



Agenda Item B.2
CONSENT CALENDAR
Meeting Date: April 7, 2009

TO: Mayor and Councilmembers

FROM: Daniel Singer, City Manager

CONTACT: Michelle Greene, Administrative Services Director

SUBJECT: Amendment to the City of Goleta Salary Schedule and Classification Plan: Accountant and Maintenance Worker I

RECOMMENDATION:

Adopt resolution No. 09-__ entitled "A Resolution of the City Council of the City of Goleta, California Amending the Revised City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-09 to Include the Classification Specifications and Salary Ranges for the Accountant and Maintenance Worker I Positions."

BACKGROUND:

From time to time new or amended job classifications are needed to round out various City positions and classes. Such requests require Council approval as it the case with two new class specifications. Within the Accounting Series of the City's current Salary Schedule and Classification Plan is the position of Accountant. The intended role of the Accountant is to perform intermediate-level accounting work related to municipal fund accounting, financial system administration, financial reporting, and budgetary analysis.

Also within the City's current Salary Schedule and Classification Plan is the position of Maintenance Worker I as part of the Maintenance/Public Works Series. This position performs a variety of unskilled or semi-skilled tasks in the maintenance and servicing of City streets, trees, facilities, and equipment.

While both of these positions were previously approved as part of the City's Salary Schedule and Classification Plan, no Classification Specifications were ever created for either position. Though these positions were part of the Plan, there was no need to fill them at the time the Plan was initially created, and therefore, no Classification Specifications were necessary. However, at this time staff has identified a need to fill these positions thereby requiring council approval.

DISCUSSION:

The FY 2008-09 budget includes funding for the Finance Department to be staffed by a Director, a Senior Accountant and two Accounting Specialists. However, the

department is currently staffed by three Accounting Specialists and the Finance Director. A vacancy in the Senior Accountant position some months ago provided the opportunity for an additional Accounting Specialist to be brought into the department instead of a Senior Accountant. The Accounting Specialists are responsible for day-to-day accounting tasks such as Accounts Payable and Payroll Processing and bank statement reconciliation. This staffing configuration has worked well and has resulted in the efficient completion of these tasks.

However, the Finance Director has recently identified a need for more advanced accounting and financial analysis support and has requested that an Accountant position be filled. The Finance Director wishes to promote an existing department staff member into this position, so while this represents a new position in the department, it does not add any staff. In fact, promoting an existing Accounting Specialist into the Accountant position will still result in a net savings to the department as it represents an "under-filling" of the allocated position of Senior Accountant. Accordingly, this restructuring would require the approval of a Classification Specification for this position for the reason stated above. Absent this change, the Finance Director would be limited to promoting into the higher classification.

A Classification Specification for this position was developed by staff and has been included within Attachment 1 for your review. Staff has worked closely with the Finance Director in developing a specification that reflects the current and future needs of that department. The proposed specification is also comparable to those of surrounding agencies. It is recommended that the salary range for the position be the same as that already included in the revised City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-2009.

The Street Maintenance Division in the Community Services Department currently has a Public Works Manager, a Lead Maintenance Worker and two Maintenance Worker II classifications in its list of funded positions for FY 2008-09. Currently, one of the Maintenance Worker II positions is vacant. The Community Services Director would like to under fill this vacancy by hiring a staff member at the Maintenance Worker I level. Doing so would require the approval of a new Classification Specification.

A proposed Classification Specification for this position is also included in Attachment 1 for your review. The Community Services Director was consulted in the crafting of the specification for this position. As with the specification for Accountant, the Maintenance Worker I specification is also comparable to those of surrounding agencies. Again, it is recommended that the salary range for the position be the same as that already included in the revised City of Goleta Salary Schedule and Classification Plan for the current year.

Since the proposed Accountant and Maintenance Worker I specifications were not incorporated into the revised Salary Schedule and Classification Plan for the current year, they must now be added by resolution (Attachment 1). Adoption of the attached resolution will formally include these amendments in the Salary Schedule and Classification Plan for FY 2008-09.

GOLETA STRATEGIC PLAN:

Adoption of the proposed resolution and Classification Specifications is consistent with the goal in the Goleta Strategic Plan entitled “Build, Retain and Support Highly Qualified Staff,” and is a further step in achieving this goal.

ALTERNATIVES:

The City Council could choose to:

1. Not approve the proposed Classification Specifications; or,
2. Defer approval of these amendments to the Salary Schedule and Class Plan; or,
3. Direct staff to make modifications to the Classification Specifications and/or salary ranges and bring this item back for approval at a later time.

FISCAL IMPACTS:

Because the changes proposed to the Salary and Class Plan represent “under-filling” of currently allocated positions, they will result in savings to General Fund in the current fiscal year.

Submitted By:

Approved By:

Michelle A. Greene
Administrative Services Director

Daniel Singer
City Manager

ATTACHMENTS:

1. Resolution No. 096-__ entitled “Resolution of the City Council of the City of Goleta, California Amending the Revised City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-09 to Include the Classification Specifications and Salary Ranges for the Accountant and Maintenance Worker I Positions.”

ATTACHMENT 1

Resolution No. 096-__ entitled "Resolution of the City Council of the City of Goleta, California Amending the Revised City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-09 to Include the Classification Specifications and Salary Ranges for the Accountant and Maintenance Worker I Positions."

RESOLUTION NO. 09-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA AMENDING THE REVISED CITY OF GOLETA SALARY SCHEDULE AND CLASSIFICATION PLAN FOR FISCAL YEAR 2008-09 TO INCLUDE THE CLASSIFICATION SPECIFICATIONS FOR THE ACCOUNTANT AND MAINTENANCE WORKER I POSITIONS

WHEREAS, Section 2.1 of the City of Goleta Personnel Rules specifies that the Personnel Officer shall recommend and maintain a classification/compensation plan for all positions in the City service; and

WHEREAS, the City Manager/RDA Executive Director submitted recommended amendments to both the City of Goleta Operating and CIP Budget for Fiscal Year 2008-09 and the Redevelopment Agency Operating Budget for Fiscal Year 2008-09 which included changes to personnel classifications and compensation ranges; and

WHEREAS, on June 3, 2008, the City Council adopted said recommended amendments to the City of Goleta Operating and CIP Budget for Fiscal Year 2008-09; and

WHEREAS, on July 15, 2008, and again on October 7, 2008 and January 20, 2009, the City Council adopted amendments to the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-09; and

WHEREAS, the City Council of the City of Goleta has approved of the inclusion of Accountant and Maintenance Worker I Officer positions in the Finance and Community Services departments respectively and now seeks their inclusion in the City of Goleta Salary Schedule and Classification Plan; and

WHEREAS, in order for these positions to be formally incorporated into the revised City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-09, the Plan must be amended by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLETA AS FOLLOWS:

SECTION 1.

A fourth revision to the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-09 included herein as Exhibit A is hereby approved and adopted.

SECTION 2.

The Classification Specification for the Accountant position included herein as Exhibit B is hereby approved and adopted.

SECTION 3.

The Classification Specification for the Maintenance Worker I position included herein as Exhibit C is hereby approved and adopted.

SECTION 4.

The City Clerk shall certify to the adoption of the resolution.

PASSED, APPROVED, AND ADOPTED this 7th day of April, 2009.

ROGER S. ACEVES, MAYOR

ATTEST:

APPROVED AS TO FORM:

DEBORAH CONSTANTINO
CITY CLERK

TIM W. GILES
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA)
CITY OF GOLETA) ss.

I, DEBORAH CONSTANTINO, City Clerk of the City of Goleta, California, DO HEREBY CERTIFY that the foregoing Resolution No. 09-__ was duly adopted by the City Council of the City of Goleta at a regular meeting held on the 7^h day of April, 2009, by the following vote of the Council:

AYES:

NOES:

ABSENT:

(SEAL)

DEBORAH CONSTANTINO
CITY CLERK

**CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2008-09**

EXHIBIT A

CLASS CODE	CLASSIFICATION TITLE	RANGE NO.	EMPLOYMENT CATGY./FLSA		STEP A	STEP B	STEP C	STEP D	STEP E
110	Office Specialist	61	M - NE	HOURLY	17.49	18.36	19.28	20.24	21.25
111	City Hall Receptionist	61	M - NE	BI-WEEKLY	1,399	1,469	1,542	1,619	1,700
112	Maintenance Worker I	61	M - NE	MONTHLY	3,031	3,182	3,341	3,509	3,684
				ANNUAL	36,370	38,188	40,098	42,103	44,208
120	Senior Office Specialist	66	M - NE	HOURLY	18.38	19.30	20.26	21.27	22.34
				BI-WEEKLY	1,470	1,544	1,621	1,702	1,787
				MONTHLY	3,185	3,345	3,512	3,688	3,872
				ANNUAL	38,225	40,136	42,143	44,250	46,463
115	Maintenance Worker II	69	M - NE	HOURLY	18.93	19.88	20.88	21.92	23.01
				BI-WEEKLY	1,515	1,590	1,670	1,754	1,841
				MONTHLY	3,282	3,446	3,618	3,799	3,989
				ANNUAL	39,383	41,353	43,420	45,591	47,871
125	Lead Maintenance Worker	79	M - NE	HOURLY	20.92	21.96	23.06	24.21	25.42
				BI-WEEKLY	1,673	1,757	1,845	1,937	2,034
				MONTHLY	3,625	3,807	3,997	4,197	4,407
				ANNUAL	43,504	45,679	47,963	50,361	52,879
133	Accounting Specialist	87	C - NE	HOURLY	22.65	23.78	24.97	26.22	27.53
				BI-WEEKLY	1,812	1,902	1,998	2,097	2,202
				MONTHLY	3,926	4,122	4,328	4,544	4,772
				ANNUAL	47,108	49,464	51,937	54,534	57,260
139	Public Works Supervisor	93	M - NE	HOURLY	24.04	25.24	26.51	27.83	29.22
				BI-WEEKLY	1,923	2,019	2,120	2,226	2,338
				MONTHLY	4,167	4,376	4,594	4,824	5,065
				ANNUAL	50,006	52,507	55,132	57,889	60,783
145	Senior Accounting Specialist	99	C - NE	HOURLY	25.52	26.80	28.14	29.54	31.02
				BI-WEEKLY	2,042	2,144	2,251	2,363	2,482
				MONTHLY	4,424	4,645	4,877	5,121	5,377
				ANNUAL	53,083	55,737	58,524	61,450	64,522
157	Administrative Assistant	101	M - NE	HOURLY	26.03	27.34	28.70	30.14	31.64
				BI-WEEKLY	2,083	2,187	2,296	2,411	2,532
				MONTHLY	4,512	4,738	4,975	5,224	5,485
				ANNUAL	54,150	56,857	59,700	62,685	65,819
158	Senior Engineering Technician	103	M - NE	HOURLY	26.56	27.88	29.28	30.74	32.28
				BI-WEEKLY	2,125	2,231	2,342	2,459	2,582
				MONTHLY	4,603	4,833	5,075	5,329	5,595
				ANNUAL	55,238	58,000	60,900	63,945	67,142
160	Accountant	104	C - NE	HOURLY	26.82	28.16	29.57	31.05	32.60
161	Code Compliance Officer	104	M - NE	BI-WEEKLY	2,146	2,253	2,366	2,484	2,608
				MONTHLY	4,649	4,882	5,126	5,382	5,651
				ANNUAL	55,791	58,580	61,509	64,585	67,814
166	Assistant Planner	111	M - NE	HOURLY	28.76	30.20	31.70	33.29	34.95
167	Building Inspector	111	M - NE	BI-WEEKLY	2,301	2,416	2,536	2,663	2,796
168	Public Works Inspector	111	M - NE	MONTHLY	4,985	5,234	5,496	5,770	6,059
169	Permit Technician	111	M - NE	ANNUAL	59,815	62,806	65,946	69,243	72,706
170	Planning Technician	111	M - NE						
171	Deputy City Clerk	115	C - E	HOURLY	29.92	31.42	32.99	34.64	36.37
172	Executive Assistant	115	C - E	BI-WEEKLY	2,394	2,514	2,639	2,771	2,910
173	Legal Office Assistant	115	C - NE	MONTHLY	5,187	5,446	5,719	6,005	6,305
				ANNUAL	62,244	65,356	68,624	72,055	75,658

Categories of Employment

C = Confidential
M = Miscellaneous
T/P = Technical/Professional
MM = Mid-Management
EM = Executive Management

Fair Labor Standards Act Classification

NE = Non Exempt from overtime
E = Exempt from overtime

**CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2008-09**

EXHIBIT A

CLASS CODE	CLASSIFICATION TITLE	RANGE NO.	EMPLOYMENT CATGY./FLSA		STEP A	STEP B	STEP C	STEP D	STEP E
174	Senior Accountant	118	C - NE	HOURLY	30.83	32.37	33.99	35.69	37.48
175	Assistant Engineer	118	T/P -NE	BI-WEEKLY	2,467	2,590	2,719	2,855	2,998
				MONTHLY	5,344	5,611	5,892	6,187	6,496
				ANNUAL	64,130	67,336	70,703	74,238	77,950
176	Associate Planner	121	T/P -NE	HOURLY	31.77	33.35	35.02	36.77	38.61
177	Management Analyst	121	C - E	BI-WEEKLY	2,541	2,668	2,802	2,942	3,089
178	Senior Building Inspector	121	T/P -NE	MONTHLY	5,506	5,781	6,070	6,374	6,693
				ANNUAL	66,073	69,377	72,845	76,488	80,312
180	Public Works Superintendent	123	M/M - E	HOURLY	32.40	34.02	35.73	37.51	39.39
				BI-WEEKLY	2,592	2,722	2,858	3,001	3,151
				MONTHLY	5,617	5,898	6,192	6,502	6,827
				ANNUAL	67,401	70,771	74,310	78,025	81,926
187	Senior Management Analyst	131	C - E	HOURLY	35.09	36.84	38.69	40.62	42.65
				BI-WEEKLY	2,807	2,947	3,095	3,250	3,412
				MONTHLY	6,082	6,386	6,706	7,041	7,393
				ANNUAL	72,986	76,635	80,467	84,490	88,715
193	Associate Civil Engineer	134	T/P -NE	HOURLY	36.15	37.96	39.86	41.85	43.94
194	Project Manager	134	T/P - E	BI-WEEKLY	2,892	3,037	3,189	3,348	3,515
				MONTHLY	6,266	6,580	6,909	7,254	7,617
				ANNUAL	75,197	78,957	82,905	87,050	91,403
205	Senior Planner	136	M/M - E	HOURLY	36.88	38.72	40.66	42.69	44.83
206	Accounting Manager	136	M/M - E	BI-WEEKLY	2,950	3,098	3,253	3,415	3,586
207	Redevelopment Project Manager	136	M/M - E	MONTHLY	6,392	6,712	7,048	7,400	7,770
				ANNUAL	76,709	80,544	84,571	88,800	93,240
211	Senior Project Manager	139	M/M - E	HOURLY	38.00	39.90	41.89	43.99	46.19
				BI-WEEKLY	3,040	3,192	3,351	3,519	3,695
				MONTHLY	6,586	6,915	7,261	7,624	8,005
				ANNUAL	79,033	82,985	87,134	91,491	96,065
218	Public Works Manager	151	M/M - E	HOURLY	42.82	44.96	47.20	49.56	52.04
219	Building and Safety Manager	151	M/M - E	BI-WEEKLY	3,425	3,597	3,776	3,965	4,163
				MONTHLY	7,421	7,792	8,182	8,591	9,021
				ANNUAL	89,056	93,509	98,185	103,094	108,249
224	Finance Manager	157	M/M - E	HOURLY	45.45	47.72	50.11	52.61	55.24
				BI-WEEKLY	3,636	3,818	4,009	4,209	4,420
				MONTHLY	7,878	8,272	8,685	9,120	9,576
				ANNUAL	94,535	99,262	104,225	109,436	114,908
227	Planning Manager	158	M/M - E	HOURLY	48.09	50.50	52.92	55.57	58.45
228	Building & Neigh. Services Mgr	158	M/M - E	BI-WEEKLY	3,847	4,040	4,234	4,445	4,676
				MONTHLY	8,336	8,753	9,173	9,631	10,132
				ANNUAL	100,029	105,030	110,074	115,577	121,585
229	Principal Civil Engineer	159	M/M - E	HOURLY	48.57	51.00	53.55	56.23	59.04
230	CIP Manager	159	M/M - E	BI-WEEKLY	3,886	4,080	4,284	4,498	4,723
				MONTHLY	8,419	8,840	9,282	9,746	10,233
				ANNUAL	101,029	106,080	111,384	116,954	122,801
240	General Plan Manager	172	M/M - E	HOURLY	55.27	58.04	60.94	63.99	67.19
				BI-WEEKLY	4,422	4,643	4,875	5,119	5,375
				MONTHLY	9,581	10,060	10,563	11,091	11,646
				ANNUAL	114,970	120,718	126,754	133,092	139,746

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**CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2008-09**

EXHIBIT A

CLASS CODE	CLASSIFICATION TITLE	RANGE NO.	EMPLOYMENT CATGY./FLSA	EMPLOYMENT					
				STEP A	STEP B	STEP C	STEP D	STEP E	
320	City Clerk	317	EM - E	HOURLY	48.57	51.00	53.55	56.22	59.03
				BI-WEEKLY	3,885	4,080	4,284	4,498	4,723
				MONTHLY	8,418	8,839	9,281	9,745	10,232
				ANNUAL	101,020	106,071	111,374	116,943	122,790
340	RDA and Neigh. Ser. Director	340	EM - E	HOURLY	61.06	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
340	Finance Director	340	EM - E	HOURLY	61.06	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
340	Administrative Services Director	340	EM - E	HOURLY	61.06	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
340	Community Services Director	340	EM - E	HOURLY	61.056747	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
360	Planning & Environ Services Dir.	340	EM - E	HOURLY	61.056747	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
380	Asst City Manager/Admin Serv Dir.	343	EM - E	HOURLY	62.91	66.05	69.35	72.82	76.46
				BI-WEEKLY	5,033	5,284	5,548	5,826	6,117
				MONTHLY	10,904	11,449	12,021	12,623	13,254
				ANNUAL	130,846	137,389	144,258	151,471	159,044

Categories of Employment

C = Confidential
M = Miscellaneous
T/P = Technical/Professional
MM = Mid-Management
EM = Executive Management

Fair Labor Standards Act Classification

NE = Non Exempt from overtime
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CITY OF GOLETA, CALIFORNIA ACCOUNTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, performs intermediate-level accounting work related to municipal fund accounting. Performs a full range of tasks involving all aspects of accounting, financial administration, financial reporting, and budgetary analysis; performs related duties as assigned.

CLASS CHARACTERISTICS

Positions in this class perform intermediate-level work as a professional accountant. This position is distinguished from the Senior Accounting Specialist by responsibility for the performance of more complex accounting functions, oversight and guidance of subordinate employees if needed, and a higher degree of independent judgment and decision making in the execution of duties. This class may serve as a technical resource to lower level accounting staff.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Participates in planning, developing and implementing City accounting and financial record-keeping procedures and systems; maintains accounts and records in a complex automated system; prepares or reviews source documents for entry; prepares or reviews expenditure source documents for payment; classifies revenue and cash receipt items; prepares journal entries.
2. Participates in budget preparation; reviews budget requests submitted by other departments; compiles information; monitors variances monthly, yearly and as needed; makes recommendations as necessary.
3. Assists with the coordination of all audits of financial records with external auditors; prepares all audit schedules and work papers; assists in the preparation of year-end financial statements and supporting supplemental schedules, as well as financial reports for submission to the State Controller and other agencies.
4. Maintains and reconciles the City's general ledger accounting system; prepares monthly and year-end journal entries; performs monthly accounting and bank/investment reconciliations; prepares and distributes departmental reports.
5. Prepares a variety of financial and statistical reports; locates and compiles information; determines proper format for finished reports; analyzes accounts and presents results.

6. Provides assistance to management and City staff regarding financial and budgetary matters; researches and analyzes technical data.
7. Prepares and reviews payment and purchase order requisitions and verifies fund availability.
8. Provides guidance of subordinate departmental staff; participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies.
9. Assists the Department Director in planning of work schedules and determining of project assignments.
10. Assists in resolving work problems and interpreting administrative policies to subordinates, other departments, consultants, contractors and the public.
11. Responds to inquiries in person or by phone, providing explanation of established procedures and work unit policies which may require the use of judgment; corresponds with vendors, businesses, or the public according to established procedure; coordinates and manages miscellaneous billings and collections.
12. Communicates clearly and concisely, both verbally and in writing.
13. Provides vacation and temporary relief as required.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, accounting, or closely related field.

Experience:

- Two years of increasingly responsible professional accounting experience. Public agency experience is desirable.

Knowledge and Abilities

Knowledge of:

- Municipal accounting and finance administration principles, practices, and systems to include debits, credits, encumbrances, journal entries, and auditing.
- Municipal budgeting processes.
- Cost accounting methods and cost allocation techniques.
- Internal control methods and procedures.

- Auditing principles, standards and procedures used in examining accounts and records.
- Modern office methods, practices, procedures and equipment, including computer hardware and software necessary for word processing, graphic presentation, and database management.

Ability to:

- Understand and apply laws, rules and regulations to specific accounting and financial transactions.
- Analyze and interpret financial data and accounting records and determine logical conclusions.
- Recognize and install improvements in financial record-keeping systems.
- Conduct departmental audits.
- Communicate effectively both verbally and in writing.
- Operate a variety of office equipment.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Remain seated and work at a video display terminal for prolonged periods and file documents in various locations and heights.

Special Requirements

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Mental function:** Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, and decision making under stressful conditions.
- **Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, file documents in various locations and heights, and sit, stand, walk, remain seated, and work at a video display terminal for prolonged periods of time.
- **Vision:** Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.

- **Hearing:** Incumbents are required to hear in the normal audio range with or without correction.
- **Environment:** Normal office setting with some travel to attend meetings. Incumbents may be exposed to noise and/or dust.
- **Other factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Date Adopted:

Date Revised:

CITY OF GOLETA MAINTENANCE WORKER I

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under close and general supervision, learns and performs a variety of unskilled or semi-skilled tasks in the maintenance and servicing of City streets, trees, facilities, and equipment; performs related duties as required.

CLASS CHARACTERISTICS

Positions in this class are characterized by their ability to perform a variety of maintenance and repair tasks requiring a working-level degree of skill and knowledge. Employees at this level are required to have received some training in procedures and policies relating to their assigned areas of responsibility. Incumbents work under supervision and perform assignments without detailed instructions as to specific procedures to be followed.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Patches streets and alleys using pneumatic tools and asphalt rakes.
2. Constructs and repairs curbs and gutters.
3. Breaks out old concrete, digs trenches, uses air tools to break through and compact.
4. Builds forms, pours and finishes concrete.
5. Repairs and maintains street surfaces, sidewalks, medians, and other Public Works-related infrastructure.
6. Cleans storm drains and catch basins; replaces and repairs signs; repairs and builds fences; removes graffiti; performs weed abatement tasks.
7. Uses power and hand tools to edge, spray, and weed rights-of-ways, grounds, flower beds, and other landscaped areas; plants, prunes or trims hedges, trees, shrubs and plants; waters assigned areas by hand and/or with sprinklers.
8. Performs periodic painting, plumbing, carpentry and cement work as needed on City facilities; installs, maintains and repairs sprinkler systems; applies repellents and unrestricted pesticides; assists with equipment set-up and other physical arrangements.

9. Operates a variety of equipment or vehicles; makes minor repairs such as sharpening blades; performs routine vehicle maintenance and equipment safety inspections; makes minor adjustments on service equipment; oils and lubricates equipment; cleans and maintains tools and equipment as necessary.
10. Loads and unloads supplies, including the lifting of heavy objects.
11. Utilizes two-way radio and/or a cellular phone for field communication.
12. Maintains logs of daily activities; assists in preparing and ordering of supplies and tools.
13. Provides vacation and temporary relief as required.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- High school education or equivalent.

Experience:

- One year of experience assisting in street maintenance, construction, and/or grounds maintenance.

Knowledge and Abilities

Knowledge of:

- Basic maintenance methods and techniques.
- Operation and maintenance of tools and equipment used in repair and maintenance activities.
- Techniques and procedures in basic carpentry, metal, masonry, painting and mechanical work.

Ability to:

- Operate power tools and make minor repairs to equipment.
- Perform minor maintenance activities related to area of assignment.
- Repair facilities and operate maintenance equipment.
- Understand and follow verbal and written directions; work safely and efficiently.

- Operate vehicles as well as general and specialized job-related equipment including hydraulic jackhammers and tampers.
- Perform unskilled and semi-skilled maintenance duties.
- Establish and maintain cooperative working relationships.

Special Requirements

- Possession of a valid Class "C" California driver's license with a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential job functions.

- **Mental function:** Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, decision making under stressful conditions, and executing assignments within established deadlines.
- **Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- **Mobility:** Incumbents must be able to stand, sit, walk, climb or balance, stoop, kneel, crouch, and crawl. Hand-eye coordination is necessary to operate various tools and equipment. Incumbents may be required to lift and/or move objects up to 50 pounds.
- **Vision:** Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Hearing:** Incumbents are required to hear in the normal audio range with or without correction.
- **Environment:** Ability to be exposed to inclement weather and conditions including cold, heat, noise, outdoors, vibrations, chemicals, mechanical and electrical hazards.
- **Other factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents will be required to travel to different sites and locations; and be available for overtime, on-call, or standby duty.