

MEETING DATE: 12/10/07

AGENDA ITEM: Consideration of Approval of the New Classification Specification for Facilities Maintenance Crew Leader.

ATTACHMENT

	<u>Pages</u>
1. New Classification Specification for Facilities Maintenance Crew Leader.	1 – 3
2. 12/05/07 Excerpt of Draft Civil Service Commission Meeting Minutes	4



FACILITIES MAINTENANCE CREW LEADER

DEFINITION

Occupants of this classification are in the classified service. This is a first line supervisory position responsible for coordinating and participating in the work activities associated with graffiti removal and the painting of interior and exterior City facilities.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to the Facilities Maintenance Supervisor. Responsibilities include oversight of skilled and semi-skilled workers.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Schedules, leads, and participates in the work activities of the graffiti removal and paint crews. Trains employees and inspects work in progress and completed work. Is responsible for the safe and efficient performance of assigned duties.
2. Stays current with new equipment, materials and trends in the area of graffiti removal as well as in the area of worker protection and environmental regulations relating to graffiti removal.
3. Makes hiring recommendations. Documents and recommends disciplinary actions for employees.
4. Receives and prioritizes work requests. Determines materials and supplies needed to complete job. Estimates job costs.
5. Participates in painting the interior and exterior of City facilities. Cleans and prepares surfaces for painting using a variety of hand and power tools.
6. Removes graffiti from sites as requested by the public or City, including City property, resident and commercial property.
7. Operates and maintains paint brushes, rollers, spray guns, paint pots, compressors, and water blasters.
8. Provides information to the public regarding graffiti removal services offered by the City.
9. Matches and mixes paints. Selects appropriate equipment for paint job. Sets up various painting equipment. May repair minor damages to surfaces prior to painting, as necessary.
10. Prepares and maintains a variety of reports and records.

11. Coordinates the job activities of the paint and graffiti crews with other departments, community businesses and residents.
12. Follows regulations and standards set forth by the South Coast Air Quality Management District regarding the use of solvents for removing graffiti.
13. Supervises, follows and observes proper state mandates regarding the disposing of chemicals and other toxic related items which are used during the course of performing the necessary duties for this position.
14. Performs other related duties as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Standard practices, methods, tools, equipment, and materials used in the painting trade.
- Methods of preparing different surfaces for painting and repainting by both brush and spray-gun methods.
- Solvents and other techniques used to remove graffiti.
- Proper and safe use of paints, thinners, fillers, strippers, and other materials used in the trade.
- Proper methods for paint selection, mixing, and tinting.
- Functions and proper methods for operating both hand and power tools.
- Occupational hazards and standard safety precautions.
- Principles of supervision

Skill and Ability to:

- Lead, train and supervise employees.
- Select appropriate materials and equipment to efficiently perform maintenance and repair work.
- Order materials and supplies.
- Perform heavy and physically demanding work for lengthy and continuous period of time.
- Operate painting equipment, including hand and power tools.
- Perform tasks requiring manual dexterity.
- Work on ladders and scaffolding at various heights.
- Identify painting needs of City buildings and facilities.
- Estimate time, labor, materials and costs necessary to complete a job.
- Apply various types of paints using a variety of tools and equipment.
- Follow regulations and standards set forth by the South Coast Air Quality Management District regarding the use of solvents for removing graffiti, and proper disposal methods standards set by the State and Federal Government.
- Deal tactfully and effectively with the general public, City staff and co-workers.
- Communicate clearly and concisely in both verbal and written form.
- Perform mathematical computations.
- Perform work under all weather conditions.

LICENSE AND CERTIFICATE

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, abilities, and skills would be qualifying. A typical way to obtain the knowledge, abilities and skills would be: high school graduation, or equivalent, and four (4) years of recent, paid, journey level experience in building maintenance, painting or graffiti removal. At least one (1) year of experience must include coordinating or providing technical or general supervision of others.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- May be required to work in inclement weather.
- May be required to work with harsh and toxic substances.
- May be required to wear protective apparel including goggles, face protectors, aprons, shoes, and oxygen breathing apparatus.
- May be required to work within enclosed spaces or at heights above ground level, such as extension ladders, scaffolds, and aerial lift equipment.
- Operates machinery and power tools.
- May be required to work evenings and weekends.

REGULAR MEETING OF THE
CIVIL SERVICE COMMISSION
CITY OF CULVER CITY, CALIFORNIA

December 5, 2007
7:00 P.M.

Call to Order & Roll Call

The meeting of the Civil Service Commission was called to order
at 7:03 P.M.

Present: Chair Sandy Stivers
Vice Chair Michael Whitaker
Commissioner Vincent Motyl
Commissioner Sharon Zeitlin
Commissioner Dan Gallagher

o0o

Action Items (Excerpt)

Item A-5

**FACILITIES MAINTENANCE CREW LEADER: NEW CLASSIFICATION
SPECIFICATION AND RECRUITMENT BULLETINS**

Mary Ortiz gave an overview of the staff report.

FOLLOWING DISCUSSION, IT WAS MOVED BY COMMISSIONER MOTYL,
SECONDED BY COMMISSIONER GALLAGHER AND UNANIMOUSLY CARRIED, THAT
THE CIVIL SERVICE COMMISSION APPROVE ACTION ITEM NUMBER A-5 WITH
REVISIONS.

o0o

Minutes Approved: Minutes to be submitted for approval on
January 2, 2008

Serena Wright
PERSONNEL & EMPLOYEE RELATIONS DIRECTOR of the City of Culver
City, California
SECRETARY TO THE CIVIL SERVICE COMMISSION of the
City of Culver City, California