

RESOLUTION NO. 20-176

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, ADOPTING THE CLASSIFICATION OF “SUPERVISOR FLEET MAINTENANCE” TO BE ADDED TO THE CITY’S CLASSIFICATION PLAN (RESOLUTION NO. 77-111), ADOPTING A CLASSIFICATION SPECIFICATION AND ASSIGNING A SALARY RANGE THEREFOR, AND ASSIGNING THE CLASSIFICATION TO THE CARSON PROFESSIONALS AND SUPERVISORS ASSOCIATION (CPSA)

WHEREAS, Section 503 of the City’s Charter provides that the City Council shall determine, by ordinance or resolution, the amount and type of compensation to be paid to all City officers, department heads and employees; and

WHEREAS, Rule XI of the City’s Personnel Rules provides that the Director of Human Resources and Risk Management (“Director”) shall be responsible for the preparation of the City’s compensation plan, that the compensation plan shall contain a list of the pay rates and pay ranges for classifications in the City service, and that the City shall meet and confer with any affected recognized employee organization prior to adoption of the compensation plan; and

WHEREAS, the Director is authorized and required 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 City department directors, which becomes effective upon approval by the City Council; and

WHEREAS, Rule III of the City’s Personnel Rules provides that the Director shall be responsible for the preparation and maintenance of the City’s classification plan, that the classification plan shall contain a compilation of job specifications for classifications in the classified service, and that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director consults with the City’s department directors and any affected recognized employee organization; and

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 City desires to adopt the classification of “**SUPERVISOR EQUIPMENT MAINTENANCE**” to meet the needs of the Public Works Department, and desires to adopt a classification specification to establish and describe the duties to be performed by said position; and

WHEREAS, the Director has consulted with the affected department director, and has completed the meet and confer requirement with the representatives of the affected recognized employee organization (CPSA) pursuant to the City's obligations under the MMBA concerning the proposed adoption of the **"SUPERVISOR EQUIPMENT MAINTENANCE"** classification, and the representative(s) of the affected recognized employee organization have agreed to the proposed classification specification.

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, and are incorporated herein by this reference.

Section 2. The classification of **"SUPERVISOR FLEET MAINTENANCE"** is hereby adopted, to be added to the Citywide classification plan, embodied in Resolution No. 77-111.

Section 3. The classification specification for **"SUPERVISOR FLEET MAINTENANCE,"** attached hereto as Exhibit A, is hereby adopted.

Section 4. The classification of **"SUPERVISOR FLEET MAINTENANCE"** is assigned to Salary Range 604 (\$6,780 - \$8,600), and the same shall be included in the City's compensation plan.

Section 5. The classification of **"SUPERVISOR FLEET MAINTENANCE"** is assigned to the Carson Professionals and Supervisors Association (CPSA).

Section 6. This Resolution shall be effective immediately upon its adoption.

Section 7. The City Clerk shall certify to the adoption of this Resolution and shall enter it into the book of original Resolutions.

[signatures on the following page]

PASSED, APPROVED and ADOPTED this 12th day of January, 2021.

ALBERT ROBLES, MAYOR

ATTEST:

DONESIA GAUSE-ALDANA, CITY CLERK

APPROVED AS TO FORM:

SUNNY K. SOLTANI, CITY ATTORNEY

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

I, Donesia Gause-Aldana, 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. 20-176 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 12th day of January 2021, 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

EXHIBIT "A"

CLASSIFICATION SPECIFICATION – "SUPERVISOR FLEET MAINTENANCE"

CITY OF CARSON
Supervisor, Fleet Maintenance

City Council Reso. No: 20-176
Bargaining Unit: CPSA
FLSA: Exempt

CITY OF CARSON

Title: SUPERVISOR - FLEET MAINTENANCE

Job Summary:

Under direction, to manage the work of crews engaged in maintaining motorized equipment and the City's fleet operations.

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. Plans, organizes, staff, directs, and controls the service and repair of motorized equipment in house and with external vendors and service providers.
2. Schedules and assigns crews, and establishes work priorities.
3. Inspects and diagnoses engine, mechanical, and structural problems in motorized equipment.
4. Determines repairs to be made.
5. Supervises and performs major and minor overhauling of equipment.
6. Establishes preventative maintenance schedules.
7. Inspects and tests equipment.
8. Determines requirements for and maintains inventory of spare parts, supplies, materials and disposal of hazardous materials from this operation.
9. Assists in preparation of specifications for equipment.
10. Monitors the care and control of equipment and tools.
11. Supervises, trains and evaluates personnel.
12. Observes and enforces safety regulations.
13. Maintains records and prepares reports on equipment utilization, and status of projects.
14. Assists in budget preparation and monitors budget expenditures in specified areas.
15. Serves on primary emergency response team in case of emergency or disaster in a position assigned by the City Emergency Plan.
16. Performs related duties as required.
17. Operation and maintenance of gasoline, diesel and alternate fueled vehicles and equipment
18. Gather information, compose and submit various government agency reports such as CARB-DOORS, CHP Smog Check, CHP terminal inspection (Exhibit C) and SQAMD surveys

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Any combination equivalent to graduation from high school or trade school and approximately six (6) years of full-time paid experience performing maintenance work on motorized equipment including three (3) years of supervisory experience.

Knowledge of:

- Principles of supervision and training.
- Basic record keeping.
- Inventory control, and ordering of supplies.
- Methods, materials, tools and equipment employed in the overhaul, repair, and adjustment of motorized equipment.
- Operation and maintenance of internal combustion engines and diesel engines, chassis, parts, and replacements.
- Provisions of the California Vehicle Code applying to the operation of vehicles on the highway.
- Safety and safe work practices.
- Local, state and federal rules, laws and regulations pertaining to municipal fleet operations particularly commercial applications
- Computer usage and proficiency with various software and applications, such as: MS Office, IWORQ, Tyler Munis, and Mainstar
- Operation and maintenance of gasoline, diesel and alternate fueled vehicles and equipment

Skill and Ability to:

- Supervise and train personnel.
- Estimate costs and material needs of work projects.
- Prepare budget estimates.
- Maintain records.
- Make oral and written reports on work activity.
- Use mechanical tools with skill and safety.
- Repair a variety of motorized equipment.
- Develop work schedules.
- Meet approved minimal physical and medical standards.
- Demonstrate physical endurance, agility, and strength necessary to perform heavy manual labor.
- Establish and maintain effective working relationships with others.

License and Certificate:

Possession of a valid California Commercial Class A Driver's License and must be insurable by the City's insurance carrier, and any State requirement involving this trade.

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.
- Require the ability to stand for long periods.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects, which may approximate 75 pounds and may occasionally weigh up to 100 pounds.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- 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.

Physical Requirements and Working Conditions:

- May be required to work within enclosed spaces or at heights above ground level.
- May be required to work around loud noise.
- May be required to work around moving mechanical parts.
- May be required to work around electrical current.