



CITY COUNCIL AGENDA REPORT

Meeting Date: February 16, 2023

From: Abby Partin, Human Resources Administrator

Subject: Approve Resolution Amending the Current Public Works Maintenance Worker I/II and Public Works Maintenance Lead Worker Job Descriptions

Community Goal/Result

Fiscally Prudent, Safe Community

Purpose

To continue to provide high level of service from the Public Works Department and to ensure the community continues to receive excellent service by retaining and attracting exceptional employees in a financially prudent manner.

Recommendation

Approve Resolution amending the current Public Works Maintenance Worker I/II and Public Works Maintenance Lead Worker job descriptions.

Background

On or around September 2022, the Public Works Team Leaders met with the Public Works Director to discuss and update the Public Works Maintenance Workers I/II and Public Works Maintenance Lead Worker certification requirements to provide clear expectations for each classification and its sub-groups.

Discussion

Historically, the Marina Maintenance Worker, Park Facilities Maintenance Worker, and Public Works Maintenance Worker (Buildings and Grounds, Sewer and Water) I/II job descriptions were separate documents and did not include certification requirements. To better meet the department-wide needs going forward and for clarity purposes, staff is recommending a comprehensive Public Works Maintenance Worker I/II job description that encompasses all five (5) sub-groups- Parks Facilities, Marina, Buildings and Grounds, Sewer and Water, with descriptions of their unique specialties corresponding to their functions and varying certification requirements. The amended Public Works Maintenance Lead Worker job description has the same format and structure as the Maintenance Worker I/II listing the required certifications for each sub-group. The proposed changes for the two job descriptions were discussed with the General Employees Association group for any comments and questions as the incumbents are members of this employee group. The group had no concerns.

Classification	Proposed Change	Rationale
Parks Facilities Maintenance Worker I	add Water Distribution I (D1) within 12 months, Certified Pool Operator (CPO) within 18 months	D1 allows this position to be placed into on-call rotations; Pool Operator certificate is held by current employee, but not required in the job description
Parks Facilities Maintenance Worker II	add Water Distribution II (D2) or California Water Environment Association (CWEA) I/II or other as approved by Public Works Director (PWD)	Provides clear expectations for promotion to Maintenance Worker (MW) II.
Marina Maintenance Worker I	add D1 within 12 months	Allows this position to be placed into on-call rotations. Current employees hold this certification
Marina Maintenance Worker II	add D2 or CWEA I/II or other (e.g., CPO) as approved by PWD	Provides clear expectations for promotion to MWII.
PW Maintenance Worker I - Water	No changes	
PW Maintenance Worker II - Water	PWD may approve substitution for Class B California Driver's License (CDL) (e.g., CWEA I/II)	Water Team does not have vehicles requiring a Class B CDL to operate.
PW Maintenance Worker I - Sewer	add CWEA I within 18 months	This is an appropriate certification for Sewer Team.
PW Maintenance Worker II - Sewer	PWD may approve substituting CWEA II for D2. Clarify this is a "specified position" requiring Class B CDL	Higher sewer cert is more appropriate than higher water cert for this position. Operation of the Vector truck requires a Class B CDL.
PW Maintenance Worker I - Buildings and Grounds	No changes	
PW Maintenance Worker II - Buildings and Grounds	PWD may approve substitution for Class B CDL and for D2 (e.g., CPO)	Building and Grounds team does not have vehicles requiring a Class B CDL to operate. Other certificates are more appropriate than water certifications for this team.
Lead Maintenance Worker - Water	PWD may approve substitution for Class A or B CDL	Water Team does not have vehicles requiring a Class B CDL to operate.
Lead Maintenance Worker - Sewer	Clarify this is a "specified position" requiring Class B CDL	Operation of the Vector truck requires a Class B CDL.

Lead Maintenance Worker - Buildings and Grounds	add CPO, PWD may approve substitute for Certified Landscape Technician certificate and Qualified Applicator Certificate	The latter two certs are more appropriate for the Team Leader. Pool certificate is appropriate to supervise the Parks and Facilities MW.
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Fiscal Impact

There is no fiscal impact in adopting a Resolution that reflects updated position certification requirements.

Measure of Success

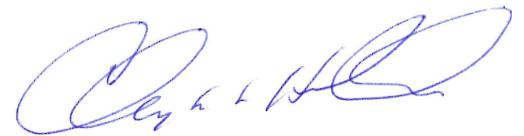
The City is able to maintain a stable and high quality workforce.

Attachments

Resolution 2023-XX



Abby Partin, Human Resources
Administrator



Clay Holstine, City Manager

RESOLUTION NO 2023-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE AMENDING RESOLUTION 2001-11 TO INCLUDE THE AMENDMENTS TO THE CLASSIFICATIONS OF PUBLIC WORKS MAINTENANCE WORKER I/II AND PUBLIC WORKS MAINTENANCE LEAD WORKER IN THE CLASS SPECIFICATION MANUAL

WHEREAS, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classifications and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

WHEREAS, the City Manager has established the need for the amendments in the classifications of Public Works Maintenance Worker I/II and Public Works Maintenance Lead Worker; and

WHEREAS, the class description amendments for Public Works Maintenance Worker I/II and Public Works Maintenance Lead Worker were developed in cooperation with and have been approved by the City Manager; and

WHEREAS, this newly developed class descriptions for Public Works Maintenance Worker I/II and Public Works Maintenance Lead Worker meet the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

NOW, THEREFORE, the City Council of the City of Brisbane resolves as follows:

The class descriptions for the classifications of Public Works Maintenance Worker I/II and Public Works Maintenance Lead Worker in Exhibit "A" are approved for inclusion in the Class Specification Manual.

Madison Davis, Mayor

I hereby certify that the foregoing Resolution No. 2023-XX was duly and regularly adopted at a regular meeting of the Brisbane City Council on February 16, 2023, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Ingrid Padilla, City Clerk

CITY OF BRISBANE

PUBLIC WORKS LEAD MAINTENANCE WORKER

Definition

Under general supervision of the designated Public Works Supervisor, Team Leader or Harbormaster, leads a crew and personally performs a variety of semiskilled and skilled tasks involved in the construction, modifications, maintenance, repair and operation of City infrastructure, including streets, parks and landscaped areas, trees, storm and sanitary sewers, water and wastewater systems, and marina facilities; participates in the more complex public works construction and repair work; and does other duties and assignments as directed.

Class Characteristics

This experienced-level class has functional and technical responsibilities for a single crew of Maintenance Worker or Marina Maintenance Worker classes; works as a member of the crew and performs the more difficult and complex maintenance and repair tasks that require knowledge and skill in the general trade fields; and assists with supervising, training and directing of less experienced staff. This classification also performs any and all of the duties set forth in the lower-level classifications in the series.

This class is distinguished from the Public Works Team Leader in that the Team Leader has departmental and administrative support responsibilities, in addition to assigning, supervising, reviewing and evaluating the work of the Public Works Lead Maintenance Workers and the Public Works Maintenance Workers and Marina Maintenance Workers. This class is also distinguished from the Public Works Team Leader in that the latter has oversight for multiple crews, oversight of contractors, and administrative and fiscal oversight responsibility for specific programs and/or projects.

Examples of Duties (Illustrative Only)

Sewer Lead

- Excavate and prepare potholes and excavations related to utility line repair for patching on streets and alleys.
- Load cold and hot mix, asphalt and patching oil; apply and finishes as required.
- Use an airless paint sprayer, mix, thin and apply paint and stripes streets, crosswalks and stop sign bars; replace reflective pavement markers and street signs.
- Remove concrete, build forms and repair sidewalks and gutters that have been damaged and are trip hazards or need repair after water or wastewater line work; perform other concrete work around City buildings as required.
- Clean storm drains, sidewalks, and other appurtenances using a variety of hand and power tools and equipment.
- Maintain, clean, repair and flush underground storm and sanitary sewer collection systems; and install new service laterals.
- Operate a street sweeper on a regularly assigned schedule.
- Determine the location of underground lines and marks them accordingly.
- Apply pesticides, as required, if appropriately certified.

Building and Grounds Lead

- Plant, water, fertilize and remove annual and perennial plantings and maintain landscaped areas in an attractive condition.
- Mow and rake grass areas; edge grass areas and remove weeds from landscaped and grass areas.
- Prune and hedge shrubs and trees in parks and street areas.
- Maintain playground equipment in a safe operating condition.
- If appropriately certified, apply herbicides and pesticides as required.
- Empty trash containers and remove trash from parks, landscaped areas and other City properties.
- Plant, trim, water, stake and maintain City trees; removes dead or unwanted trees.
- Maintain public facilities, shop areas and other buildings in a clean and orderly condition, performing regularly assigned custodial work.
- Perform basic remodeling to City facilities; paint the inside and outside of all City buildings; removes graffiti and repairs vandalism.
- Repair and replace plumbing fixtures, as required.
- Inspect and perform routine maintenance on HVAC equipment.
- Repair, replace and maintain interior and exterior lighting systems.

Water Lead

- Excavate and prepare potholes and excavations related to utility line repair for patching on streets and alleys.
- Load cold and hot mix, asphalt and patching oil; apply and finishes as required.
- Operate backhoe in digging trenches for pipe; operate trencher in digging narrow trenches; operate loader in loading truck; operate dump truck; set up tapping machines and tap into main lines.
- Set up and operate auger machine to make opening under highway and sidewalks.
- Measure and cut pipe.
- Install mains, service laterals, copper tubing, hydrants, valves, meters and meter boxes; read water meters.
- Determine location of underground lines and mark accordingly.
- Operate and repair valves as needed.
- Inspect, operate and maintain pump stations and water reservoirs.
- Read grade stakes for water service, meter height, and fire hydrants.

Marina Lead

- Repair docks, storage lockers, piers and access ramps; performs maintenance painting on all buildings and facilities and applies wood preservatives; repairs security gates as required.
- Rewire docks to meet tenant needs; maintains lighting circuits for boater safety and performs related basic electrical maintenance work.
- Maintain and repair pumps, irrigation and plumbing facilities.
- Greet and provides service and assistance to boat owners and visitors; ensures that Marina tenants and visitors have access and use of facilities as required; provides assistance to boaters in docking and maneuvering watercraft; explains rules, regulations and required fees and rental charges.
- Perform custodial work in and around Marina facilities; empties trash containers and picks up litter; cleans and stocks restrooms; cleans floors, walls, furniture, windows and other interior and exterior elements of Marina facilities; removes graffiti and repairs vandalism; reports the need for major maintenance or repair.
- Maintain Marina landscaping and parking areas in a clean and orderly condition.
- Respond to emergencies and protects boats and personal property from damage, pumps out boats that are taking on water and takes debris and toxic materials to an appropriate waste or recycle site.

- Maintain public facilities, shop areas and other buildings in a clean and orderly condition, performing regularly assigned custodial work.
- Contact berth renters to notify them of work to be performed.

All Assignments

- Troubleshoot maintenance and repair problems, determine materials and equipment required for repair; may purchase materials and supplies from established suppliers.
- Direct the work of an assigned crew on a project basis; assist with the training and direction of new or temporary staff.
- Contact residents and businesses to inform them of work to be performed.
- Operate a variety of vehicles and construction equipment.
- Inspect and perform service, minor maintenance and repair on a variety of hand and power tools, vehicles and equipment.
- Maintain logs and records of work performed and materials and equipment used.
- Report the need for major contract repair or maintenance of facilities and equipment.

Qualifications

Knowledge of:

- Maintenance principles, practices, tools and materials for maintaining and repairing a variety of facilities, buildings, grounds and equipment such as found in the City and/or Marina.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- General principles of supervision
- Applicable codes and regulations.
- Shop arithmetic
- Safe driving rules and practices.
- Basic traffic control procedures.

Skill in:

- Providing instruction and guidance to maintenance workers.
- Performing semiskilled construction, modification, maintenance and repair work on a variety of facilities, buildings, grounds and equipment such as found in the City and/or Marina.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Using and maintaining tools and equipment related to the work skillfully and safely.
- Making accurate arithmetic calculations.
- Reading and interpreting construction drawings and specifications.
- Maintaining accurate logs, records and basic written records of work performed.
- Understanding and following oral and written directions.
- Working independently or in a team situation.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Education: Equivalent to graduation from high school.

Experience: Four years of increasingly responsible full-time experience in public works and/or marina related operations and maintenance, including construction, maintenance and repair of street, sewers, storm drains, docks, electrical, systems, plumbing systems, and related public works and/or marina infrastructure.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Water Team

Water Distribution Operator II issued by the State of California. Class B CDL or substitution (e.g., California Water Environment Association [CWEA] I/II) as approved by Public Works Director.

Sewer Team

CWEA II Collection certification. Class B CDL.

Buildings & Grounds/Streets Team

Certified Landscape Technician (maintenance and irrigation) issued by the California Landscape Contractors Association and a Qualified Applicator Certificate issued by the Department of Pesticide Regulations, or substitution as approved by Public Works Director.

Marina Team

Water Distribution Operator II, CWEA I/II, Certified Pool Operator, or other as approved by the Public Works Director.

Such certifications shall be maintained during employment.

Working Conditions:

Must be available for regular standby assignments and work emergency overtime as required. Must be willing to work out of doors in all weather conditions and with exposure to traffic, boating hazards and other potentially hazardous conditions.

Physical Demands:

Must possess strength, stamina and mobility to perform heavy physical work, use varied hand and power tools, drive a motor vehicle and heavy construction equipment and lift and move materials and equipment weighing to 90 pounds and heavier weights with the use of proper equipment; visions to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Marina Lead must be able to operate a small powerboat and swim 25 yards unassisted.

Public Works Lead Maintenance Worker
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Approved Date: January 14, 2002
Resolution: 2002-05

Revised Date: February 16, 2023
Resolution:

Bargaining Unit: General Employees Association
Resolution: 2002-06

Former Titles:

Abolished:

CITY OF BRISBANE

PUBLIC WORKS MAINTENANCE WORKER I/II

Definition

Performs a variety of semiskilled work in the construction, modification, maintenance, repair and operation of City infrastructure, including streets, parks and landscaped areas, trees, storm and sanitary sewers, water and wastewater systems.

Class Characteristics

Public Works Maintenance Worker I is the entry-level into this maintenance class series. Initially under close supervision, incumbents with basic maintenance experience learn City facilities, use of tools and equipment and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately-staffed with Public Works Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, skill and experience which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class. This class may also be used for temporary or part-time staffing as determined by the needs of the City.

Public Works Maintenance Worker II is the journey-level class, capable of performing a wide variety of work to ensure that the public facilities and infrastructure of the City are maintained in a safe and effective working condition. Responsibilities include performing work in all operational and maintenance areas, depending upon the immediate needs of the City. While incumbents may possess craft-level skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assignment. This class is distinguished from Public Works Team Leader in that the latter has administrative, budgetary and departmental support responsibilities in addition to assigning, supervising, reviewing and evaluating the work of Public Works Maintenance Workers.

Supervision Received and Exercised

Receives general supervision from a Public Works Team Leader and technical and functional oversight from a Public Works Lead Maintenance Worker.

No supervisory responsibilities required.

Examples of Important and Essential Duties- *the duties described below are provided as examples and are not to be considered as exclusive or all inclusive:*

All Assignments

- Troubleshoots maintenance and repair problems, determines materials and equipment required for repair; may purchase materials and supplies from established suppliers.
- Contacts residents and businesses to inform them of work to be performed.
- Operates a variety of vehicles and construction equipment.
- Inspects and performs service, minor maintenance and repair on a variety of hand and power tools, vehicles and equipment.
- Maintains logs and records of work performed and materials and equipment used.
- Reports the need for major contract repair or maintenance of facilities and equipment.

Street Maintenance

- Excavates and prepares potholes and excavations related to water and wastewater line repair for patching on streets and alleys.
- Loads cold and hot mix, asphalt and patching oil; applies and finishes as required.

- Removes concrete, builds forms and repairs sidewalks and gutters that have been damaged and are trip hazards or need repair after water or wastewater line work; performs other concrete work around City buildings, as required.
- Cleans storm drains, sidewalks, and other appurtenances using a variety of hand and power tools and equipment.
- Maintains, repairs and flushes underground water distribution lines and storm and sanitary sewer collection systems.
- Determines the location of underground lines and marks them accordingly.

Parks Maintenance/Landscaping/Trees

- Prunes hedges, shrubs and trees in parks and street areas.
- Maintains playground equipment in a safe operating condition.
- Empties trash containers and removes trash from parks, landscaped areas and other City properties.
- Plants, trims, waters, stakes and maintains City trees; removes dead or unwanted trees.

Building Maintenance

- Maintains public facilities, shop areas and other buildings in a clean and orderly condition, performing regularly assigned custodial work.
- Performs basic remodeling to City facilities; paints the inside and outside of all City buildings; removes graffiti and repairs vandalism.
- Repairs and replaces plumbing fixtures, as required.
- Repairs, replaces and maintains interior and exterior lighting systems

Marina Maintenance

- Greets and provides service and assistance to boat owners and visitors; ensures that Marina tenants and visitors have access and use of facilities; provides assistance to boaters in docking and maneuvering water craft; explains rules, regulations and required fees and rental charges.
- Repairs docks, storage lockers, piers and access ramps; performs maintenance painting on all building and facilities and applies wood preservatives; repairs security gates as required.
- Rewires docks to meet tenant needs; maintains lighting circuits for boater safety and performs related basic electric maintenance work.
- Maintains and repair pumps, irrigation and plumbing facilities.
- Responds to emergency situations; pumps out boats that are taking on water; dismantles derelict vessels and takes debris and toxic materials to an appropriate waste or recycle site.
- Performs custodial work in and around Marina facilities; empties trash containers and picks up litter; cleans and stocks restrooms; cleans floors, walls, furniture, windows and other interior and exterior elements of Marina facilities; removes graffiti and repairs vandalism; reports the need for major maintenance or repair.
- Maintains Marina landscaping and parking areas in a clean and orderly condition.
- Troubleshoots maintenance and repair problems, determines materials and equipment required for repair; may purchase materials and supplies from established suppliers.
- May direct the work of an assigned crew on a project basis; assists with the training and direction of new or temporary staff.
- Responds to emergencies and protects boats and personal property from damage.
- Inspects and performs service, minor maintenance and repair on a variety of hand and power tools, vehicles and equipment.
- Maintains logs and records of work performed and materials and equipment used.

Qualifications

Knowledge of:

- Maintenance principles, practices, tools and materials for maintaining and repairing a variety of facilities, buildings, grounds and equipment such as found in the City.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable codes and regulations.
- Shop arithmetic
- Safe driving rules and practices.
- Basic traffic control procedures.

Skill to:

- Perform semiskilled construction, modification, maintenance and repair work on a variety of facilities, buildings, grounds and equipment such as found in the City.
- Use and maintain tools and equipment related to the work skillfully and safely.

Ability to:

- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Maintain accurate logs, records and basic written records of work performed.
- Understand and follow oral and written directions.
- Work independently or in a team situation.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience: *Any combination of education, experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Education: Sufficient education to perform work requirements.

Experience:

Public Works Maintenance Worker I – Six months of construction, maintenance or repair experience in at least one of the areas found in City work.

Public Works Maintenance Worker II – In addition to the above, two years of semi-skilled maintenance experience in a variety of craft areas at a level equivalent to the City's class of Public Works Maintenance Worker I.

License/Certificates:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Water Team

Maintenance Worker I: Water Distribution Operator I within 12 months.

Maintenance Worker II: Water Distribution Operator II. Class B CDL or substitution (e.g., California Water Environment Association [CWEA] I/II) as approved by Public Works Director.

Sewer Team

Maintenance Worker I: Water Distribution Operator I within 12 months. CWEA I within 18 months

Maintenance Worker II: CWEA II. Class B driver's license.

Building & Grounds/Streets Team

Maintenance Worker I: Water Distribution Operator I within 12 months.

Maintenance Worker II: Certified Pool Operator certificate. Class B CDL or substitution (e.g., CWEA I or Water Distribution Operator II) as approved by Public Works Director.

Marina Team

Maintenance Worker I: Water Distribution Operator I within 12 months

Maintenance Worker II: Water Distribution Operator II, CWEA I/II, Certified Pool Operator, or other as approved by the Public Works Director.

Parks Facilities Team

Maintenance Worker I: Water Distribution Operator I within 12 months, Certified Pool Operator within 18 months.

Maintenance Worker II: Water Distribution Operator II, California Water Environment Association I/II Certificate, or substitution as approved by the Public Works Director.

Such certifications shall be maintained during employment.

Working Conditions: May be available for regular standby assignments and work emergency overtime as required. Must be willing to work out of doors in all weather conditions and with exposure to traffic and potentially hazardous conditions.

Physical Demands: Must possess strength, stamina and mobility to perform heavy physical work, use varied hand and power tools, drive a motor vehicle and heavy construction equipment and move materials and equipment weighing up to 90 pounds and heavier weights with the use of proper equipment; visions to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio.

Approved Date: February 13, 2001

Resolution: 2001-11

Revised Date: February 16, 2023

Resolution:

Bargaining Unit: General Employees Association

Resolution: 2001-20

Former Titles:

Abolished: