



# CITY OF HAYWARD

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## Cover Memo

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**File #:** ACT 18-089, **Version:** 1

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**DATE:** January 10, 2019

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT**

Revised Job Description for Utilities Maintenance Mechanic

**RECOMMENDATION**

That the Personnel Commission reviews and comments on the revised job description for the position of Utilities Maintenance 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.

**SUMMARY**

The Utilities Maintenance Mechanic job description has been revised to update the Experience and Education section to allow candidates to obtain a valid Class B California Driver's License and Tanker Endorsement within 12 months of hire. Staff anticipates that this change will expand the applicant pool for future recruitment efforts.

**ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Utilities Maintenance Mechanic Job Description
Attachment III	Utilities & Environmental Services Department Org Chart