RESOLUTION NO. 7647
CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND POSITION CLASSIFICATION PLAN) CREATING THE FACILITIES MAINTENANCE TECHNICIAN I POSITION, RECLASSIFYING THE POSITIONS OF GENERAL MAINTENANCE WORKER TO FACILITIES MAINTENANCE TECHNICIAN II AND PLUMBER/WELDER TO FACILITIES MAINTENANCE SPECIALIST, AND CREATING THE JOB SPECIFICATIONS AND UPDATING THE SALARY PAY TABLES

WHEREAS, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and 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 personnel structure of the Public Works Department along with their respective classifications, duties, qualifications and pay, must from time to time be assessed and adjusted to meet the changing needs of the Department and the City, to appropriately reflect the duties performed, and to achieve and deliver the highest possible productivity and quality of work product and services provided by the Department; and

WHEREAS, an evaluation has been conducted of the positions within the Public Works Department and its need to fulfill obligations for multiple projects and programs in place and it has been determined that the Department warrants the creation of a Facilities Maintenance Technician I position; and

WHEREAS, the evaluation of the Public Works Department also determined the need to reclassify the General Maintenance Worker position to Facilities Maintenance Technician II and the Plumber/Welder position to Facilities Maintenance Specialist; and

WHEREAS, based on said evaluations, staff has determined that changes are necessary as detailed in the proposed Position Specifications & Attributes for Facilities Maintenance Technician I, Facilities Maintenance Technician II and Facilities Maintenance Specialist attached hereto as Exhibit “A,” “B” and “C,” respectively; and
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 Classification Plan to create the Facilities Maintenance Technician I position and reclassify the General Maintenance Worker position to Facilities Maintenance Technician II and the Plumber/Welder position to Facilities Maintenance Specialist within the Public Works Department.

SECTION 2. The City Council hereby approves and adopts the proposed Job Specifications for Facilities Maintenance Technician I as attached hereto as Exhibit “A” and amended Job Specifications for Facilities Maintenance Technician II attached hereto as Exhibit “B” and Facilities Maintenance Specialist attached hereto as Exhibit “C”.

SECTION 3. The City Council hereby approves and adopts the proposed amended Salary Pay Table attached hereto as Exhibit “D”.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

PASSED, APPROVED and ADOPTED this 13th day of January 2015.

CITY OF SOUTH GATE:

Henry C. Gonzalez, Mayor

ATTEST:

Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:

Raul F. Salinas, City Attorney
City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

FACILITIES MAINTENANCE TECHNICIAN I

DESCRIPTION
Under general supervision, performs a variety of skilled and semi-skilled tasks in the construction, maintenance, repair and servicing of City buildings and facilities, such as offices, Police Department, public auditorium, park playgrounds, commercial pool and spa.

CLASS CHARACTERISTICS
The Facilities Maintenance Technician I an entry level classification of the Facilities Maintenance series. Incumbents at this level receive only detailed instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED
Works under the direction of a higher level maintenance worker or under the supervision of a General Foreman. May receive direction from the Facilities Maintenance Specialist.

SUPERVISION EXERCISED
Does not exercise supervisory responsibilities.

ESSENTIAL FUNCTIONS
Depending on the assignment, essential functions include, but are not limited to, the following

- Perform maintenance work tasks such as building and installing cabinets, painting, plumbing, and air conditioning;
- Participate in the installation, repair and/or replacement of basic building components such as windows, doors, shelving, cabinets, locks and locksets, restroom fixtures, flooring, roofing and drainage devices;
- Operate and maintain equipment including power and hand tools used in the maintenance and repair of buildings and structures; perform preventive maintenance and light repairs on equipment;
- Perform repairs to plumbing systems and components;
- Perform repairs to fences and park play equipment, such as swings, slides, multi-deck structures, basketball, tennis and baseball recreation equipment;
- Moves furniture and sets up facilities for events;
- Order and pick up supplies and replacement parts;
- Attend safety and training sessions and seminars;
- Assist with electrical maintenance including street lighting, traffic signals, and heating, ventilating and air conditioning repairs;
- Utilize proper safety precautions including traffic control devices related to all work performed;
Assist in graffiti abatement;

Required to participate in 24 hour emergency standby duty, which may include responding to emergency calls during non-regularly scheduled work hours, including nights, weekends and holidays;

Perform related duties as required.

QUALIFICATIONS

Training and Experience
Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be: Graduation from high school or equivalent AND three (3) years of general maintenance experience within building maintenance, electrical, carpentry, painting, plumbing, and repair work.

License Requirement
Possession of a valid California Class C Driver's License and a satisfactory driving record is required at time of appointment and throughout employment in this position. Possession of, or ability to obtain a valid California Class B Driver's License within one year of appointment and maintain throughout employment in this position.

Training/Certification/Special Requirements
Possession of or ability to obtain, Aerial Boomlift Operator Certification, Work Zone Safety Certification, First Aid, and CPR within two (2) years of appointment and maintain throughout employment in this position.

(Employee may advance to Facilities Maintenance Technician II after obtaining Annual Playground Safety Training, Aquatic Facility Operator Certification, and Confined Space Certification.)

This classification is subject to random drug/alcohol testing pursuant to Department of Transportation guidelines/requirements.

Knowledge, Skills, and Abilities
Knowledge of: the functions and characteristics related to a wide variety of buildings, facilities, fixtures and necessary materials used in building or park maintenance and repair activities; hand and power tools common to the building trades; standard building maintenance and repair procedures; safety precautions associated with general park or building maintenance, repair work and traffic safety.

Skill and Ability to: operate and maintain a variety of different types of machinery, tools and equipment related to carpentry, plumbing, electrical, painting, and graffiti abatement; identify maintenance and repair needs in City buildings or park facilities and select appropriate materials and equipment to efficiently perform maintenance and repair work; perform minor maintenance repairs for heating and cooling systems; maintain records and make estimates for time and material; read and write at a level necessary for successful job performance; communicate effectively orally and in writing; understand and follow oral and written directions; 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. While performing the duties of this job, the employee is frequently required to walk, stand, bend, crouch, talk or hear. The employee is frequently required to use hands and fingers to handle, or feel objects, tools, or controls; and reach with hands and arms. Incumbents are occasionally exposed to hazardous conditions and must occasionally work at heights of 40 to 90 feet. 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. The noise level in the work environment is usually noisy. Incumbents are occasionally exposed to adverse environmental conditions.
City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

FACILITIES MAINTENANCE TECHNICIAN II

DESCRIPTION
Under general supervision, performs a variety of skilled and semi-skilled tasks in the construction, maintenance, repair and servicing of maintenance of city buildings, park buildings, playground equipment, commercial pool and spa equipment, assist in graffiti abatement, operates and maintains a variety of different types of machinery, equipment and tools in the areas of carpentry, plumbing, painting, and graffiti abatement.

CLASS CHARACTERISTICS
The Facilities Maintenance Technician II is a second level classification of the Facilities Maintenance series. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED
Works under the direction of a higher level maintenance worker or under the supervision of a General Foreman. May receive direction from the Facilities Maintenance Specialist.

SUPERVISION EXERCISED
Does not exercise supervisory responsibilities.

ESSENTIAL FUNCTIONS
Depending on the assignment, essential functions include, but are not limited to, the following

Perform maintenance work tasks such as building and installing cabinets, painting, plumbing, and air conditioning;

Participate in the installation, repair and/or replacement of basic building components such as windows, doors, shelving, cabinets, locks and locksets, restroom fixtures, flooring, roofing and drainage devices;

Operate and maintain equipment including power and hand tools used in the maintenance and repair of buildings and structures; perform preventive maintenance and light repairs on equipment;

Perform repairs to plumbing systems and components;

Perform repairs to fences and park play equipment, such as swings, slides, multi-deck structures, basketball, tennis and baseball recreation equipment;

Moves furniture and sets up facilities for events;

Order and pick up supplies and replacement parts;

Attend safety and training sessions and seminars;

Assist with electrical maintenance including street lighting, traffic signals, and heating, ventilating and air conditioning repairs;
Utilize proper safety precautions including traffic control devices related to all work performed;

Assist in graffiti abatement;

Required to participate in 24 hour emergency standby duty, which may include responding to emergency calls during non-regularly scheduled work hours, including nights, weekends and holidays;

Perform related duties as required.

QUALIFICATIONS

Training and Experience
Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be: Graduation from high school or equivalent AND three (3) years of general maintenance experience within building maintenance, electrical, carpentry, painting, plumbing, and repair work.

License Requirement
Possession of a valid California Class C Driver's License and a satisfactory driving record is required at time of appointment and throughout employment in this position. Possession of, or ability to obtain a valid Class B driver license required within one year of appointment and maintain throughout employment in this position.

Training/Certification/Special Requirements *
Possession of the following are required at time of appointment and throughout employment in this position: Aerial Boomlift Operator Certification, Annual Playground Safety Training, Aquatic Facility Operator Certification, Work Zone Safety Certification, Confined Space Certification, and First Aid/CPR.

*Current incumbents must obtain required trainings & certifications within two years of job specification approval.

This classification is subject to random drug/alcohol testing pursuant to Department of Transportation guidelines/requirements.

Knowledge, Skills, and Abilities
Knowledge of: the functions and characteristics related to a wide variety of buildings, facilities, fixtures and necessary materials used in building or park maintenance and repair activities; hand and power tools common to the building trades; standard building maintenance and repair procedures; safety precautions associated with general park or building maintenance, repair work and traffic safety.

Skill and Ability to: operate and maintain a variety of different types of machinery, tools and equipment related to carpentry, plumbing, electrical, painting, and graffiti abatement; identify maintenance and repair needs in City buildings or park facilities and select appropriate materials and equipment to efficiently perform maintenance and repair work; perform minor maintenance repairs for heating and cooling systems; maintain records and make estimates for time and material; read and write at a level necessary for successful job performance; communicate effectively orally and in writing; understand and follow oral and written directions; 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. While performing the duties of this job, the employee is frequently required to walk, stand, bend, crouch, talk or hear. The employee is frequently required to use hands and fingers to handle, or feel objects, tools, or controls; and reach with hands and arms. Incumbents are occasionally exposed to hazardous conditions and must occasionally work at heights of up to 45 feet. 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. The noise level in the work environment is usually noisy. Incumbents are occasionally exposed to adverse environmental conditions.
City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

FACILITIES MAINTENANCE SPECIALIST

DESCRIPTION
Under direction, leads oversees and participates in a variety of skilled and semi-skilled labor duties in the maintenance of city buildings, park buildings, playground equipment, commercial pool and spa equipment, assist in graffiti abatement, operates and maintains a variety of different types of machinery, equipment and tools in the areas of carpentry, plumbing, painting, and graffiti abatement. Perform journey-level welding, cutting, and brazing to install or repair metal objects, equipment and machinery.

CLASS CHARACTERISTICS
The Facilities Maintenance Specialist is a single position classification which performs technical and specialized facilities maintenance functions at a journey level, including performing lead supervisory activities. Incumbent is required to perform full range of duties for the class, meet the qualification standards for class, and requires the position to be funded.

SUPERVISION RECEIVED
Works under the general supervision of the General Maintenance Foreman or Superintendent.

SUPERVISION EXERCISED
May exercise technical direction to Facilities Maintenance Technicians and part-time maintenance staff.

ESSENTIAL FUNCTIONS
Essential functions include, but are not limited to, the following:

Participate in and provide direction to assigned staff responsible for the maintenance, operation, and repair of buildings, building systems and structures, job sites like offices, Police Department, public auditorium, park playgrounds, commercial pool and spa.

May verify attendance and provide initial approval for leave requests.

Operate and maintain equipment including power and hand tools used in the maintenance and repair of buildings and structures; perform preventive maintenance and light repairs on equipment.

Provide journey level direction to assigned staff on proper safety procedures related to all work performed; participate and oversee safety and training sessions and seminars; assist in training assigned staff in the methods and techniques of operations, repair, maintenance, and service to the public.

Participate in the development of goals and procedures for maintenance, operations and service.

Estimate time, materials, and equipment required for jobs assigned; track and maintain inventory; schedule and account for maintenance equipment; and requisition materials as required.

Assist with the notification of residents related to maintenance projects and coordinate with City departments regarding maintenance projects.

Assist in the preparation of plans, specifications, administration of contracts for the construction and maintenance of building systems.
Maintain records related to maintenance activities.

Operate a computer and applicable software.

Participate in maintaining traffic control systems; install street barricades and cones prior to the performance of maintenance or repairs activities; direct and control traffic around sites.

Perform journey-level welding, cutting, and brazing to install, or repair metal objects, equipment and machinery. Direct the work of assigned helpers.

Repairs and install door locks; adjusts or replaces door closures.

Assist in the removal of larger furniture.

Orders and picks up supplies and replacement parts.

Receives daily assignments and tasks that may be completed independently or with assistance.

Required to fill in for General Maintenance Forman in their absence.

Participate in coordinating the setup of city buildings or structures for special events.

Participate in operation and maintenance of equipment including power and hand tools used in the maintenance and repair of buildings and structures; perform preventive maintenance and light repairs on equipment.

Conduct traffic control when working in high traffic areas of the City: Utilize proper safety precautions related to all work performed.

Respond to emergencies as needed.

Attend safety and training sessions and seminars.

May assist in performing other maintenance work as assigned.

May assist in graffiti abatement as required.

Required to participate in 24 hour emergency standby duty, which may include responding to emergency calls during non-regularly scheduled work hours, including nights, holidays and weekends.

Perform related duties as required. Includes assisting electricians as assigned.

QUALIFICATIONS

Training and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. A typical way of obtaining the knowledge and abilities would be: graduation from high school or equivalent AND three (3) years of general maintenance experience within building maintenance, electrical, carpentry, painting, plumbing, and repair work. One (1) year of experience performing journey-level welding, cutting, and brazing to install, or repair metal objects, equipment and machinery is highly desirable.
License/Certification/Special Requirements*
Possession of valid Class B Driver's license including a satisfactory driving record and Welding Certification by the American Welding Society to do welding, cutting, and brazing are required at time of appointment and throughout employment in this position. Possession of the following are required at time of appointment and throughout employment in this position: Aerial Boomlift Operator Certification, Aquatic Facility Operator Certification, Playground Safety Inspection Certification, Work Zone Safety Certification, Confined Space Certification, and First Aid/CPR.

*Current incumbents must obtain required trainings & certifications within two years of job specification approval.

This classification is subject to random drug/alcohol testing pursuant to Department of Transportation guidelines/requirements.

Knowledge, Skills, and Abilities
Knowledge of: methods, materials, components, tools and equipment used in general construction, plumbing and welding work; applicable building and welding codes; safety laws and regulations related to welding work; federal, state, and local laws, codes, and regulations governing welding, cutting, and brazing applicable to assigned duties. Knowledge of carpentry, electrical, plumbing, locksmith, and HVAC maintenance practices and troubleshooting procedures; building and facility construction and repair methods and techniques; specialized tools and equipment used in building and facilities maintenance, including the use of electrical and electronic monitoring equipment; safety standards and practices; effective customer service techniques.

Skill and Ability to: operate power tools and equipment; perform mathematical calculations; understand and follow oral and written directions; keep accurate records; perform minor maintenance repairs for heating and cooling systems; perform skilled and semi-skilled maintenance work related to public buildings and facilities; safely operate hand and power tools, including metering and testing devices; draw rough sketches and to interpret plans and maintenance specifications; allocate tasks as part of work assignments; apply safe and efficient work methods; complete basic work records; communicate effectively, both orally and in writing; establish and maintain effective working relationships with co-workers, staff; management, contractors, and the general public.

ADDITIONAL INFORMATION:

CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM:
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occasionally work at heights of up to 45 feet. 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. The noise level in the work environment is usually noisy. Incumbents are occasionally exposed to adverse environmental conditions.
## Salary Pay Table

### Pay Plan Category I - Classified Miscellaneous Employees Association

Salary Effective 01-13-2015

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I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7647 was adopted by the City Council at their Regular Meeting held on January 13, 2015, by the following vote:

Ayes: Council Members: Gonzalez, Morales, Davila, De Witt and Hurtado

Noes: Council Members: None

Absent: Council Members: None

Abstain: Council Members: None

Witness my hand and the seal of said City on January 22, 2015.

Carmen Avalos, City Clerk
City of South Gate, California