

**TOWN OF FAIRFAX  
STAFF REPORT**

**To: Mayor, Members of the Town Council**

**From: Michael Rock, Town Manager  
Kathy Wilkie, Public Works Director**



**Date: January 13, 2010**

**Subject: Adopt Resolution 10-\_\_ approving the Maintenance Worker III position in the Public Works Department and establishing the salary range, adding the position to the Miscellaneous Unit classifications and deleting the Equipment Operator and Lead Worker positions**

**RECOMMENDATION**

Approve the following personnel actions related to the Public Works Department:

1. Approve the creation of the Maintenance Worker III job classification.
2. Approve the job specifications and salary range for the Maintenance Worker III.
3. Delete the Equipment Operator and Lead Worker positions.

**DISCUSSION**

The Town Manager and Service Employees International Union (SEIU) representatives met in good faith to establish a new agreement for FY 09/10 and FY 10/11. The Agreement was adopted by the Town Council at the October 7, 2009 meeting. Part of the Agreement required both parties to conduct a job audit to insure that job specifications were consistent with the current needs of the Town and all employees were in the appropriate classifications. The job audit included employee self-evaluations, supervisor evaluations, review of time logs and review of other local municipality job classifications.

Public Works employees began preparing daily time logs in August 2009 and will continue the practice indefinitely. The time logs track time spent on all assignments performed each day. This information was used to determine if the existing job specifications were still representative of work assignments. The result of the job audit revealed that the current practices in Public Works make the Equipment Operator and Lead Worker classifications obsolete and a more appropriate job specification is needed for more experienced workers. A review of job specifications for other small agencies revealed that the Maintenance Worker III classification is frequently used when employees are assigned higher levels of responsibility and demonstrate more advanced skills.

The Maintenance Worker III position proposed creates a more flexible classification that incorporates both lead worker activities and advanced equipment operation skills. The salary range proposed for the new job classification is the same as the existing Lead Worker and Equipment Operator classifications.

## **FISCAL IMPACT**

There are only two employees potentially qualified for the Maintenance Worker III position and both are currently at the top step of the Maintenance Worker II salary range. Thus the maximum increase in wages would be \$2,916 per year per employee plus a slight increase in PERS contributions. The increase will be offset by the employees' agreement to contribute 1.5% (\$777) of the employee's 8% (\$4,146) share of PERS contributions. The Town will continue to pay the employers 12.84% (\$6,655) PERS contribution which will increase by \$375 per year per employee.

The net cost is to the Town is \$2,747 per employee per year including PERS contributions.

## **ATTACHMENTS**

1. Resolution 10-\_\_
2. Maintenance Worker III Job Description

RESOLUTION 10-

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
APPROVING THE MAINTENANCE WORKER III POSITION, ESTABLISHING SALARY  
RANGE FOR SAID POSITION, ADDING THE POSITION TO THE MISCELLANEOUS  
CLASSIFICATION AND DELETING THE EQUIPMENT OPERATOR AND LEAD WORKER  
POSITIONS FROM THE MISCELLANEOUS CLASSIFICATION**

**WHEREAS**, the Town wishes to create the position of Maintenance Worker III; and

**WHEREAS**, the Town Council is required to approve any revisions to the Town's approved list of classifications.

**NOW THEREFORE, BE IT RESOLVED**, that the Fairfax Town Council approves the following:

1. The position of Maintenance Worker III is hereby created.
2. The position of Maintenance Worker III is hereby established effective January 14, 2010, as a miscellaneous classification, with all the rights, privileges, and benefits afforded the Town miscellaneous employees.
3. The Monthly Salary Schedule effective January 14, 2010 is established as follows:

| Class Title            | Step A | Step B | Step C | Step D | Step E |
|------------------------|--------|--------|--------|--------|--------|
| Maintenance Worker III | 3554   | 3732   | 3919   | 4114   | 4319   |

4. Delete the Equipment Operator and Lead Worker positions from the Miscellaneous Classification.

The foregoing Resolution 10- was duly and regularly passed and adopted at a Regular meeting of the Town Council of the Town of Fairfax held in said Town on the 13th day of January, 2010 by the following vote, to wit:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Lew Tremaine, Mayor

Attest:

\_\_\_\_\_  
Town Clerk

## **TOWN OF FAIRFAX**

### **MAINTENANCE WORKER III**

#### **DEFINITION**

Under direction, to serve in a lead capacity and perform a variety of semi-skilled and skilled tasks in the maintenance and repair of parks, grounds, facilities, streets, trees, and other public service activities, and to perform related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is the full journey level classification. Incumbents receive direction from supervisory staff, function as lead workers and may be assigned technical and functional supervision of Maintenance Workers at the I/II level. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

#### **EXAMPLE OF DUTIES**

Duties may include, but are not limited to, the following: Lead and participate in a wide variety of skilled and semi-skilled tasks involving the use of different hand tools in the areas of carpentry, painting, masonry, welding, and landscaping, in addition to streets, parks, and facility maintenance and repair.

##### **Street Maintenance**

Leads and participates in seal coating, pothole or plant mix patching, tree trimming, cat tracking, centerline striping, edgeline slopes, repaving, patching, pothole and crack sealing repair of asphalt. Installs and replaces traffic signs, street lights, pavement markings, replaces catch basins, retaining walls, guard rails, headwalls and other general street maintenance work as required. May operate street sweeper for the purpose of cleaning leaves, trash and other litter from Town streets; operates town trucks or rental equipment.

Leads and participates in the installation, maintenance, repair, and replacement of curbs, gutters, storm drains and culverts

##### **Parks Maintenance**

Leads and participates in planting, watering, aerating, fertilizing and caring for hedges, lawns, trees, shrubs, and flowers. Performs the installation and replacement of trees, shrubs, plants and other landscaping in city parks, grounds, streets, and medians. Repairs and replaces irrigation systems and equipment.

Operate grounds maintenance equipment and a variety of hand and power tools including jackhammers, power mowers, sprayers, fertilizer spreaders, concrete saws, and related equipment as required in the maintenance of parks and grounds.

Building Maintenance - Leads maintenance and repair of facilities, including generators, and other equipment minor carpentry and painting repair work such as shelving, remodeling storerooms, making benches, etc. Performs electrical work, such as changing wall switches, plugs, fuses, fixtures, etc. Makes minor emergency plumbing and sewer repairs. Services the thermostat heating equipment controls, cleans and services filters, motors and blowers of air conditioning and heating systems. Keeps records and prepares reports. Identifies and recommends facility improvements.

Performs related duties as assigned.

Equipment Maintenance – Leads the maintenance and repair work on vehicles and equipment; maintains records and schedules service and repair of vehicles and equipment; performs vehicle and equipment inspections; may direct others in the minor repair and field adjustments as required; keeps maintenance records on vehicles and equipment.

#### EMPLOYMENT STANDARDS

Three years of responsible maintenance worker or construction experience performing duties similar to a Maintenance Worker II with the Town of Fairfax.

#### **Training:**

Equivalent to the completion of the twelfth grade. Possession of a valid California Class B driver's license.

#### KNOWLEDGE OF:

Pertinent City rules, regulations, policies, and procedures pertaining to area of assignment.

Specific methods, tools, materials, and equipment used in installation, repair, and maintenance activities.

Repair and maintenance procedures and practices.

Safe work practices and policies.

Basic principles of supervision.

Pesticide application laws and regulations.

#### ABILITY TO:

Direct the work of others.

Understand and follow verbal and written instructions.

Operate various motorized light and heavy construction equipment.

Service and make minor repairs and adjustment to equipment  
Operate front-end loaders, backhoes, motorized sand trap rigs, greens mower, gang mowers, sprayers, tractors, dump trucks, and related equipment. Act as a lead, and provide direction to other employees.

Read standard detailed drawings.

### PHYSICAL DEMANDS

Work outside in a variety of climatic conditions.

Operate various air, electric, gasoline and hydraulic power equipment used in the work.

Act quickly and calmly in emergency situations.

Communicate clearly and concisely, both orally and in writing.

Intermittently, sit while driving, operating equipment, or completing forms/work papers; stand, bend, squat, climb, kneel, twist and reach while inspecting or repairing, digging or clearing, and using various tools and equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; distinguish colors used in marking utility facilities, and lift or carry weight of 100 pounds or less. Establish and maintain effective working relationships with those contacted in the course of work.

### WORKING CONDITIONS

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts, works outdoors under adverse conditions such as in hot and/or humid or cold and/or stormy weather; works in confined spaces and with hazardous materials; nights, weekends, and holidays; works overtime and on-call and may travel locally within the County.

### SALARY SCHEDULE

| <b>Class Title</b>     | <b>Step A</b> | <b>Step B</b> | <b>Step C</b> | <b>Step D</b> | <b>Step E</b> |
|------------------------|---------------|---------------|---------------|---------------|---------------|
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**Adopted January 2010**