



City of Culver City

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Staff Report

File #: 18-095, **Version:** 1

Item #: A-2

Revised Classification Specification and Recruitment Bulletin: Heavy Equipment Operator

Meeting Date: August 2, 2017

Contact Person/Dept: Kashawn Mariner/Human Resources

Phone Number: (310) 253-5640

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☐

Public Hearing: ☐ **Action Item:** ☒ **Attachments:** ☒

Public Notification: (Email) Meeting and Agenda (07/28/17); (Email) All City Staff (07/28/17)

Department Approval: Serena Wright-Black, Director of Administrative Services (07/26/17)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the revised Classification Specification and Recruitment Bulletin for Heavy Equipment Operator.

BACKGROUND/DISCUSSION

The Public Works Department is comprised of four divisions: Administration, Engineering, Maintenance Operations, and Environmental Programs & Operations.

The Heavy Equipment Operator classification is shared by two divisions in the Public Works Department, the Maintenance Operations and Environmental Programs and Operations (EPO) divisions. The Maintenance Operations Division is responsible for providing maintenance and repair for the City's fixed assets, which include buildings, streets, sidewalks, storm drains, sewers, traffic signals, street lighting and other components of the infrastructure; and coordinating graffiti removal, street sweeping and tree trimming services for the City. The EPO Division is responsible for refuse collection and disposal and environmental programs relating to sustainability, energy efficiency, recycling and waste reduction, and water quality.

The position, based on the assignment, is responsible for operating heavy motorized equipment and performing tasks in either the maintenance and repair of City infrastructure and facilities or the maintenance of the Sanitation Transfer Station.

Currently, both divisions have vacancies due to promotions of staff. In anticipation of conducting an

open and competitive recruitment to fill the vacancies in both divisions, Human Resources staff in concurrence with Public Works Department management completed a review of the Heavy Equipment Operator classification to ensure it accurately captures the essential job duties and minimum requirements. This review found that updates to the classification specification were needed.

During this review process, EPO Division management proposed revising the license requirement to capture the actual license needed to perform the duties of the position. The current license requirement is a Class A driver's license for positions in EPO and Maintenance Operations. However, Heavy Equipment Operators in the EPO Division do not operate vehicles or equipment that requires a Class A license, while Heavy Equipment Operators in the Maintenance Operations Division do operate equipment that requires the Class A license.

The proposed changes throughout the classification specification capture the actual job duties being performed by the incumbents and reflect the current needs of each division.

In addition, the proposed revisions will assist the City with providing clarity to applicants regarding essential duties and requirements of the position based upon assignment, and the knowledge, skill and ability expected to perform these duties. Revisions were made to the Classification Definition, Supervision Received and Exercised, Essential Job Duties, Minimum Knowledge, Skills and Abilities, License and Certificates, and Training and Experience.

Classification Specification

- Definition
Minor revisions to this section were made to clarify the scope of duties depending upon assignment.
- Supervision Received and Exercised
Minor revisions to this section were made to accurately reflect the supervision received and exercised by the Heavy Equipment Operator, depending upon assignment.
- Minimum Knowledge, Skills and Ability
Revisions to this section were made to modernize the language and to include knowledge, skills and abilities more closely aligned with those necessary to perform the job.
- Training and Experience
Minor revisions were made to this section to broaden the examples of related equipment experience.
- Essential Job Duties
Revision and addition of duties were made to capture the work performed by the incumbent based upon the assigned division.
- License and Certificates
Incumbents must possess a valid California Class B driver's license for positions in EPO.

Labor Market

The proposed classification specification is consistent with the labor market classifications that function as a Heavy Equipment Operator.

Recruitment Bulletin

The recruitment bulletin is reflective of the revised classification specification.

Bargaining Unit Representation

This classification is represented by the Culver City Employees Association (CCEA). A copy of the proposed classification specification has been provided to CCEA.

FISCAL ANALYSIS

There will be no fiscal impact associated with the proposed changes to the classification.

ATTACHMENTS

1. 2017-08-02 - ATT 1 - Proposed Revised Classification Specification
2. 2017-08-02 - ATT 2 - Final Revised Classification Specification
3. 2017-08-02 - ATT 3 - Proposed Revised Recruitment Bulletin-EPO
4. 2017-08-02 - ATT 4 - Final Revised Recruitment Bulletin-EPO
5. 2017-08-02 - ATT 5 - Proposed Revised Recruitment Bulletin-Maintenance Operations
6. 2017-08-02 - ATT 6 - Final Revised Recruitment Bulletin-Maintenance Operations

MOTION

That the Civil Service Commission:

1. Approve the revised Classification Specification for Heavy Equipment Operator; and
2. Approve the revised Recruitment Bulletin for Heavy Equipment Operator.