



**DATE:** June 13, 2024

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Review and Approve the New Job Descriptions for Facilities Maintenance Supervisor and Fleet Maintenance Supervisor and Adopt the Additions to the Classification Plan

### **RECOMMENDATION**

That the Personnel Commission review and approve the proposed new classifications and job descriptions of Facilities Maintenance Supervisor and Fleet Maintenance Supervisor and adopt the addition of these new classifications to the City's Classification Plan.

### **SUMMARY**

The addition of the two supervisor classifications are intended to address the evolving business needs and complexity of operations while also balancing the City's need to foster an internal talent bench creating promotional opportunities and aiding in the retention of employees. These classifications will directly support span of control through first-level supervision within their respective areas by providing day-to-day supervision and support to the Division Manager in achieving organizational goals.

### **BACKGROUND/DISCUSSION**

In addition to adopting and approving the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department reviews all job descriptions with the respective operating departments, updates each to align with the City's Classification Plan, and ensures the department's needs are included prior to recruitment.

The Maintenance Services Division (MSD) plays a key role in addressing City priorities, primarily related to the maintenance of City landscapes, streets, fleet vehicles, equipment, facilities, and property. In years past, the City maintained first-line supervisor level classifications in MSD's four operational divisions, but over time abolished those classifications and their related funded positions due to budgetary constraints. In 2022, with a growing need to address services, the City added back first-line supervisor level classifications

in two divisions of MSD: Streets and Landscape. Adding the first-line supervisor level classifications to the remaining divisions of Fleet and Facilities will help balance and enhance operations in those areas.

The new classification of Facilities Maintenance Supervisor will be housed in the Facilities Division as a first-line supervisor reporting to the Facilities and Building Manager. This position will be responsible to plan, organize, direct, and supervise the activities of staff involved in the renovation, maintenance, occupancy, and improvement of City buildings, and related equipment and facilities; and will assist the Facilities and Building Manager as required.

The new classification of Fleet Maintenance Supervisor will be housed in the Fleet Maintenance Division as a first-line supervisor reporting to the Fleet Maintenance Manager. This position will be responsible to plan, organize, direct, and supervise the activities of staff involved in skilled and semi-skilled repair and maintenance of a wide variety of gasoline, diesel, and electric powered automotive; and will assist the Fleet Maintenance Manager as required.

## **STRATEGIC ROADMAP**

This agenda item supports the City Council's Strategic Roadmap initiative of Strengthening Organizational Health by allowing for strategic repositioning and structure of the City's Classification Plan to address operational needs.

*Prepared by:* Salina Flores, Human Resources Manager

*Recommended by:* Ian Tecson, Deputy Director of Human Resources  
Brittney Frye, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to be 'R. Youngblood', written over a horizontal line.

for Regina Youngblood, Assistant City Manager