

**REPORT TO MAYOR AND COUNCIL****TO THE HONORABLE MAYOR AND COUNCIL:**

DATE: July 27, 2010

**SUBJECT: NEW CLASSIFICATION FOR FACILITIES MAINTENANCE TECHNICIAN****Report in Brief**

The Council requested that this item be continued until the budget was adopted and negotiations with the bargaining units concluded.

The Human Resources Department periodically reviews classifications for modification based on the operational needs of the City. A recent review of the facilities maintenance classification series generated the need to create a Facilities Maintenance Technician classification in order to provide more flexibility for the assignment of duties and to create a semi-skilled, technical support classification to the series. Staff recommends that the City Council adopt Resolution No. 10-3493.1, approving the creation of the Facilities Maintenance Technician job classification, Local One, Field & Operation, pay grade 008.

**Background**

Policy and Procedure No. 37.6 provides the rules and procedures for implementing sections of the Concord Municipal Code regarding creation, modification and abolition of classifications within the City's workforce. The Human Resources Department is responsible for implementing the Policy/Procedure. In association with this responsibility, Human Resources staff members conduct classification and compensation studies for positions as requested by City departments or based on periodic review in response to the City's broad operational needs. An organizational need was identified when staff reviewed the skilled facilities maintenance classification series.

In an effort to align the City's Classification Plan with an identified need for semi-skilled, technical support, staff is recommending the adoption of the new Facilities Maintenance Technician classification. Establishing this new classification would allow staff the ability to create a more progressive structure within the facilities maintenance classification series. Moreover, as the City continues to face new operational challenges the adoption of this semi-skilled, technical classification will ensure staff the flexibility to meet future operational needs.

## NEW CLASSIFICATION FOR FACILITIES MAINTENANCE TECHNICIAN

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### **Discussion**

The Public Works Department has identified a method of meeting the City's ongoing need for semi-skilled facilities maintenance by capitalizing on an existing vacancy of a Maintenance Carpenter (pay grade 010) position. The Department is proposing to not fill the Maintenance Carpenter position but to instead fill the semi-skilled position of Facilities Maintenance Technician (pay grade 008) through a competitive internal promotion. The successful internal candidate's previous maintenance position would be left vacant. Together, these two actions would save the City \$93,000 annually while allowing the Department to meet the facility maintenance needs within the City. In order to allow for these organizational changes, the HR Department has researched and is proposing the creation of a Facilities Maintenance Technician position.

Towards this end, staff conducted a survey of the facility maintenance structure of various Bay Area municipalities considered comparable to Concord. The typical organizational alignment was a three-tiered structure of Maintenance Worker, Technician, and journey-level Tradesperson within the classification series. In analyzing Concord's current Classification Plan, only the entry-level Maintenance Worker I/II classification is utilized and assigned to the Field and Operations pay grade 005/007. The next higher classifications providing journey-level skills are the Maintenance Carpenter, Maintenance Electrician, and Maintenance Painter, assigned to the Field and Operations pay grade 010. Staff recommends filling this identified gap by adopting the new Facilities Maintenance Technician classification.

A compensation study was conducted and internal alignment applied to the proposed Facilities Maintenance Technician classification. The analysis resulted in the classification's assignment to the Field and Operations bargaining unit, pay grade 008, (\$3,530 - \$4,292 per month). This pay grade falls in alignment between the existing Maintenance Worker II, pay grade 007 (\$3,284 - \$3,993 per month) and Maintenance Carpenter, Maintenance Electrician (market rate), and Maintenance Painter, pay grade 010 (\$4,109 - \$4,994 per month).

In comparison, a Facilities Maintenance Technician is an intermediate-level classification in this facilities maintenance series and performs semi-skilled carpentry, painting, locksmithing work, semi-skilled heating, ventilation and air conditioning (HVAC) work, electrical and/or plumbing work. More complex tasks are assigned to journey-level trade classifications.

As the Facilities Maintenance Technician classification is part of the facilities maintenance classification series, it is expected to provide competitive promotional opportunities for existing employees who possess the qualifying requirements. Creating this career ladder establishes more stability in delivering facilities maintenance services.

### **Public Contact**

The City Council agenda was posted. A copy of this report and the agenda has been mailed to Christopher Llata, President of Local 1, Field and Operations Bargaining Unit.

### **Fiscal Impact**

Creating the position of Facilities Maintenance Technician facilitates a minor reorganization in the Public Works Department, as discussed above. The reorganization will result in an annual General Fund savings of \$93,000.

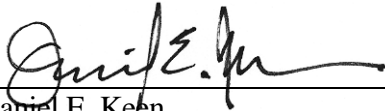
**Recommendation for Action**

Staff recommends that the City Council adopt Resolution No. 10-3493.1, approving the creation of the Facilities Maintenance Technician classification, pay grade 008.

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City Manager

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Attachment 1: Council Resolution No. 10-3493.1

Attachment 2: Facilities Maintenance Technician classification specification, draft

**BEFORE THE CITY COUNCIL OF THE CITY OF CONCORD  
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA**

**A Resolution Adopting the Classification of  
Facilities Maintenance Technician**

**Resolution No. 10-3493.1**

**WHEREAS**, pursuant to Policy and Procedure No. 37, The Personnel Rules, the Human Resources staff recommends approving the new Local One, Field and Operations bargaining unit classification of Facilities Maintenance Technician (pay grade 008); and

**WHEREAS**, the City Council at its meeting of July 27, 2010, considered the recommendation of the Human Resources staff and approved the recommendation.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CONCORD DOES  
RESOLVE AS FOLLOWS:**

**Section 1.** Resolution No. 10-3493.1 is adopted, thereby approving the new classification.

**Section 2.** This resolution shall be effective immediately.

**PASSED AND ADOPTED** by the City Council of the City of Concord on July 27, 2010, by the following vote:

**AYES:** Councilmembers –

**NOES:** Councilmembers –

**ABSTAIN:** Councilmembers –

**ABSENT:** Councilmembers –

**I HEREBY CERTIFY** that the foregoing Resolution No. 10-3493.1 was duly and regularly adopted at a regular joint meeting of the City Council and the Redevelopment Agency of the City of Concord on July 27, 2010.

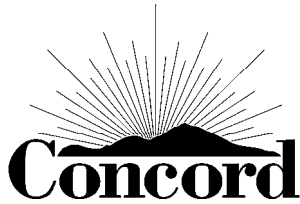
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Mary Rae Lehman, CMC  
City Clerk

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**APPROVED AS TO FORM:**

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Craig Labadie  
City Attorney



DRAFT

CITY OF CONCORD  
CLASS SPECIFICATIONDate: TBD  
Code: TBD  
Range: 008

## Facilities Maintenance Technician

### JOB CHARACTERISTICS

#### Purpose

Under general supervision, performs semi-skilled carpentry, painting, locksmithing work, semi-skilled heating, ventilation and air conditioning (HVAC) work, electrical and/or plumbing work; may also perform special projects or assignments which require specialized training, or education; is expected to be thoroughly familiar with the operating procedures and policies of the assigned area of responsibility and work with minimal supervision; may assist in training new employees and immediate supervision may be exercised over a small crew; and performs related and other work as required all within the context of the City's Mission of providing responsive, cost effective, and innovative local government services through a collaborative effort with the community to make Concord a city of the highest quality.

#### Equipment, Methods & Guidelines

Use standard operating guidelines as contained in City and State reference manuals; material safety data sheets; computer; and use personal protective equipment. Incumbents typically use shovels, rakes, hoes, trowels; compressors, pneumatic tools including jackhammers, rotary motors, concrete saws, portable power tools, hand tools; and operate tractors with attachments, and pickup, dump, tank and utility trucks; pantograph engraving machines, sand blasters, table saws, routers, pressure washer, spray paint equipment, sanders, portable air compressor, dust recovery system, vacuum waste recovery system, traffic control arrow boards, lift and aerial boom, spill booms; shop tools and powder actuated tools.

#### Working Conditions

Works indoors or outdoors in a variety of environmental conditions, including heat, cold, dampness, humidity, dryness, dust, smoke, noise; work in, on or around electricity or electrical items, gas, fumes, vibration, slippery or uneven surfaces, wastewater, ladders and scaffolds, confined spaces, water and machinery.

#### Physical Demands

Lifts, carries, pushes, tugs and pulls weights exceeding 50 pounds; walks, stands, crawls, kneels, bends and uses limbs repetitively and climbs; operate motorized equipment and work with or in moving vehicles; reach above shoulder height; use fine motor skills to manipulate small objects.

#### Distinguishing Characteristics

This is an intermediate-level position in the Facilities Maintenance series; work is usually reviewed by journey-level staff and/or inspection after the job is completed. More complex tasks are assigned to journey-level trade classifications.

#### Supervisory Guidance Received/Given

Supervision received is intended to prescribe general objectives and methods for achieving objectives. During earlier stages of employment, supervision received also may include more detailed instruction and review of work methods. After appropriate training, incumbents perform work independently as assigned.

### EXAMPLES OF DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Performs routine semi-skilled work in plumbing, carpentry, electrical, HVAC, or concreting.

## **Facilities Maintenance Technician**

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2. Performs rough and some finish maintenance carpentry and minor structural repair on public buildings.
3. Repairs and replaces doors, windows, building hardware, fencing and gates.
4. Performs primer, enamel and lacquer painting and wallpapering work, using brush, roller and spray equipment on a variety of surfaces and materials including metal surfaces.
5. Repairs pumps and related plumbing equipment, plumbing fixtures and related apparatus.
6. Repairs electrical equipment and related apparatus.
7. Repairs heating, ventilating and air conditioning systems and related equipment and operates computerized energy management system.
8. Designs, fabricates, assembles, transports, installs and/or repairs facility key systems.
9. Performs general maintenance and repair work on glazing materials, floor coverings and ceramic tiles.
10. May perform unskilled manual labor such as sweeping and digging; and shoveling, lifting, tugging, pulling and carrying heavy objects, material and equipment.
11. Provides training and direction to less experienced staff.
12. Promotes the City's Mission to make Concord a city of the highest quality by providing responsive, cost-effective, and innovative government services; understands and subscribes to the Vision and Values Statement adopted by the City.
13. Performs other duties as required.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

Knowledge of common construction and maintenance hand tools, equipment and materials; safe work practices; the proper use and maintenance of tools, including power tools, used in carpentry, painting, plumbing, electrical, heating and air conditioning, locksmithing and building maintenance; materials, their characteristics and methods used in the maintenance of buildings and structures; safe work practices and the application of first aid; the uniform codes for building, plumbing, electrical and mechanical; generally accepted construction and repair procedure and practices; mathematics and algebra to perform computations such as addition, subtraction, multiplication, and division using whole numbers, fractions, decimals and percentages; function and technology of building and facility systems and locations of typical system failures.

Skilled in performing routine and semi-skilled tasks in a variety of maintenance and construction activities; providing excellent customer service to the public and other City employees; working effectively as part of a group; and operating motor vehicle or motorized equipment.

Ability to read and interpret plans, specifications and blueprints; identify problems and use sound judgment to generate and evaluate alternatives, and to make recommendations; set well-defined and realistic goals; display a high level of initiative and commitment towards completing assignments in a timely manner; work with minimal supervision; identify safety hazards and correct them; learn to operate a forklift, power tools, air and electrically operated lifts; to understand and carryout oral and written instructions; learn machines and tools, including their operations, uses, repair and maintenance; work with, in and around chemicals and solvents.

## Facilities Maintenance Technician

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### Education/Experience

Any combination equivalent to experience and education that would likely provide the relevant knowledge and abilities would be qualifying. Generally, this will require:

**Education:** Satisfactory completion of high school or the equivalent, preferably supplemented by vocational training in facilities maintenance.

**Experience:** Three (3) years of experience performing semi-skilled carpentry, painting, plumbing, electrical, heating and air conditioning, locksmithing or general building maintenance work.

**Certification/License:** A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.