

RESOLUTION NO. 19-175

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING A REVISED JOB CLASSIFICATION SPECIFICATION FOR LANDSCAPE AND BUILDING MAINTENANCE SUPERVISOR (CITY COUNCIL)

WHEREAS, the Meyers-Milias-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a "mutual obligation" to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

WHEREAS, the Director of Human Resources and Risk Management is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

WHEREAS, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

WHEREAS, the City of Carson desires to update the existing classification specification of **LANDSCAPE AND BUILDING MAINTENANCE SUPERVISOR** to provide a current and accurate description of the various duties performed by said position; and

WHEREAS, the Director of Human Resources and Risk Management has consulted with the affected parties, and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the revised classification specification for the **LANDSCAPE AND BUILDING MAINTENANCE SUPERVISOR**.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The revised classification specification for **LANDSCAPE AND BUILDING MAINTENANCE SUPERVISOR**, (Salary Range 153A, \$6,552 - \$8,350), attached hereto as Exhibit A, assigned to the Carson Professionals and Supervisors Association, (CPSA), is hereby adopted.

Section 3. The City Clerk shall certify to the adoption of this resolution and deem it effective as of November 5, 2019, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 5th day of November, 2019.

MAYOR ALBERT ROBLES

ATTEST:

CITY CLERK DONESIA GAUSE

APPROVED AS TO FORM:

CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Donesia Gause, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 19-175 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 5th day of November 2019, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: _____
City Clerk

SUPERVISOR – FACILITIES MAINTENANCE

Job Summary:

Under direction plan, organize and schedule repair and maintenance services for assigned Citywide facilities and programs; inspect the work of skilled and semi-skilled trades and building maintenance crews to assure satisfactory completion and compliance with safety regulations; supervise and evaluate the performance of assigned staff.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Organize, coordinate, schedule and assign the work of building maintenance crews and skilled trades involved in electrical, mechanical, HVAC, plumbing and painting services, repairs and installations, carpentry, masonry, tile, etc.
2. Receive, review and assign service requests and work orders; and estimate costs, material needs and labor required for various projects.
3. Oversee and inspect on site work activities to assure efficiency and compliance with established standards of performance; observe and enforce safety regulations.
4. Supervise maintenance personnel performing preventive and corrective maintenance tasks. Provides assistance in performing difficult and technical tasks.
5. Consult with technical personnel/equipment suppliers regarding problems and/or major repairs.
6. Provide technical expertise and respond to questions from assigned staff and others regarding building maintenance methods and procedures; maintain current knowledge of building maintenance methods and equipment.
7. Train, supervise and evaluate the performance of assigned staff; assign and review work and participate in the selection of new personnel; recommend disciplinary action and termination as appropriate.
8. Communicate with other personnel and departments, contractors and vendors as needed to coordinate activities, exchange information and facilitate building maintenance operations. Prepares work specifications and oversee contractual services in building maintenance. Recommend contract extension/terminations.
9. Operate, demonstrate and assure proper care and use of specialized building maintenance equipment.
10. Inspect buildings and other assigned facilities to determine maintenance and repair needs and identify unsafe conditions.
11. Ensure an adequate inventory of materials, supplies, parts and equipment. Evaluate equipment and recommend replacement; review and verify materials and supplies purchased.
12. Prepare and maintain records, files, logs, and reports related to personnel, inventory, supplies, service requests and status of projects, and work progress daily.
13. Assist in budget preparation; monitor expenditures in assigned areas.

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14. Perform related duties as required.
15. Administers City parks lock and key operations and Citywide graffiti removal program.
16. Responsible for responding to emergency calls.
17. Uses a computer and/or mobile device to perform job related tasks.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class may include:

Education and Experience:

Graduation from high school or equivalent. Four (4) years increasingly responsible skilled – level building maintenance experience including at least one year in a lead capacity. Associates degree preferred with four years related experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Knowledge of:

- Knowledge of the principles, practices, methods, materials and equipment used in the maintenance and construction of buildings, including carpentry, electrical, plumbing, painting, heating, ventilation, air conditioning, and energy conservation.
- Requirements to maintain buildings and assigned facilities in a safe, clean and orderly condition.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping techniques and oral presentations.
- Computer programs and applications.
- Knowledge of the principles and practices of effective supervision.
- Knowledge of federal, State and local laws and regulations as they pertain to building issues, including Uniform Building Codes, Health & Safety codes, and Fire, Electrical, Plumbing and Mechanical Codes.

Skills and Ability to:

- Organize, coordinate and supervise facilities maintenance operations and activities.
- Train, supervise and evaluate personnel.
- Ability to counsel, mediate and provide first line of supervision.
- Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- Assign and review the work of others.
- Prioritize, schedule work, and meet timelines.
- Perform skilled facilities maintenance and repair work utilizing a variety of tools and equipment.
- Conduct inspections and determine building maintenance needs.
- Maintain tools and equipment in clean and proper working condition.
- Observe and enforce safety practices and procedures.
- Lift objects weighing up to 50 pounds.
- Prepare budget, cost, material and labor estimates for building maintenance activities.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.

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- Work from blueprints, maps, drawings and sketches.
- Maintain records and prepare reports.
- Ability to use a computer and related software to input, query and maintain data and/or conduct research.
- Observe legal and defensive driving practices.
- Establish and maintain cooperative and effective working relationships with others.

License and Certificate:

Valid California driver's license required.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend. Ability to exert moderate physical effort in maintenance work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Ability to coordinate eyes, hands, feet and limbs in performing slightly-skilled movements such as cutting, painting, and drilling, and keyboard use.
- Performs lifting, pushing, and/or pulling of objects which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions. Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors, textures, associated with job related objects, materials, and tasks.
- May be required to use personal vehicle in the course of employment.