



CITY OF HAYWARD

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Cover Memo

File #: ACT 17-034, **Version:** 2

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 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.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Senior Equipment Mechanic Job Description
Attachment III	Maintenance Services Organizational Chart