



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Approve Class Specification, Title Change and Salary Range for Building and Equipment Maintenance Superintendent.

MEETING DATE: November 19, 1997

SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: Approve Class Specification, Title Change and Salary Range for Building and Equipment Maintenance Superintendent.

BACKGROUND INFORMATION: The position of Building and Equipment Maintenance Superintendent was originally developed to oversee the building and fleet maintenance. The building and fleet maintenance areas have increased significantly and the position has also assumed responsibility for supervising and coordinating City building construction projects.

A compensation survey of the City of Lodi's management survey cities reveals that the average salary for comparable positions is 10% above the current salary. An updated job classification has been prepared with a new title of Fleet and Facilities Manager to better reflect the position content.

It is recommended that Council approved the class specification (attached) and new range:

	Step			
<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
\$4,140.91	\$4,347.98	\$4,565.36	\$4,793.62	\$5,033.34

ANNUAL COST (Includes PERS): \$ 6,058.73

FUNDING: General Fund (Current budget)

Joanne Narloch

Respectfully submitted,

Joanne Narloch, Human Resources Director

Prepared by: Mary Ann Turner, Human Resources Analyst
cc: Jack Ronsko, Public Works Director

APPROVED: _____

H. Dixon Flynn
H. Dixon Flynn -- City Manager

RESOLUTION NO. 97-195

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE CLASS SPECIFICATION, TITLE
CHANGE AND SALARY RANGE FOR BUILDING
EQUIPMENT MAINTENANCE SUPERINTENDENT

RESOLVED, that the Lodi City Council does hereby approve the class specification for the Building Equipment Maintenance Superintendent, as shown on Exhibit A, attached hereto; and

BE IT FURTHER RESOLVED that the Lodi City Council hereby approves the title change from Building Equipment Maintenance Superintendent to Fleet and Facilities Manager; and

FURTHER RESOLVED, the Council hereby approves the salary range as follows:

	STEP				
	A	B	C	D	E
\$	4,140.91	\$4,347.98	\$4,565.36	\$4,793.62	\$5,033.34

Dated: November 19, 1997

I hereby certify that Resolution No. 97-195 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 19, 1997 by the following vote:

AYES: Council Members – Land, Mann, Sieglock, Warner and Pennino
(Mayor)

NOES: Council Members - None

ABSENT: Council Members - None

ABSTAIN: Council Members - None


ALICE M. REIMCHE
City Clerk

CITY OF LODI

November 19, 1997

FLEET AND FACILITIES MANAGER

DEFINITION:

Plans, organizes, and manages the operation of the Fleet and Facilities Division of the Public Works Department, which performs vehicle and equipment maintenance for all City departments and building maintenance for most City facilities; oversees related contracts for custodial services, pest control, HVAC repairs & maintenance; provides contract administration on major and minor building remodel and construction projects including all phases from planning to project construction.

DISTINGUISHING CHARACTERISTICS:

This is a management level position class responsible for a division in the Public Works Department. The division contains two sections: one managing City vehicles and equipment, including performing maintenance and mechanical repair work, the other managing City buildings and facilities including performing maintenance, repair, and minor remodel work.

SUPERVISION EXERCISED AND RECEIVED:

Receives administrative direction from the Public Works Director.

Exercises general direction and supervision over division personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

Plans, organizes, directs, and reviews operations and activities of the division; develops and implements goals, objectives, policies, and priorities.

Assumes responsibility for preparation and administration of the division's budget.

Assumes responsibility for a variety of personnel actions including performance evaluation, training, and disciplinary actions. Recommends the hiring and suspension of personnel.

Prepares and writes all general correspondence and Council Communications related to the Division's activities; prepares special reports and studies requested by the Public Works Director.

Makes Council presentations related to projects under his/her responsibility.

Analyzes division activities; prepares reports including the division's annual report.

Plans work schedules; determines equipment and materials needs; establishes work procedures.

EXAMPLES OF DUTIES (continued):

- Oversees the ongoing preventative maintenance program for City buildings, vehicles and equipment.
- Provides contract administration on major and minor building remodel and construction projects, including all phases from planning to project construction.
- Supervises full and part-time project inspectors.
- Works with contractors, architects, and consultants on Public Works projects.
- Reviews building remodel plans and specifications for construction projects.
- Insures and adequate inventory of materials, supplies, parts, and equipment for the division's total work program.
- Oversees the City's Fleet policies and procedures and chairs the Fleet Management committees.
- Prepares bidding documents for City vehicles and equipment and construction projects ; participates in purchasing; approves requisitions; checks invoices and charges.
- Oversees the City's contracts for janitorial service, pest control, roof maintenance and repairs, HVAC services, elevator maintenance, and other contracted services.
- Provides for training and development of division employees.
- Prepares general and specific specifications for City vehicles and equipment.
- Investigates and prepares reports on accidents involving City personnel, equipment, and buildings; may represent the City in court proceedings.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of management and supervision.
- Safety principles, practices, and procedures.
- Basic municipal accounting and budgeting practices.
- Report writing techniques.
- Materials, methods, tools, and equipment used in the maintenance of buildings and equipment.
- The uses and operation of heavy equipment and mechanical equipment.
- Building and equipment maintenance procedures.

Ability to:

- Analyze the division's operations and recommend improvements.
- Establish effective working relationships with employees, contractors, and the general public.
- Analyze and interpret Federal and State regulations pertaining to the Fleet and Facilities Maintenance division.
- Estimate job costs, and keep neat and accurate records.

ABILITY TO: (Continued)

Organize and conduct division training programs.
Design, prepare and review plans, specifications and engineers estimates on Public Works projects.
Plan, organize, and assign the work of subordinate personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

Equivalent to two years of college.

Experience:

Five years increasingly responsible work experience in the maintenance and repair of buildings or heavy equipment, two years of which were in an administrative or supervisory capacity.

LICENSES AND CERTIFICATES:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.