



# CITY OF HAYWARD

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## Cover Memo

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**File #:** ACT 23-043, **Version:** 1

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**DATE:** May 18, 2023

**TO:** Personnel Commission

**FROM:** Director of Human Resources

### **SUBJECT**

Review New Job Description for Deputy Director of Maintenance Services and Adopt Addition to both the Salary Plan and Classification Plan

### **RECOMMENDATION**

Staff recommends that the Personnel Commission review and approve the proposed new Deputy Director of Maintenance Services classification, including the associated job description and salary plan for the position, as well as the addition of this new classification to both the classification plan and salary plan; and recommend adoption to City Council.

### **SUMMARY**

Reporting to the Director of Maintenance Services, the new classification of Deputy Director of Maintenance Services will plan, organize, and direct activities within Street Maintenance, Landscape Maintenance, Facilities and Building Management and Fleet Management, and other related operational functions. The Deputy Director of Maintenance Services coordinates activities within assigned areas with other divisions and departments, provides highly complex staff assistance to the Director of Maintenance Services, and functions as Acting Director of Maintenance Services when needed.

### **ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Deputy Director of Maintenance Services Job Description
Attachment III	Maintenance Services Department Org Chart