

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 12/10/07		Item Number: <u>A-14</u>	
AGENDA ITEM: Consideration of Approval of the New Classification Specification for Facility Maintenance Crew Leader.			
Contact Person/Dept.: Mary Ortiz		Phone Number: 310-253-5650	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Public Notification: Master Notification List, Culver City Employees Association on December 5, 2007			
Department Approval: Serena Wright (12/06/07)		City Attorney Approval: Carol Schwab (by H. Iker) (12/06/07)	
Fiscal Impact Review: Marlee Chang (12/06/07)		City Manager Approval: Jerry B. Fulwood (12/06/07)	
 <u>RECOMMENDATION</u> Staff recommends the City Council approve the new classification specification for Facilities Maintenance Crew Leader. <u>BACKGROUND</u> Through the budget process for fiscal year 2007-2008, the Public Works Department requested the addition of several key positions to bring graffiti abatement services in-house. An assessment of the City's resources indicated that three (3) of the four (4) key positions that would form part of the new graffiti abatement crew could be filled with Facility Maintenance Workers. However, there was no existing classification that encompassed the level of responsibility for the position that would lead the crew of Facility Maintenance Workers in the course of the removal of graffiti. Consequently, the City Council approved the addition of three (3) Facility Maintenance Workers and a Senior Painter to oversee the crew. This position was approved at a salary range equivalent to other crew leader classifications. However, upon further review, Staff has determined that a more appropriate title would be Facilities Maintenance Crew Leader since it provides a better description of the duties associated with the position. <u>DISCUSSION</u> The new classification specification has been titled Facility Maintenance Crew Leader; this title is reflective of the lead responsibility maintained over the Facility			

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Maintenance Workers. The new position would be responsible for coordinating and participating in the work activities associated with graffiti removal and the painting of interior and exterior City facilities.

Listed below are some examples of the essential duties, knowledge, skills, and abilities as well as the training and experience associated with the position.

Essential Duties

- 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.
- Removes graffiti from sites as requested by the public or City, including City property, residential and commercial property.

Knowledge, Skills and Ability

- Solvents and other techniques used to remove graffiti.
- Occupational hazards and standard safety precautions.
- Principles of supervision.
- Identify painting needs of City buildings and facilities.
- Estimate time, labor, materials and costs necessary to complete a job.

Training And Experience

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.

The Civil Service Commission approved the new classification specification for Facilities Maintenance Crew Leader (Attachment 1) at the December 5, 2007 meeting.

FISCAL ANALYSIS

Funds for the position are included in the adopted budget at the salary range that was approved by City Council during the FY 2007/2008 budget. The salary range is as follows:

Range 449: \$4,045.95 - \$4,932.20 monthly \$48,551.36 - \$59,186.40 annually

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ATTACHMENTS

1. New Classification Specification for Facilities Maintenance Crew Leader
2. Excerpt of Draft of Meeting Minutes for Civil Service Commission dated 12/05/07

MOTION

That the City Council:

1. Approve the new classification specification for Facility Maintenance Crew Leader; and
2. Approve the amendment to the FY 2007/08 adopted budget to reflect the classification change for this position.