



DATE: May 11, 2017

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT: Revised Job Description for Senior Equipment Mechanic

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the position of Senior Equipment Mechanic to ensure that employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

BACKGROUND/DISCUSSION

In addition to adoption and approval of 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. Human Resources staff reviews all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff makes necessary adjustments to the job requirements to ensure that the needs of the department will be met.

The Maintenance Services Department has requested to reinstate the Senior Equipment Mechanic job description because of an operational need for an advanced journey level position that directs, coordinates, and performs the work of Equipment Mechanics I/II. This class is distinguished from the lower class of Equipment Mechanic I/II by the requirement to direct one or more staff in the performance of a variety of complex mechanical diagnosis and repairs. The incumbent will also provide technical assistance to staff in the servicing of a wide variety of vehicles and equipment and assists in evaluating the work of assigned personnel.

The Senior Equipment Mechanic job description is revised to update the definition, distinguishing characteristics, supervision received and exercised, essential duties, and experience and education. The changes to the job description are made to update the role and responsibilities of the current classification to reflect the operational needs of the department. The changes to the job description are as follows:

Senior Equipment Mechanic

Definition

Added:

- “To supervise...”
- “...perform skilled work... in...”
- “...vehicles and...”
- “...working...to assigned staff...”

Removed:

- “Under general supervision...”
- “...assists... with...”
- “...construction...”
- “...to an assigned crew...”

Distinguishing Characteristics

Added: “This class is distinguished from the lower class of Equipment Mechanic I/II by the requirement to direct one or more staff in the performance of a variety of complex mechanical diagnosis and repairs. The incumbent will also provide technical assistance to staff in the servicing of a wide variety of vehicles and equipment and assists in evaluating the work of assigned personnel.”

Removed: “This class is distinguished from the Fleet Maintenance Equipment Manager, which is responsible for the direction supervision of staff and operation of the shop, including the planning, organization and evaluation of personnel.”

Supervision Received

Replaced: “...Equipment...” with “...Fleet Maintenance...”

Supervision Exercised

Added: “...and Fleet...”

Essential Duties

Added:

- “...schedules...”
- “...scheduled...City...”

Replaced: “...Equipment...” with “...Fleet Maintenance...”

Experience and Education**License or Certificate:**

Removed: “Possession of valid California Smog Check, Lamp, and Brake Licenses are highly desirable.”

FISCAL IMPACT

The annual cost of salary and benefits for the Senior Equipment Mechanic is under review and will be proposed in the FY 2018 Adopted Budget.

Prepared by: Farbod Pirouzmand, Deputy Director of Human Resources

Recommended by: Nina S. Collins, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is positioned above a horizontal line.

Kelly McAdoo, City Manager