CITY OF CARSON

Legislation Details (With Text)

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On agenda:	1/12/2021			**Final action:**	
Title:	CONSIDER ADOPTING RESOLUTION NO. 20-176 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 (CITY COUNCIL)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. Resolution 20-176 Supervisor Fleet Maintenance (1 7 21), 2. Supervisor Fleet Maintenance Job Spec (FINAL 1 7 21)				

Date	Ver.	Action By	Action	Result

Report to Mayor and City Council

Tuesday, January 12, 2021

Consent

SUBJECT:

CONSIDER ADOPTING RESOLUTION NO. 20-176 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 (CITY COUNCIL)

I. SUMMARY

During FY12/13, the City eliminated and defunded the “Supervisor Equipment Maintenance” role during budget planning and reductions. The Department of Public Works requires a Supervisor to properly manage and maintain the current inventory of 240 vehicles and equipment. Prior to the Enterprise lease agreement in 2013 there were approximately 250 vehicles and equipment maintained by fleet. The purpose to lease vehicles through Enterprise was to replace existing vehicles, not to increase the fleet inventory.

To meet this need, Staff is proposing establishment of a new classification, entitled

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"Supervisor Fleet Maintenance." The proposed resolution would: (1) adopt the new classification, to be added to the City's classification plan; (2) adopt a classification specification for the new classification; (3) assign the new classification to Salary Range 604 (($6,780 - $8,600), to be included in the City's compensation plan; and (4) assign the new classification to the Carson Professionals and Supervisors Association (CPSA).

II. RECOMMENDATION

1. ADOPT 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)."

III. ALTERNATIVES

Take any action the City Council deems appropriate.

IV. BACKGROUND

The former employee in the "Supervisor, Equipment Maintenance" role retired in 2006. Thereafter, the City utilized staff in an Acting capacity through 2012, when the classification was eliminated. Currently, the Department of Public Works Right of Way Division has two full-time employees in this work area, one Equipment Service Worker and one Senior Equipment Mechanic.

The Department previously had three (3) mechanics to properly address the City's needs. Two mechanics retired in 2015, one was a Senior Equipment Mechanic and the other an Equipment Mechanic II. Both positions were not filled. In 2017, an Equipment Service Worker has hired.

The proposed "Supervisor, Fleet Maintenance" role will provide critical functions in the Public Works Department's Right of Way Division, including managing the maintenance and repair of City vehicles and equipment that are not covered under the maintenance agreement with Enterprise Fleet. In 2013 there were 64 vehicles leased through Enterprise Fleet. Currently, there are only 20 vehicles remaining on the lease and are covered under the limited maintenance agreement, which will expire in 2021. The limited maintenance agreement covers minor service work such as oil changes and battery replacements. Fleet is responsible for maintaining 120 vehicles and 120 pieces of equipment (trailers, message boards, tractors, etc.). Staff utilizes external vendors for specialized repairs, such as body work, electrical, heavy equipment repair, and upholstery work.

The role will oversee the in-house staff, manage budgeting, contracts, make

recommendations for vehicle and equipment purchases, and manage the relationships with external vendors to ensure that the City has the most reliable and safest vehicles. The role will also ensure that the City is in compliance with DOT and state regulations and meets AQMD requirements. Moreover, the fleet supervisor position is hands-on, performing mechanic duties.

Staff is seeking City Council approval to establish the "Supervisor, Fleet Maintenance" classification. The proposed classification specification is attached to the proposed resolution as Exhibit "A." The classification would be assigned to Salary Range 604 ($6,780 - $8,600) and would be assigned to the Carson Professionals and Supervisors Association (CPSA).

The Director of Human Resources and Risk Management has offered to Meet and Confer with the affected recognized employee organization, Carson Professionals and Supervisors Association (CPSA), as required pursuant to the Meyers-Milias-Brown Act (MMBA), and CPSA has declined to do so. As such, the City fulfilled its obligations on 11/26/20 and 1/7/21 per the MMBA.

V. FISCAL IMPACT

The Supervisor, Fleet Maintenance role for the balance of FY20/21 (assuming a 6-week recruitment), is approximately $60,200, fully loaded. The Public Works Department has funding available in its existing budget due to vacancies in certain funded classifications, which funding could be used to fill the "Supervisor, Fleet Maintenance" role without the need for a FY20/21 budget amendment.

VI. EXHIBITS

1. (Proposed) Resolution No. 20-176 (pgs. 4-10).
   A. Classification Specification - "Supervisor Fleet Maintenance"
2. Supervisor Fleet Maintenance red-lined job spec (pgs. 11-13)

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