

RESOLUTION NO. 7812

**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 CREATE THE HOURLY POSITION OF OUTDOOR POWER EQUIPMENT MECHANIC IN THE PUBLIC WORKS DEPARTMENT AND HOURLY INTERN POSITIONS IN VARIOUS CITY DEPARTMENTS, TO APPROVE THE CORRESPONDING JOB SPECIFICATIONS, AND TO UPDATE THE APPROPRIATE SALARY PAY TABLE

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 create the hourly position and job specification of Outdoor Power Equipment Mechanic in the Public Works Department attached hereto as Exhibit "A;" and

WHEREAS, the City desires to create the hourly positions and job specification of Intern in various City Departments attached hereto as Exhibit "B;" and

WHEREAS, the City, in consultation with the Human Resources Division and key personnel in the Public Works and Parks & Recreation Departments, has determined that it is proper to create the hourly Outdoor Power Equipment Mechanic position and the corresponding job specification; and

WHEREAS, the City, in consultation with the Human Resources Division and key personnel in various City Departments, has determined that it is proper to create hourly Intern positions and the corresponding job specification;

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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 create the hourly Outdoor Power Equipment Mechanic position in the Public Works Department and hourly Intern positions in various City Departments.

SECTION 2. The City Council hereby approves and adopts the proposed Job Specification for the hourly Outdoor Power Equipment Mechanic position, attached hereto as Exhibit "A."

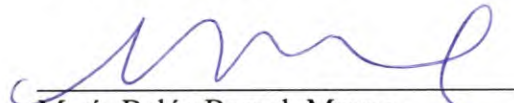
SECTION 3. The City Council hereby approves and adopts the proposed Job Specification for the hourly Intern position, attached hereto as Exhibit "B."

SECTION 4. The City Council hereby approves and adopts the proposed amended Hourly Salary Pay Table, attached hereto as Exhibit "C."

SECTION 5. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.


PASSED, APPROVED and ADOPTED this 8th day of May 2018.

CITY OF SOUTH GATE:



María Belén Bernal, Mayor

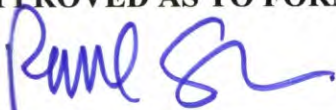
ATTEST:



Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

OUTDOOR POWER EQUIPMENT MECHANIC (PART TIME)

DESCRIPTION

Under general supervision, provide preventative maintenance, diagnose, adjust, repair, and overhaul small engines used to power lawn mowers, chain saws, leaf blowers and related landscape and custodial equipment and hydraulic systems used on larger landscape equipment, such as riding mowers, tractors and groomers.

CLASS CHARACTERISTICS

This class is distinguished from Equipment Mechanic by its specialization in power equipment used in landscape maintenance, custodial work and tree care.

SUPERVISION RECEIVED

Works under the general supervision of the Senior Equipment Mechanic or other assigned Supervisor.

ESSENTIAL FUNCTIONS

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

Repair and maintain two and four stroke gasoline engines used to power equipment such as portable saws, lawn mowers, generators, and compressors. Repair and replace defective engines or engine components.

Provide regular preventative maintenance on equipment including cleaning, lubricating, replacement of belts, filters and other components, adjust points, valves, carburetors, distributors, and spark plug gaps and adjust and maintain vehicle components according to specifications.

Record repairs made, time spent, and parts used. Maintain repair or maintenance records. Maintain adequate stores of parts, tools and supplies with accurate inventory.

Test and inspect equipment to determine malfunctions, to locate missing and broken parts, and to verify repairs, using diagnostic instruments. Test mechanical equipment to ensure proper functioning.

Diagnose, repair and maintain hydraulic systems and hydrostatic transmissions associated with landscape and agricultural equipment and vehicles in the shop and in the field. Repair and replace worn, damaged, or defective mechanical parts.

May at times perform general vehicle maintenance.

Show employees and volunteers how to maintain equipment and train same in the use of equipment and vehicles. Provide instruction in proper safety measures, equipment and precautions when using power equipment and vehicles.

Equipment Selection – Provide guidance and recommendations to Parks Superintendent and Supervisors related to purchase, replacement and selection of power equipment and vehicles.

OUTDOOR POWER EQUIPMENT MECHANIC (PART TIME) (Cont.)

QUALIFICATION GUIDELINES

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience

Graduation from high school or equivalent and one (1) year of college or trade school with course work in equipment mechanics or a related field or 2,000 hours of work in the maintenance and repair of power equipment, vehicles and motors.

License/Certification/Special Requirements

Possession of a valid California Class C Driver's License and a satisfactory driving record is required at time of appointment and throughout employment. Certification from an accredited institution for repair and maintenance of hydraulics is required at time of appointment.

Knowledge, Skills, and Abilities

Knowledge of: the repair and maintenance of outdoor power equipment including two cycle and four cycle engines, hydraulic systems, and other landscape and agricultural equipment.

Ability to: diagnose problems and malfunctions of landscape and agricultural power equipment; test and diagnose electrical and hydraulic systems, fuel and timing systems; keep accurate records; establish and maintain effective working relationships with employees, supervisors, participants, instructors and the general public; communicate effectively orally and in writing; plan and supervise the work of paid staff and volunteers.

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, sit, run and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, dust, oils and fuels. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

INTERN – HOURLY

DESCRIPTION

The City's Internship Program is designed to provide hands on experience and exposure to the functions and responsibilities of the departments in the City. Under general supervision, the student intern performs a variety of tasks to assist staff in a specific department. Division staff will work with the student intern to develop a program that is tailored to his/her individual strengths and interests, as well as the current needs of the department.

SUPERVISION RECEIVED

Works under the direction of a clerical, technical, professional or management staff member in the area assigned.

SUPERVISION EXERCISED

Does not exercise supervisory responsibilities.

ESSENTIAL FUNCTIONS

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

Performs or assists in routine clerical support functions such as assisting the public via the telephone and in person, typing, filing, operating office machines and sorting mail.

Prepares and compiles survey and special studies materials.

Conducts research and prepares reports, summaries and other written work product.

Works on special projects and assignments in a variety of areas.

Performs related duties as required.

QUALIFICATIONS

Training and Experience

Must be at least 18 years of age and enrolled in an accredited college or trade school and a City of South Gate resident. Possession of or ability to obtain a valid California Class C driver's license and a satisfactory driving record may be required for some positions.

Knowledge, Skills, and Abilities

Knowledge of: safety regulations related to City work; effective customer service techniques; basic office procedures and standard office equipment; basic mathematics.

Ability to: work safely and independently; understand and follow oral and written directions; establish and maintain cooperative working relationships with supervisors, other employees and the public.

Must be able to work a flexible schedule up to 20 hours per week.

INTERN – HOURLY

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. Work is performed mostly in office settings. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk, stoop, crouch and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus and perform office machine operations. Incumbents are not substantially exposed to adverse environmental conditions.

Intern – Hourly
Created, May, 2018

Pay Plan Category L - Unclassified Hourly Employees (Flat Rated)		
Effective 05-08-2018		
Range	Hourly Rate	Hourly Position
999	\$ 17.29	Administrative Aide (Hourly)
	\$ 14.35	Clerical Assistant I
	\$ 15.53	Clerical Assistant II
	\$ 17.69	Clerical Assistant III
	\$ 18.11	Community Development Intern
	\$ 17.17	Computer Information Systems (CIS) Aide
	\$ 18.16	Court Officer
	\$ 18.11	Engineering Aide
	\$ 26.85	Family Violence Prevention Specialist (Hrly)
	\$ 15.53	Maintenance Helper (Public Works)
	\$ 19.81	Maintenance Service Worker (Public Works)
	\$ 15.53	Mechanic Helper (Public Works)
	\$ 19.17	Police Cadet
	\$ 20.92	Police Custodian of Records
	\$ 13.83	Police Vehicle Service Attendant
	\$ 19.17	Program Assistant (Police)
	\$ 16.06	Public Safety Officer
	\$ 13.77	Research Aide (Hourly)
	\$ 75.46	Temp. Personnel Management Representative (Extra Help)
	\$ 44.90	Temp. Technical Services Manager
998	\$ 11.00	Student Worker
Range	Hourly Rate Equivalent	Full-Time Classification - Hourly Equivalent
		Municipal Employees' Association (MEA) Positions <i>Hourly Equivalent to MEA Step A Rate (Eff Council Action 12/12/17)</i>
999	\$25.87	Code Enforcement Officer (Hourly)
999	\$21.85	Community Develop Tech II (Hourly)
999	\$20.84	Community Service Officer (Hourly)
999	\$20.56	Customer Service Representative (Hourly)
999	\$24.40	Equipment Mechanic (Hourly)
999	\$25.62	Housing Specialist (Hourly)
999	\$20.56	Intermediate Account Clerk (Hourly)
999	\$19.47	Intermediate Typist Clerk (Hourly)
999	\$22.98	Electrician I (Hourly)
999	\$22.98	Electrician II (Hourly)

Pay Plan Category L - Unclassified Hourly Employees (Flat Rated)						
Effective 05-08-2018						
<u>Range</u>	<u>Hourly Rate Equivalent</u>		<u>Full-Time Classification - Hourly Equivalent</u>			
			<u>Cont.</u>			
999	\$19.53		Park Facilities Maint Worker (Hourly)			
999	\$20.22		Police Records Specialist (Hourly)			
<u>Range</u>	<u>Hourly Rate</u>		<u>Sworn Hourly Position</u>			
999	\$38.920		Police Officer (Hourly) <i>Hourly Equivalent to POA Step C Rate (Eff Council Action 09/26/06)</i>			
<u>Range</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Hourly Position</u>
997	\$11.004	\$11.554	\$12.132	\$12.738	\$13.375	Recreation Leader I (Rec Aide, Maint Aide I, Tutor Asst)
996	\$11.921	\$12.517	\$13.143	\$13.800	\$14.490	Recreation Leader II (Rec Attendent, Maint Aide II, Tutor)
995	\$13.816	\$14.507	\$15.232	\$15.994	\$16.793	Recreation Leader III (Cashier, Golf Starter) Swim Instructor
994	\$15.772	\$16.561	\$17.389	\$18.258	\$19.171	Recreation Leader IV (Recreation Leader, Sr. Golf Starter)
993	\$12.227	\$12.838	\$13.480	\$14.154	\$14.861	Lifeguard
992	\$15.772	\$16.561	\$17.389	\$18.258	\$19.171	Senior Lifeguard

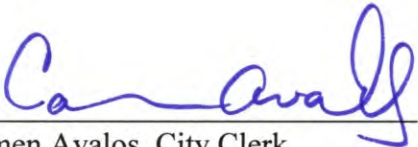
RESOLUTION CERTIFICATION PAGE

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF SOUTH GATE)

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. 7812 was adopted by the City Council at their Regular Meeting held on May 8, 2018, by the following vote:

Ayes: Council Members: Bernal, Morales Davila, Diaz and Rios
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

Witness my hand and the seal of said City on May 10, 2018.



Carmen Avalos, City Clerk
City of South Gate, California