

**CITY OF DANA POINT
AGENDA REPORT**

Reviewed By:	
DH	X
CM	X
CA	___

DATE: JULY 12, 2006

TO: CITY MANAGER AND CITY COUNCIL

FROM: MIKE ROSE, EMERGENCY AND SUPPORT SERVICES MANAGER

**SUBJECT: RECLASSIFICATION OF BUILDING/FACILITIES MAINTENANCE
WORKER POSITION**

RECOMMENDED ACTION:

That the City Council consider reclassifying the Building/Facilities Maintenance Worker position to the Building/Facilities Worker III class specification, effective August 1, 2007, to more appropriately represent the position's scope of work.

ISSUE:

The Emergency and Support Services Division has been actively carrying out their assigned duties for one year. An evaluation of staff performance and competency has resulted in the recommended action to upgrade our Building/Facilities Worker position.

BACKGROUND:

In March of last year, the City Council authorized the formation of the Emergency and Support Services Division, by combining the responsibilities of the Emergency Services Division and Facilities Maintenance Division under the supervision of the new Emergency and Support Services Manager. The Division is made up of the Emergency and Support Services Manager, the Emergency Services Coordinator, and a Building /Facilities Maintenance Worker.

Areas of responsibility falling under the Building and Facilities Maintenance Program include:

- Day to day maintenance and upkeep of all City owned and operated facilities including City Plaza, Community Center, and 5 public restrooms
- Response to work requests submitted by staff

- Custodial and maintenance contract administration
- Project management
- Space planning
- Building management (tenant interaction, rent collection, invoicing, etc.)

The Building /Facilities Maintenance Worker is responsible for conducting most of the routine daily maintenance and upkeep activities for City Plaza and the Community Center. Additionally he is responsible for ensuring that all of our public restrooms remain in working condition. His duties include tasks such as troubleshooting and repairing maintenance problems involving electrical, structural, plumbing and other equipment; repairing railings, fences, fixtures, walls and related surfaces, painting, and many other duties that arise in the course of building management.

DISCUSSION:

When the Emergency Services and Facilities Maintenance Divisions were brought together under the umbrella of the Emergency and Support Services Division, the Council authorized the creation of the Building/Facilities Maintenance Worker to replace the contract unskilled labor help that was utilized for upkeep of city plaza. The intention was to continue the use of both general and sub-contractors for the bulk of our maintenance needs. However, the talented person placed into the role of the Building/Facilities Maintenance Worker has developed this position into an extremely productive and mission critical position. His experience and training has enabled him to take on projects and accomplish tasks beyond the capabilities of any other candidate for the job. His abilities to complete semi-skilled assignments with only general supervision have led to a dual bonus of cost savings and the ability to complete more work than anticipated. For example, changing an electrical ballast in a fluorescent light fixture is a reasonably straight forward (semi-skilled) electrical task. This is a task that the City would normally have to higher an electrical contractor to complete at a cost of at least \$100 for about 15-20 minutes of work. Kevin can easily complete the ballast replacement, whenever warranted, in the course of changing light bulbs. This has led to an unanticipated increase in efficiency, as well as significant and measurable cost savings, which has in turn, led to the completion of additional needed work. Over the course of the previous 12 months, his experience and skill have provided for the completion of semi-skilled tasks directly resulting in savings estimated at \$25,000.

As a result of this unanticipated skill level and high performance, it is appropriate to consider reclassifying the Building/Facilities Maintenance Worker position to be inline with the existing Parks Maintenance Worker III position. Attached with this report, are the updated job specifications for the Building/Facilities Maintenance Worker III position.

FISCAL IMPACT:

The current salary of the Building/Facilities Maintenance Worker is \$ \$3184.65/month (\$18.37/hour). For Fiscal Year 2007 (beginning July 1, 2006), the Building/Facilities Maintenance Worker position was budgeted at a rate of \$20.14/hr. If approved, a reclassification would call for the employee to be placed at the bottom of the new range or receive a 5% salary increase, whichever is greater. In this case, the employee would receive a 5% salary increase to \$3343.88/month (\$19.29/hour). This increase falls within the approved FY2007 approved budget.

NOTIFICATION/FOLLOWUP:

None

ACTION DOCUMENTS:

- A. A [RESOLUTION](#) OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, ESTABLISHING ONE ADDITIONAL POSITION TITLE AND SALARY RANGE..... 4
 - [Exhibit 1](#) – Position Title and Salary Range 6
 - [Exhibit 2](#) – Specifications for Building/Facilities Maintenance Worker III..... 7

ACTION DOCUMENT A

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, ESTABLISHING ONE ADDITIONAL POSITION TITLE AND SALARY RANGE

WHEREAS, pursuant to the City’s Personnel Ordinance, the City Manager has the authority to hire, set salaries, and adopt personnel policies; and

WHEREAS, the City Manager has recommended and the City Council now wishes to adopt one new position title and salary range.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The following Personnel Policies are hereby amended:

Position Title and Salary Range ([Exhibit 1](#))

Such Position Title and Salary Range is attached and incorporated into this Resolution by reference.

SECTION 2. The following classification is designated as a non-exempt position and is hereby adopted:

Building/Facilities Maintenance Worker III ([Exhibit 2](#))

SECTION 3. This Position Title and Salary Range shall become effective on July 1, 2006.

SECTION 4. All prior Resolutions and parts of Resolutions in conflict with this Resolution are hereby rescinded.

PASSED, APPROVED AND ADOPTED this 14th day of June, 2006

LARA ANDERSON, MAYOR

ATTEST:

KATHY WARD, ACTING CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF DANA POINT)

I, Kathy Ward, Acting City Clerk of the City of Dana Point, do hereby certify that the foregoing Resolution No. _____ was duly adopted and passed at a regular meeting of the City Council on the 14th day of June 2006, by the following roll-call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

KATHY WARD, ACTING CITY CLERK

EXHIBIT 1

CITY OF DANA POINT
SALARY RANGE

Position Title

Hourly Salary Range

Building/Facilities Maintenance Worker III

\$19.05 – \$24.74

EXHIBIT 2

*The City of Dana Point
33282 Golden Lantern
Dana Point, CA 92629*

BUILDING/FACILITIES MAINTENANCE WORKER III**DEFINITION:**

Under general supervision to independently perform a variety of unskilled and semi-skilled manual labor tasks involved in the maintenance, repair, and construction of city facilities, and to perform other related work as required.

CLASS CHARACTERISTICS:

This is a journey-level position in the Emergency and Support Services Division. The incumbent is expected to perform a full range of maintenance and repair tasks under general supervision.

This position is Non-Exempt under FLSA standards.

EXAMPLES OF DUTIES: Typical duties assigned to this class include, but are not limited to:

1. Coordinate and monitor contract maintenance and custodial work.
2. Estimate material needs and project costs.
3. Identify, recommend and perform preventative maintenance duties.
4. Perform painting, plumbing and electrical repairs.
5. Install and remove a variety of equipment.
6. Troubleshoot maintenance problems involving electrical, structural, plumbing and equipment repair or replacement.
7. Repair railings, fences, fixtures, walls and related surfaces.
8. Lift, carry, and wheel heavy materials and/or objects.
9. Respond to emergency calls for service on a call-out basis, working outside normal working hours if necessary.
10. Other related duties as assigned.
11. Use proper protective equipment in the course of the job, including steel-toed boots, eye protection, hearing protection and gloves

MINIMUM QUALIFICATIONS:**Knowledge of:**

Thorough knowledge of the use and operation of maintenance and repair equipment such as electric and gas powered equipment and hand tools.

Thorough knowledge of safety procedures and practices for maintenance and repair activities.

Thorough knowledge of the use of power equipment and body mechanics related to lifting and moving heavy or awkward objects.

Thorough knowledge of the properties of safe handling techniques of oils, paints and a variety of other materials used in the maintenance and repair activities.

General knowledge of basic report writing.

Ability to:

Perform a variety of unskilled and semi-skilled manual tasks requiring coordination and physical strength.

Understand and communicate effectively, both verbally and in written form.

Follow oral and written instructions.

Prioritize numerous maintenance and repair needs.

Safely lift, carry and maneuver items, materials, and/or equipment up to 60 lbs. in weight.

Safely operate a variety of hand and power tools and light motorized equipment.

Maintain equipment and work supplies in a safe and functional manner.

Maintain a safe work environment and follow safety and policy procedures.

Assist in planning, organizing and scheduling maintenance and repair projects

Establish and maintain effective working relationships.

Education and Experience:

Two years of experience performing maintenance and repair related tasks is preferred.

Licenses:

Possession of or ability to obtain and maintain a valid California Driver's License.