

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 12/11/06		Item Number: <u>A-4</u>	
AGENDA ITEM: Approval of the Revised Classification Specifications for Mechanic Assistant and Equipment Service Worker.			
Contact Person/Dept.: Amy Webber		Phone Number: 310-253-5652	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List and Culver City Employees Association 12/07/06			
Department Approval: Serena Wright (12/06/2006)		City Manager Approval: Jerry B. Fulwood (12/07/2006)	
City Controller Approval: Marlee Chang (12/07/2006)			

RECOMMENDATION:

Staff recommends the City Council approve the Revised Classification Specifications for Mechanic Assistant and Equipment Service Worker.

BACKGROUND:

In light of the acquirement of the new fleet of alternative fuel type vehicles, including transit buses and sanitation trucks, by the Equipment Maintenance and Fleet Services Division and the potential vacancies that may occur within that division, the Mechanic Assistant and Equipment Service Worker classification specifications have been updated.

DISCUSSION:

Mechanic Assistant

The Transportation Department has purchased new equipment and vehicles that have alternative fuel type engines, specifically compressed natural gas (CNG). A Mechanic Assistant provides assistance to Mechanics in the repair and maintenance of all city vehicles including those with alternative fuel type engines. Therefore, the classification specification has been updated to reflect this in the "Essential Job Duties" and "Knowledge" as follows:

- Performs preventative maintenance services and inspections on a wide variety of equipment including transit buses, heavy trucks, passenger vehicles, and alternative fuel type vehicles; and
- Knowledge of operating principles of gasoline, diesel and alternative fuel engines.

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The updated essential duties and knowledge are necessary to perform the duties of the classification, as repairing and maintaining the City's fleet of compressed natural gas vehicles constitutes approximately 60% of a Mechanic Assistants job duties. In addition, the language throughout the class spec has been updated in light of current titles and terminology.

Equipment Service Worker

Although the Equipment Service Worker's essential duties are not directly impacted by the purchase of alternative fuel type vehicles staff has taken this opportunity to review and update the class spec to reflect current titles and terminology. Also the "Minimum Skill and Ability" section has been updated by removing duplicate language.

On December 6, 2006, the Civil Service Commission approved the revised classification specifications for Mechanic Assistant and Equipment Service Worker.

FISCAL ANALYSIS:

There is no salary adjustment for this proposed item.

ATTACHMENTS:

1. Revised Classification Specification for Mechanic Assistant
2. Revised Classification Specification for Equipment Service Worker
3. Transportation Department Organizational Chart

MOTION:

That the City Council:

Approve the Revised Classification Specification for Mechanic Assistant.

Approve the Revised Classification Specification for Equipment Service Worker.