

JULY 20 2021
5:00 pm

City of South Gate
CITY COUNCIL

Item No. 4

AGENDA BILL

For the Regular Meeting of: July 27, 2021
Originating Department: Administrative Services

Interim Department Director: *Kingsley Okereke*
Kingsley Okereke

Interim City Manager: *Chris Jeffers*
Chris Jeffers

SUBJECT: RESOLUTION AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) TO UPDATE THE JOB SPECIFICATION OF THE EQUIPMENT MAINTENANCE SUPERINTENDENT POSITION IN THE PUBLIC WORKS DEPARTMENT

PURPOSE: To update the job specification of the Equipment Maintenance Superintendent position in the Public Works Department, to bring it up to date before beginning the recruitment process.

RECOMMENDED ACTION: Adopt Resolution amending Resolution No. 6454 (Salary Resolution and Position Classification Plan) to update the job specification of the Equipment Maintenance Superintendent position in the Public Works Department.

FISCAL IMPACT: There is no fiscal impact associated with updating the job specification of the Equipment Maintenance Superintendent position. The Fiscal Year 2020/21 budget included funding for this position.

ANALYSIS: None

BACKGROUND: The position of Equipment Maintenance Superintendent is currently vacant. Staff is recommending to update the job specification before opening up the position for recruitment.

The City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments.

Human Resources staff worked with the Public Works Department to update the job specification for the Equipment Maintenance Superintendent.

Staff corresponded with the Professional Mid-Management Association (PMMA) Board Members to inform them of the proposed changes and they were in agreement.

ATTACHMENTS: A) Proposed Resolution (with updated job specification)
B) Red-lined Equipment Maintenance Superintendent job specification

RESOLUTION NO. _____

**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE, CALIFORNIA, AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) TO UPDATE THE JOB SPECIFICATION OF THE EQUIPMENT MAINTENANCE SUPERINTENDENT IN THE PUBLIC WORKS DEPARTMENT

WHEREAS, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

WHEREAS, the City desires to update the job specification of the Equipment Maintenance Superintendent in the Public Works Department; and

WHEREAS, the City, based on evaluation, has determined that changes are necessary to the job specification of the Equipment Maintenance Superintendent, as detailed in the proposed Class Specifications & Attributes, attached hereto as Exhibit "A";

WHEREAS, the City, in consultation with the Human Resources Division and the Public Works Department, has determined that it is proper to update the job specification of the Equipment Maintenance Superintendent position.

[Remainder of page left blank intentionally]

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves and adopts the proposed amendment to the City's Salary Resolution and Position Classification Plan to update the position of Equipment Maintenance Superintendent in the Public Works Department.

SECTION 2. The City Council hereby approves and adopts the proposed job specification for the Equipment Maintenance Superintendent position, attached hereto as Exhibit "A";

SECTION 3. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

PASSED, APPROVED and ADOPTED this 27th day of July 2021.

CITY OF SOUTH GATE:

By: _____
Al Rios, Mayor

ATTEST:

By: _____
Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:

By: Raul F. Salinas (02)
Raul F. Salinas, City Attorney

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

EQUIPMENT MAINTENANCE SUPERINTENDENT

DESCRIPTION

Under administrative direction, plans, coordinates, directs and supervises activities of the Fleet Maintenance Division including the maintenance and repair of the City's vehicle and equipment fleet, apparatuses, and parts inventory warehouse; performs related duties as required. Manages the chemical and hazardous waste material program and maintains acquisition and disposal records. Manages compliance of the two-stage clarifier. Acts as the City's designated liaison with Los Angeles County Certified Unified Program Agency (CUPA), California Air Resources Board (CARB), Environmental Protection Agency (EPA) and California Highway Patrol (CHP) regarding maintenance related regulations and/or requirements within the Division. Receives general direction from the Director of Public Works and Field Operations Manager. Exercises direct supervision over equipment mechanics.

CLASS CHARACTERISTICS

The Equipment Maintenance Superintendent is a single position classification which has administrative responsibilities such as assigning or coordinating work assignments. The incumbent is distinguished from the Equipment Mechanic and the Senior Equipment Mechanic in that the incumbent works primarily supervising staff and overseeing vehicle maintenance operations.

SUPERVISION RECEIVED

Works under the general supervision of the Field Operations Manager.

SUPERVISION EXERCISED

Exercises direct supervision over the Senior Equipment Mechanic and the Equipment Mechanics.

ESSENTIAL FUNCTIONS

The following functions are typical for this classification. The incumbent may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Manages technical staff engaged in the repair and maintenance of light and heavy-duty powered equipment and alternative-fueled vehicles; including automobiles, trucks, tractors, police emergency response vehicles and a variety of other municipal mechanical equipment.

Oversees the safe working condition of facility, tools and shop equipment and preventative maintenance program.

Manages the operation and maintenance of lubricants, electric and other fuel stations; recommends, formulates and implements the City's alternative fuel stations.

Determines work priorities based on needs of the departments and the City; adjusts work schedule to meet changing priorities; monitors status of repair work on vehicles and equipment to ensure quality control and efficient turnaround time.

Supervises the work of staff including assigning, planning and reviewing work; evaluating work performance and completing performance evaluations; recommending hire of new employees; providing training on work methods and safety procedures; counseling and acting on employee issues; and recommending and implementing discipline.

Provides technical mechanical assistance and direction to staff and others in diagnosing problems, troubleshooting and resolving difficult mechanical problems.

Estimates costs of proposed repairs for vehicles or shop equipment; makes recommendations for vehicle replacement; prioritizes and coordinates with other departments to assess vehicles and equipment repair, maintenance and utilization.

Determines which repair work to sublet to outside vendors considering costs and available manpower; analyzes bids to select best vendor for job; participates in the preparation of the service contracts; administers and monitors contracts and vendor's performances.

Authorizes purchase of parts, equipment and supplies; supervises the control of parts, equipment and supplies inventory; coordinates the procurement of parts, equipment and supplies for other public works divisions; prepares bid requests and specifications for new equipment and vehicles; obtains price quotations; ensures inventory is maintained at adequate levels.

Prepares division budget and controls expenditure of funds; analyzes expenses and prepares reports related to division activities with recommendations for improved efficiencies and auditing agencies.

Develops and implements preventive maintenance and repair programs; evaluates work methods, operations, policies, procedures and services to determine effectiveness; makes changes for improvement. Establishes and maintains a variety of records related to vehicle and equipment service and repair.

Monitor and compliance of department's AST (Above Ground Storage Tanks), and off-site emergency generators.

May assist with accident investigations by providing information related to City transportation equipment involved in traffic collisions, estimate damages, schedule repairs, process claim forms through Human Resource and insurance companies.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way would be:

Education and Experience

Graduation from high school or equivalent supplemented by completion of specialized coursework in vehicle maintenance and four (4) years of journey level experience as an automotive mechanic which included maintenance and repair of light and heavy equipment. Two years of Supervisory experience is desirable.

License/Certifications/Special Requirements

Possession of or ability to obtain a valid California Class C driver's license and a satisfactory driving record is required throughout employment in this position. Must obtain Automotive Service Excellence (ASE) certification as a Master Automobile Technician (Tests A1-A8) and Light Vehicle Diesel Engines (Test A9) within two years of hire.

Knowledge, Skills, and Abilities

Knowledge of: diagnosis, repair and maintenance of major systems found in a variety of equipment including automotive, truck, and a variety of heavy equipment; current equipment maintenance methods and procedures; supervisory principles and practices; computer systems, programs and applications; safety rules and precautions related to the use of tools, vehicles and equipment.

Ability to: plan, assign, supervise and direct the work of employees; estimate labor and material costs; determine the requirements for major mechanical maintenance and repair work; inspect and determine the adequacy of work performed; read, interpret and comprehend various technical manuals, wiring diagrams and schematics; maintain accurate records and prepare reports; communicate effectively both orally and in writing; provide training and guidance to equipment maintenance staff; analyze workplace needs and establish effective courses of actions; ensure work is performed accurately and within scope of budget; establish and maintain cooperative working relationships.

ADDITIONAL INFORMATION:

CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees perform physically demanding work. While performing the duties of this job, the employee is frequently required to walk, stand, bend, stoop, crouch, talk or hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, color perception and the ability to adjust focus. Incumbents usually work in a shop environment but can be exposed to adverse environmental conditions including noise, dust, gas and fumes.

EQUIPMENT MAINTENANCE SUPERINTENDENT

Revised, 06/09/2009

Revised, 07/27/2021