# CITY OF CLEARLAKE

**City Council**

| STAFF REPORT | |
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| **SUBJECT:** Adoption of New Job Descriptions and Updated Salary Ranges for Senior Maintenance Worker II and Parks & Facilities Foreman; Resolution No. 2026-37 | **MEETING DATE:** October 1, 2026 |
| **SUBMITTED BY:** Melissa Swanson, Administrative Services Director/City Clerk | |
| **PURPOSE OF REPORT**: ☐ Information only ☐ Discussion ☒ Action Item | |

**WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:**

The City Council is being asked to consider updating the Parks Foreman and Senior Maintenance Worker job classifications to Senior Maintenance Worker I/II and Parks & Facilities Foreman.

**BACKGROUND/DISCUSSION:**

As the City of Clearlake continues to invest in municipal infrastructure, streets, public parks, and civic facilities, the operational complexity and technical demands placed on Public Works and Maintenance field crews have expanded significantly. Currently, leadership and advanced technical assignments within field operations rely heavily on existing lead-worker and supervisory classifications.

To ensure clear career pathways, recognize advanced technical expertise and equipment mastery, and address the growing need for specialized oversight across facilities and complex public works projects, staff has conducted an operational review of departmental staffing needs. This review identified the need to formalize two enhanced classifications:

1. **Senior Maintenance Worker II:** To serve as a high-level lead worker possessing advanced equipment proficiencies (including heavy road construction equipment like road graders, excavators, and three-axle vehicles), holding specialized Class A licensing with tanker endorsements, and providing direct field leadership, work zone safety enforcement, and crew training.

2. **Parks & Facilities Foreman:** To expand beyond general park grounds maintenance by incorporating comprehensive facility, building, and trade maintenance (including complex plumbing, electrical, irrigation, lake/boat launch infrastructure, and contractor coordination), as well as day-to-day work planning and supervision.

**Senior Maintenance Worker II**

The proposed **Senior Maintenance Worker II** position establishes an advanced lead classification within the Public Works Maintenance division. Key aspects of this classification include:

- **Advanced Equipment Operation & Qualifications:** Requires a valid California Class A Commercial Driver's License with tanker endorsement, a minimum of four years of qualifying public works construction/maintenance experience, and verified specialized operating experience, including at least 200 hours of road grader operation alongside excavators, backhoes, and rollers.

- **Lead Supervision & Crew Training:** Serves as the on-site crew lead responsible for verifying work quality, enforcing traffic control and job-site safety standards, training junior maintenance staff on equipment/power tools, and facilitating clear field communication with management.

- **Alignment:** Bridges the gap between journey-level field workers and senior supervisory staff, rewarding specialized technical skill sets critical for road rehabilitation and public works projects.

**Parks & Facilities Foreman**

The proposed **Parks & Facilities Foreman** position reflects the broadened scope of the City's parklands, public recreation facilities, municipal buildings, and lakefront amenities. Key aspects include:

- **Expanded Facility & Trade Oversight:** Integrates facility maintenance—including light/plumbing repairs, building inspections, electrical, painting, and vandal/storm damage restoration—alongside traditional grounds, turf, and irrigation management.

- **Operational Leadership:** Responsible for prioritizing daily tasks, inspecting all City buildings and park facilities, estimating labor and materials, supervising field staff and extra-help employees, and overseeing outside service contractors.

- **Qualification Standards:** Requires two years of journey-level maintenance experience comparable to a Parks Maintenance Worker II, coupled with demonstrated trade competencies (e.g., construction, electrical, plumbing, metal fabrication, and lake management).

**COMPENSATION & FISCAL IMPACT**

To reflect the heightened level of responsibility, required commercial licensing, specialized equipment certifications, and supervisory duties, it is proposed that both classifications be placed on the City's salary schedule at a rate **5% above** the current corresponding classifications:

- **Senior Maintenance Worker II:** Established at **5% above** the current Senior Maintenance Worker salary range.

- **Parks & Facilities Foreman:** Established at **5% above** the current Parks Foreman salary range.

The fiscal impact resulting from these classification adjustments will be accommodated within the existing Public Works and Parks maintenance budget allocations for the current fiscal year through salary appropriations and vacancy/reclassification management. Necessary budget adjustments will be presented to Council during the mid-year budget review. Any long-term adjustments will be incorporated into subsequent annual budget cycles.

**OPTIONS:**

1. Move to adopt Resolution No. 2026-37.
2. Other direction

**FISCAL IMPACT:**

☐ None ☐ $ Budgeted Item? ☐ Yes ☐ No

Budget Adjustment Needed? ☐ Yes ☐ No If yes, amount of appropriation increase: $

Affected fund(s): ☒ General Fund ☐ Measure P Fund ☒ Measure V Fund ☒ Other: Gas Tax Fund

Comments**:** Any required budget amendments will be evaluated and submitted for City Council consideration during the mid-year budget review.

**STRATEGIC PLAN IMPACT:**

☐ Goal #1: Economic Development

☒ Goal #2: Public Facilities and Infrastructure

☐ Goal #3: Celebrate Clearlake

☒ Goal #4: Clean

☐ Goal #5: Fiscal Sustainability

☐ Goal #6: Safe

**SUGGESTED MOTIONS:**

Move to adopt Resolution No. 2026-37.

☒ **Attachments:** 1) Resolution No. 2026-37

2) Job Description: Senior Maintenance Worker II

3) Job Description: Parks & Facilities Foreman