Czech  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence

Henry Maurer  
Director  
Division of Appeals  
and Regulatory Affairs  
Civil Service Commission  
Written Record Appeals Unit  
P.O. Box 312  
Trenton, New Jersey 08625-0312

Attachment

c: Bret Hahn  
Jim Van Kruiningen  
Kenneth Connolly  
Joseph Gambino



STATE OF NEW JERSEY  
CIVIL SERVICE COMMISSION

AGENCY SERVICES  
P.O. Box 313

Trenton, New Jersey 08625-0313

Chris Christie  
*Governor*  
Kim Guadagno  
*Lt. Governor*

Robert M. Czech  
*Chair/Chief Executive Officer*

April 29, 2015

James Van Kruiningen  
Municipal Administrator  
P.O. Box 376  
8-01 Fair lawn Ave  
Fair Lawn, New Jersey 07410

**RE: Classification Appeal, Maintenance Repairer (02328)**  
**CPM LOG# 02150004      EID# 000479793**

Dear Mr. Van Kruiningen:

This is to inform you of our determination concerning the classification appeal submitted by Brett Hahn, and his current duties performed as a Maintenance Repairer (02328). This review is based upon a thorough review and analysis of the Position Classification Questionnaire (DPF-44) and individual telephone audits conducted on March 18, 2015 with Mr. Hahn, Supervising Maintenance Repairer, Wayne Bojanowski, and the Superintendent of Public Works, Alan Neggia.

**Issue:**

Mr. Hahn contends that the duties he is performing that are above the duties of a Maintenance Repairer (02328). Mr. Hahn is requesting a review of his duties, and feels that he is performing the duties of an Assistant Supervising Maintenance Repairer (07337).

**Organization:**

Mr. Hahn's position is located in the Department of Public Works, and he reports directly to Mr. Bojanowski, Supervising Maintenance Repairer. He does not possess supervisory duties.

**Finding of Fact:**

The primary duties of Mr. Hahn's position include, but are not limited to the following:

- Cleans offices in borough hall and police department.

- Receives and delivers packages to departments, council members and planning board.
- Performs maintenance within offices and bathrooms throughout the borough including construction, plumbing, and electrical duties.
- Performs minor repairs and maintains HVAC systems.
- Performs drywall repairs and installations, including spackling and painting,
- Performs minor electrical work such as running cables, changing bulbs and fixtures, and replacing exit signs and smoke detectors.
- Repairs roof leaks, installs shingles and makes minor chimney repairs.

**Review and Analysis:**

Mr. Hahn's position is currently classified by the title of Maintenance Repairer (02328). The definition section of the job specification for the title states:

“Under direction performs a variety of routine maintenance and repair tasks involved in masonry, plastering, carpentry, painting, plumbing, steam fitting, sheet metal, electrical, glazing, mechanical, and/or other types of maintenance work; does related work.”

The definition section for Assistant Supervising Maintenance Repairer (07337):

“Assists the Supervising Maintenance Repairer in supervising and working with a group of employees engaged in the performance of a variety of maintenance and repair tasks such as those involved in electrical work, masonry, painting, plastering, carpentry, plumbing, steam fitting, roofing, and other work of a similar nature entailed in the upkeep of buildings or similar structures; does related work as required.”

Mr. Hahn spends the majority of his time performing various cleaning and maintenance tasks along with his colleagues within the municipal buildings. These tasks encompass a variety of work such as electrical, cleaning, painting, spackling, repairing broken appliances and fixtures, roof repairs, installing carpeting and maintaining HVAC systems. Mr. Hahn also performs other functions such as making purchases for parts, delivering packages, and obtaining price quotes from vendors.

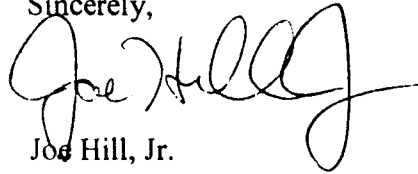
Mr. Hahn contends that in the absence of his supervisor, Mr. Bojanowski, he supervises three other employees: one (1) Public Works Repairer (02935); one (1) Laborer (02248); and one (1) Sanitation Driver (03108). It was found that Mr. Hahn does not supervise their work directly on a daily basis. An Assistant Supervising Maintenance Repairer performs duties such as employee schedules, employee performance reviews, disciplinary actions, and assigning work on a regular basis. Mr. Hahn reports to Mr. Bojanowski on a daily basis for direction and job assignments. In the absence of Mr. Bojanowski, Mr. Hahn acts as a lead worker for routine daily assignments. He refers and reports to Mr. Negia in cases of emergency or direction.

**Determination:**

Based upon the above findings of fact, the assigned duties and responsibilities of the position are commensurate with his current title of Maintenance Repairer (02328).

Please be advised that in accordance with N.J.A.C.:3-3.9, you may appeal this decision within twenty (20) days of receipt of this letter. This appeal should be addressed to Written Record Appeals Unit, Division of Appeals and Regulatory Affairs, P.O. Box 312, Trenton, New Jersey 08625-0312. Please note that the submission of an appeal must include a copy of the determination being appealed as well as written documentation and/or argument substantiating the portions of the documentation being disputed and the basis for the appeal.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Hill, Jr.", with a long horizontal flourish extending to the right.

Joe Hill, Jr.  
Assistant Director

SC/ao

Cc: Brett Hahn