



STAFF REPORT

MEETING DATE: October 23, 2024

PRESENTER: John Jansons, City Manager

SUBJECT: Revised Title and Job Description for Parks Maintenance Technician Position in Community Services Department (JAJ)

RECOMMENDATION: Council by motion adopt resolution approving revised position title of Parks Maintenance Technician I to Maintenance Worker II – Parks and Facilities and approving new job description.

DISCUSSION:

The City recently conducted a review of job descriptions and determined changes were necessary to the position heretofore known as “Parks Maintenance Technician” to better reflect the current duties and responsibilities to a new title of, “Community Services, Maintenance Worker II – Parks and Facilities.” Prior to 2020, several changes were made to the existing job description and duties, but these appear to have never been fully completed or approved, so revisions are now necessary.

The revised job description which is recommended for approval by City Council, is presented as **Exhibit ‘A’** and **Exhibit ‘B’** presents the outdated version with recommended mark-ups. The revised Job Description also includes an updated Job Title to best reflect the duties and responsibilities of the position in the Community Services Department.

FISCAL IMPACT:

There is no change in salary proposed for this position and therefore, no fiscal impact.

ATTACHMENTS:

A. Resolution w/Exhibits

RESOLUTION NO. 24-___

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KERMAN APPROVING
REVISED POSITION TITLE OF PARKS MAINTENANCE TECHNICIAN POSITION AND
APPROVING JOB DESCRIPTION FOR CS MAINTENANCE WORKER II – PARKS AND
FACILITIES**

WHEREAS, the City recently conducted an audit of maintenance worker position descriptions; and

WHEREAS, the existing job description for “Parks Maintenance Technician” appears to have been amended, but never fully completed; and

WHEREAS, a clear and current job description and job title is required for optimal employee performance and for appropriate managerial oversight; and

WHEREAS, the proposed changes do not affect any incumbents negatively; and

WHEREAS, the updated job description and position title have been reviewed and approved of by the KMEA; and

WHEREAS, the proposed update does not result in any salary change or fiscal impact to the city.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Kerman resolves as follows:

Section 1. The above recitals are true and correct and incorporated herein by reference.

Section 2. The City Council approves the revised position title and the Job Description for “CS, Maintenance Worker II – Parks and Facilities.” as set forth in **Exhibit 'A'** incorporated herein by reference.

Section 3. The new job description and title shall be incorporated into the City approved Position List and Salary Schedules and supersedes any previous versions. The former Parks Maintenance Technician position is repealed.

Section 4. This resolution is effective upon its adoption.

The foregoing resolution was adopted by the City Council of the City of Kerman at a regularly scheduled meeting held on the 23rd day of October 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

The foregoing resolution is hereby approved.

Maria Pacheco
Mayor

ATTEST:

Josie Camacho
City Clerk