

CITY COUNCIL MEETING

December 16, 1981

COUNCIL
AUTHORIZES
POSITION OF
"EQUIPMENT
SERVICE
WORKER"

A number of items pertaining to personnel had been introduced to the City Council at the December 15, 1981 Informal Informational meeting. Lengthy discussion followed at both the Informal Informational meeting and at the regular Council session, with questions being directed to Staff.

8371
On motion of Councilman Katnich, Hughes second, Council authorized budget appropriations for the conversion of the Utility System to a two-shift operation with an answering service monitoring the system from 11:00 p.m. to 7:00 a.m. in the amount of \$17,300 and \$12,370.

On motion of Councilman Hughes, Katnich second, Council authorized the position of "Equipment Service Worker" at a salary of \$1143.00 per month - entry level.

MEMORANDUM

To: City Manager
From: Assistant City Manager
Date: November 16, 1981
Subj.: Two-Shift Operation at Electric Service Center

When we adopted the 1981-82 budget, there was a vacancy of a Service Operator in the Utility Department. Dave Curry suggested we could possibly eliminate this position; which we did.

However, before we can actually implement this plan, our MOU with IBEW which calls for a 3-shift operation, requires modification. There is the need for automatic controls on certain wells to be installed, arrangements have to be made for telephone answering service, and procedures for handling of emergencies must be formulated. All of these items are proceeding and we have been operating on a 3-shift operation with only four men with the result of a large amount of overtime.

During the period July 1 - October 1, 1981, \$7,815 has been expended for overtime. It is estimated the minimum overtime pay for the remainder of this calendar year will be \$6,950. Under this arrangement, we are still dollars ahead, but not much. The critical thing is that we did not budget this overtime and will have a budget overrun.

The 2-shift schedule, relief, and operating procedures are being finalized at this time. I am not sure I totally agree with what has been worked out, especially in terms of standby pay for the Service Operator between the hours of 11:00 p.m. and 7:00 a.m. One spin-off of this arrangement will be pressure from SJCEA to put the "standby" Sewer Plant Operator on standby pay. At present, he is not receiving this pay.

City Manager
November 16, 1981
Page 2

The automation of the well system is underway. All of the parts are on order and the controls are in place on 4 of the 8 wells scheduled for automation. There is the need for tie lines from the wells to the answering service. No arrangements have been made for this at the present time.

It is estimated the additional annual operating costs for answering service, standby pay, and tie lines will be between \$13,000 and \$14,000.

At the top step we pay a Service Operator \$26,520 per year plus benefits. The economics of this change will be quite beneficial to the City in the long run. We should proceed with haste in completing all the work necessary for implementation.

It must again be pointed out that we did not budget for these additional costs. We knew there would be some and did tell Council during budget hearings.

JERRY L. GLENN
ASSISTANT CITY MANAGER

JLG:vc

CITY OF LODI
SPECIAL ALLOCATION REQUEST

TO: CITY MANAGER

DATE December 3, 1981

FROM: UTILITY DIRECTOR

PROJECT NUMBER See below

Request is made for funds to accomplish the following project which was not included in the current budget:

Description of Project

Estimated Cost

Overtime pay for Utility System Operators to fill third shift (11:00 p.m. to 7:00 a.m.) for first six months of fiscal year 1981-82.

One Operator position was eliminated from the current budget, and conversion to a two-shift operation will not take place until approximately January 1, 1982.

A breakdown by account is as follows:

016.0-604.13 - 101	\$12,100
018.0-453.01 - 101	<u>5,200</u>
	\$17,300

(If you need more space, use additional sheet and attach to this form)

Date of Approval _____

Amount Approved _____

Council _____

City Manager _____

FUND OR ACCOUNT TO BE CHARGED

Current Budget \$ _____ Prior Year Reserve \$ _____

Contingent Fund \$ _____ General Fund Surplus \$ _____

Capital Outlay Reserve \$ _____ Reimbursable Account \$ _____

Utility Outlay Reserve \$ _____ Other: (Specify) _____

Account Number _____

Fred C. Wilson, Finance Director

Henry A. Graves, Jr., City Manager

Submit this form in triplicate to the Finance Director. After approval the distribution will be as follows: 1) City Manager 2) Originating Department 3) Finance Department

**CITY OF LODI
SPECIAL ALLOCATION REQUEST**

TO: CITY MANAGER

DATE December 3, 1981

FROM: UTILITY DIRECTOR

PROJECT NUMBER See below

Request is made for funds to accomplish the following project which was not included in the current budget:

Description of Project

Estimated Cost

Conversion of Utility System to a two-shift operation, with an answering service monitoring the system from 11:00 p.m. to 7:00 a.m.

Radio, page, monitoring and alarm equipment purchases, answering service and Telephone Co. charges and Operator standby and overtime callout pay have been estimated at \$12,370 (total).* A cost breakdown by account is as follows:

016.0-604.13 - 101	\$3,000	
" - 300	1,575	
" - 500	<u>2,625</u>	\$ 7,200
018.0-453.01 - 101	\$3,000	
" - 300	1,750	
" - 500	<u>420</u>	<u>5,170</u>
		\$12,370

* For the balance of fiscal year 1981-82.

(If you need more space, use additional sheet and attach to this form)

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Current Budget \$ _____

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MEMORANDUM, City of Lodi, Public Works Department

TO: City Manager
 FROM: Public Works Director
 DATE: October 29, 1981
 SUBJECT: Request for Equipment Service Worker Position
 for the Equipment Maintenance Shop

The following is a recap of the 850 man-hours by the four shop maintenance personnel from April 1981 to September 1981 charged to the 19 Police vehicles and 13 Parks & Recreation vehicles:

	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug.</u>	<u>Sept.</u>
Police	89 hrs	71 hrs	75 hrs	148 hrs	120 hrs	132 hrs
Parks & Recreation	32 hrs	64 hrs	28 hrs	38 hrs	13 hrs	38 hrs
Sub-Total	121 hrs	135 hrs	103 hrs	186 hrs	133 hrs	170 hrs

Average hours expended monthly by shop maintenance personnel: 141 (April-Sept)
 163 (July-Sept)

In addition to the four full-time shop maintenance personnel, a full-time CETA person was assigned to the equipment maintenance shop. His support of Police and Parks & Recreation Departments' equipment averaged 20 hours per month from April to September. Three part-time Summer Youth Employees were also assigned to the equipment maintenance shop during the past summer. These three personnel worked approximately 60 man-hours on the Police and Parks & Recreation vehicles. The equipment shop also received the benefit of a court assigned vehicle body repairman for a three-month period, which provided 60 man-hours of body and painting repairs to the Police and Parks & Recreation vehicles. All this labor was free and above hours accounted for on our maintenance records. The man-hours, including free labor, expended on Police and Park & Recreation vehicles over the past 6 months, averaged approximately 180 man-hours per month. These hours do not include contract repairs.

The Consolidated Vehicle Maintenance Report dated October 1979 estimated the hours for Police vehicles at 121 hours per month and Parks & Recreation vehicles at 72 hours per month, for a total of 193 hours per month. The first six months under the Consolidated Maintenance Program actually averaged 180 hours per month. Considering the time spent on initial service and police car conversion, it is felt that a conservative year-round estimate on Police and Parks & Recreation vehicles would be 160 hours per month.

A summary of the hours added since the implementation of the Consolidated Vehicle Maintenance Program is as follows:

Police and Parks & Recreation vehicle maintenance	160 hrs. per mo.
Additional administration (i.e., improved record-keeping, stocking inventory, inspection of incoming vehicles, and writing work orders, quality control of complete vehicles)	70 hrs. per mo.
Additional equipment, vehicles and hydraulic-operated equipment	7 hrs. per mo.
Public Transit vehicle maintenance	23 hrs. per mo.
	<hr/>
	260 hrs. per mo.

The actual hours available from two additional positions recommended under the Consolidated Vehicle Maintenance Report (Mechanic III and Equipment Service Worker) is approximately 300 hours per month or 150 hours per month per position. The Mechanic III position was filled, however, the CETA filled Equipment Service Worker position terminated September 30, 1981. If the Equipment Service Worker position is not filled, there is a deficiency of approximately 110 man-hour/month (3/4 of a man) if the same level of service is to be maintained. If the position is filled, it leaves approximately 40 man-hours/month (1/4 of a man) unaccounted for. As indicated in the Consolidated Vehicle Maintenance Report, this time would be used to upgrade the overall Vehicular and Equipment Preventive Maintenance Program.

The following work is currently being done by personnel in a Mechanic II position and amounts to over 30 hours per week. If the requested position is filled, this type of work would be accomplished by the Equipment Service Worker thereby allowing the Mechanics to do more mechanical work.

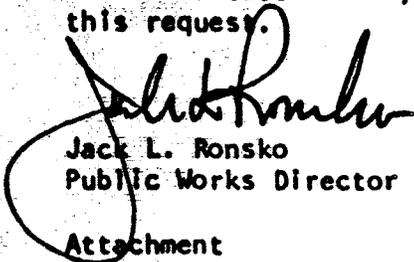
- General lubrication, cleaning of parts and equipment, etc.;
- Picking up parts and materials in and outside the City of Lodi;
- Pick up and delivery of vehicles in town and to various contract shops in and out of the City of Lodi;
- Cleaning of shop, taking general inventory, recording fuel tank readings, etc.

The initial concept, recommended by this department for the Consolidated Maintenance Program, included the hiring of a Mechanic III and a Maintenance Service Worker. The Maintenance Service Worker has not been considered to date due to the position being filled under the CETA program. With the termination of the CETA program, together with taking on the additional maintenance responsibility of the Public Transit vehicles, it is requested that a new position for Equipment Service Worker be approved and filled as soon as possible. If this additional manpower is not supplied, the existing Vehicular and Equipment Maintenance Preventive Program will have to be reduced in scope.

City Manager.
October 30, 1981
Page 3

Attached for your review is a draft of a proposed job specification for Equipment Service Worker. It is recommended that the salary be set similar to the Building Service Worker (\$1144 per month).

Please contact me if you need any additional information or material regarding this request.



Jack L. Ronsko
Public Works Director

Attachment

cc: Assistant City Manager
Personnel
Building & Equipment Maint. Supervisor

EQUIPMENT SERVICE WORKER

DEFINITION:

Under general direction, does necessary cleaning of shop area and equipment, picks up supplies, transports vehicles, assists in servicing vehicles and equipment, keeps inventory of parts and supplies, and does related work as required.

EXAMPLES OF DUTIES:

Maintains and cleans the work area as well as the tools and equipment within the maintenance shop, picks up and delivers both vehicles and parts to local and out-of-town shops and vendors; cleans vehicles and equipment which includes use of high pressure washer and steamer, performs routine preventive maintenance on vehicles (i.e., changes oil, oil filters and fan belts; lubes; checks batteries, etc.); keeps inventory of parts, supplies, fuel and oil; assists journeymen mechanics in maintenance of vehicles and equipment; assists mechanic welder in fabrication of all types of equipment.

LICENSE:

Possession of a valid driver's license issued by the California Department of Motor Vehicles. Must obtain Class 1 driver's license within 12-month probationary period.

DESIRABLE QUALIFICATIONS:

Knowledge of:

Basic safety procedures in and around a maintenance shop and moving equipment;

Standard methods of preventive maintenance on cars and light trucks

Standard tools and materials used in maintenance shop;

Inventory controls.

Ability to:

Perform routine preventive maintenance on cars and light trucks;

Recognize need for repairs to safety equipment on vehicles;

Work independently following oral and written instructions;

Maintain cooperative working relationship with those contacted
in course of work.

Experience:

One year full-time experience in a general service garage or
service station which included servicing vehicles and main-
taining parts inventory.

MEMORANDUM

To: City Manager
From: Assistant City Manager
Date: November 16, 1981
Subj.: Two-Shift Operation at Electric Service Center

When we adopted the 1981-82 budget, there was a vacancy of a Service Operator in the Utility Department. Dave Curry suggested we could possibly eliminate this position; which we did.

However, before we can actually implement this plan, our MOU with IBEW which calls for a 3-shift operation, requires modification. There is the need for automatic controls on certain wells to be installed, arrangements have to be made for telephone answering service, and procedures for handling of emergencies must be formulated. All of these items are proceeding and we have been operating on a 3-shift operation with only four men with the result of a large amount of overtime.

During the period July 1 - October 1, 1981, \$7,815 has been expended for overtime. It is estimated the minimum overtime pay for the remainder of this calendar year will be \$6,950. Under this arrangement, we are still dollars ahead, but not much. The critical thing is that we did not budget this overtime and will have a budget overrun.

The 2-shift schedule, relief, and operating procedures are being finalized at this time. I am not sure I totally agree with what has been worked out, especially in terms of standby pay for the Service Operator between the hours of 11:00 p.m. and 7:00 a.m. One spin-off of this arrangement will be pressure from SJCEA to put the "standby" Sewer Plant Operator on standby pay. At present, he is not receiving this pay.

City Manager
November 16, 1981
Page 2

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At the top step we pay a Service Operator \$26,520 per year plus benefits. The economics of this change will be quite beneficial to the City in the long run. We should proceed with haste in completing all the work necessary for implementation.

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JERRY L. GLENN
ASSISTANT CITY MANAGER

JLG:vc

MEMORANDUM, City of Lodi, Public Works Department

File
by file

TO: Public Works Director
FROM: Water/Sewer Supervisor
DATE: June 19, 1981
SUBJECT: Current Status of Eliminating Utilities Operator
Graveyard Position and Related Costs

A meeting was held Tuesday, June 8, 1981 with the Assistant Utility Director, Mr. Hans Hansen, Load Dispatcher Mr. Roger Ward and myself. The purpose was to update each other with information gathered to ultimately eliminate the Utility Operator's graveyard shift.

Listed below are expenses which should be shared with the Utility Department and the Public Works Department. These costs are for a local answering service to receive incoming calls from 11:00 p.m. until 7:00 a.m.

<u>Item</u>	<u>Monthly Rate</u>	<u>Annual Rate</u>
• After hour City Hall calls 334-5634	\$ 35.00	\$ 420.00
• Emergency Electric-Water-Sewer 368-5735	35.00	420.00
• Radio line	45.00	540.00
• Equipment Alarm Line Electric-Wells-Storm Pumps	35.00	420.00
• Henning Dispatch Center Intrusion Alarm (Rental)	3.00	276.00
• Henning Dispatch Center Intrusion Alarm line	35.00	420.00
• Remote Radio Set	5.00	60.00
• Proposed Standby Pay (Utility Operator) @ \$11.66 per hr. x 2 hrs. per day x 265 days		6,180.00
• 100 Alarm Call per year (50 Utilities - 50 Public Works) Overtime rate \$17.49 x 100 x 2 hrs.		3,498.00
• Two pagers for Swing Shift Operator	\$ 40/mo.	480.00
• White Slough Equipment & Intrusion Alarm	\$ 70/mo.	<u>840.00</u>
Sub Total Annual Costs		\$13,554.00

Public Works Director
June 9, 1931
Page 2

* First year Installation charges

Intrusion Alarm (Hanning Sta.)	\$ 430.00
Remote Radio	500.00
(with quick-call)	<u>1,000.00</u>
Sub Total Buy-In	\$ 1,930.00

These costs are to be proposed to guarantee response.

In my discussion with the Assistant Utility Director and the Load Dispatcher, it was our agreement, due to past records, that all costs listed above be split 50 - 50 with the exception of White Slough. Although a small percentage of the Public Works calls are for Street Division personnel, it is felt the entire Public Works portion could be paid for by Water/Sewer Utilities.

First year installation charges would amount to 50 percent of \$1,930 or \$965, this could be reduced by \$500 by eliminating the quick-call incoder from the remote radio. The reduction of the quick call system is not recommended by the Water/Sewer Division. (Adds flexibility and has safety features and expedites communications.

The first year operating costs could total \$12,774, of which 50 percent for Public Works portion would amount to \$6,357. (Assuming no pay raise) and addition of White Slough for a total of \$7,197.

Further information will be gathered from the firms contacted for the above prices as it relates to problems they may encounter in finding available Water/Sewer Division personnel for emergency situations. This would be due to no formal stand-by program.

As more information is gathered as it relates to Public Works, I will update you. If you have any questions, please contact me.

Fran E. Forkas
Water/Sewer Supervisor

FEF:kw

CITY OF LODI - UTILITY DEPARTMENT

TWO-SHIFT OPERATION PLAN

After 2300 hours, under normal conditions, incoming calls on phone lines 368-5735 and 334-5634 (ext. 225) will be answered by an answering service. The answering service will dispatch a serviceman to the scene and he will investigate the problem. If the serviceman judges the problem to be beyond the capabilities of a single individual, he will contact the answering service and request the standby operator be called. The serviceman will be in radio contact with the answering service at all times. In addition, the serviceman will be provided a pager which the answering service can operate.

Once the standby operator arrives at the Operations Center, he will contact the answering service and report 'on-duty.' At this point, all established operating procedures take effect, i.e. operator requests additional people, conducts switching, prepares service tickets, maintains system log, etc. The operator will remain on duty until the system is back in a 'normal' status, before control again is turned over to the answering service.

The serviceman will record 'time called' and 'time back home' on all calls in the time period 2300-0700 hours. This information is to be given to operations the following morning, for preparation of proper service tickets, etc.

A no-power call dispatched by the answering service and investigated by the serviceman, found to be an "SNP," will be turned on by the serviceman. This action will be reported to the Finance Department the following work-day morning.

All alarms at the Operations Center, i.e. substation, storm drain system, water system, etc. will go to the answering service as one alarm. The answering service will call the standby operator. The operator will investigate the alarm and take appropriate action.

Intrusion alarm at the Operations Center will go to the Police Department. The Police will contact the answering service, which in turn will contact the standby operator.

The standby operator will be the swing-shift operator. This duty will begin at the end of the first day worked on swing shift (2300 hours) and will continue to the day shift following the last day worked on the swing shift (0700 hours), for a period of 8 hours per day. The standby operator to be compensated at the rate of 2 hours straight time per shift (2300-0700 hours) for no call out, and a minimum of 2 hours overtime pay for a call out. (Similar to established procedure for the serviceman.) No special consideration to be given for standby on holidays. The standby operator will be provided with a pager operable by the answering service.

In the event any of the alarms to the answering service are out of order at 2300 hours, the swing-shift operator will remain on duty. The operator will likewise remain on duty until all trouble calls are completed, alarms cleared and the system is in a 'normal' status, before transferring control to the answering service.

When transferring control to the operator, the answering service will advise as to current status.

COST DETAILS

Answering Service (Personnel and Equipment)*

Phone line 368-5735	\$ 35.00 per month
Phone line 334-5634 (ext. 225)	35.00 "
Alarm line	35.00 "
Intrusion alarm line	35.00 "
Radio line	45.00 "
Intrusion alarm equipment	23.00 "
Remote radio maintenance	5.00 "
Pager for operators (2) @ \$20	40.00 "
Pager for service truck	<u>20.00</u> "
Total:	\$273.00 per month
Total:	\$3,276.00 per year

Operator Standby and Overtime*

Based on 265 days of standby and 100 days of call out (at time and one-half):

265 x \$11.66 x 2 =	\$6,179.80 per year
100 x \$11.66 x 2 x 1.5 =	<u>3,498.00</u> "
Total:	\$9,677.80 per year

One-time Cost

Remote radio unit (\$500) + quick call (\$1,000)	\$1,500.00
Installation of intrusion alarm	<u>430.00</u>
Total:	\$1,930.00

* at current rates

MEMORANDUM

TO: JERRY GLENN, ASSISTANT CITY MANAGER
FROM: HANS HANSEN, ASSISTANT UTILITY DIRECTOR *KC*
DATE: OCTOBER 5, 1981
SUBJECT: TWO-SHIFT OPERATION STATUS

This memorandum serves as an update on the status of two-shift operation in the Utility Department.

On Friday, September 25, 1981, the I.B.E.W. (represented by Henry Lucas, Gary Mai and Mike Williams) and the City (represented by Hans Hansen) met and conferred regarding the (1) Relief Procedure, scheduled and unscheduled, for two-shift operation, and (2) Operating Procedures relating to the use of an answering service, including the standby operator pay schedule. There were only minor changes from the plan details presented at budget time. The minimum pay for the standby operator on a holiday was changed from two to four hours (additional cost \$185 per year). No other changes were made in the two-shift operation plan.

The Relief Procedures and Operating Procedures are being finalized at this time in M.O.U. form, for final approval by the City and I.B.E.W.

The timetable for implementing the two-shift operation has not yet been finalized. At this time, the Public Works Department is awaiting equipment to modify existing wells for automatic operation. It is anticipated that the equipment will arrive in 3 weeks. The estimated installation time is 3-4 weeks additional, for a minimum number of wells to attempt automatic operation. Regarding the timetable to adapt the communication system to the answering service monitoring mode, no work has yet been authorized (obtaining the necessary phone lines between the Operations Center and the answering service was estimated to be 3 months).

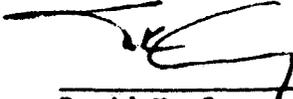
During the period July 1 - October 1, 1981, \$7,815 has been expended for overtime pay to maintain a three-shift operation, with the authorized number of personnel. It is estimated that the minimum overtime pay for the remainder of this calendar year will be \$6,950.

c.c. Utility Director

MEMORANDUM

TO: ASSISTANT CITY MANAGER
FROM: UTILITY DIRECTOR
DATE: JULY 17, 1981
SUBJECT: UTILITY DEPARTMENT 2-SHIFT OPERATION PLAN & COST DETAILS

Attached is the additional information you requested regarding the subject matter. Attached also is my memo of June 16, 1981 which I am returning to you. If you have any additional questions, feel free to contact me.



David K. Curry

Attach. (2)

MEMORANDUM

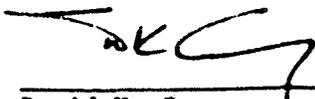
TO: ASSISTANT CITY MANAGER
FROM: UTILITY DIRECTOR
DATE: JUNE 16, 1981
SUBJECT: ELIMINATION OF THIRD SHIFT - COSTS

Per our recent conversations, the Utility Department has developed a plan to eliminate the third system operator shift at the Service Center. This plan requires the substitution of an answering service and the monthly rental of certain associated communication equipment. It also anticipates the need for operator standby and overtime (call-out) pay. The estimated cost of these items is as follows:

Answering Service (personnel and equipment)*	\$ 3,300 per year
Operator Standby and Overtime Pay*	<u>9,700</u> " "
	\$13,000 " "

In addition to the above, a one-time cost of approximately ~~\$2,800~~ is required for the purchase of radio and alarm equipment. It is anticipated that all these costs would be shared equally by Utility and Public Works Departments. However, Public Works may incur certain additional standby costs.

If there are additional questions, please contact me.



David K. Curry
Utility Director

* at current rates

c.c. Assist. Utility Director

MEMORANDUM, City of Lodi, Public Works Department

TO: City Manager ✓
FROM: Public Works Director
DATE: October 29, 1981
SUBJECT: Request for Equipment Service Worker Position
for the Equipment Maintenance Shop

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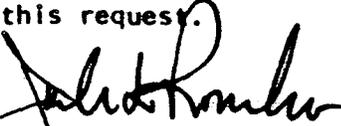
- ° General lubrication, cleaning of parts and equipment, etc.;
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City Manager
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Jack L. Ronsko
Public Works Director

Attachment

cc: Assistant City Manager
Personnel
Building & Equipment Maint. Supervisor

EQUIPMENT SERVICE WORKER

DEFINITION:

Under ^{Direct} general ^{Supervision} direction, does necessary cleaning of shop area and equipment, picks up supplies, transports vehicles, assists in servicing vehicles and equipment, keeps inventory of parts and supplies, and does related work as required.

EXAMPLES OF DUTIES:

Maintains and cleans the work area as well as the tools and equipment within the maintenance shop, picks up and delivers both vehicles and parts to local and out-of-town shops and vendors; cleans vehicles and equipment which includes use of high pressure washer and steamer, performs routine preventive maintenance on vehicles (i.e., changes oil, oil filters and fan belts ; lubes; checks batteries, etc.); keeps inventory of parts, supplies, fuel and oil; assists journeymen mechanics in maintenance of vehicles and equipment; assists mechanic welder in fabrication of all types of equipment.

LICENSE:

Possession of a valid driver's license issued by the California Department of Motor Vehicles. Must obtain Class I driver's license within 12-month probationary period.

DESIRABLE QUALIFICATIONS:

Knowledge of:

Basic safety procedures in and around a maintenance shop
and moving equipment;

Standard methods of preventive maintenance on cars and light
trucks

Standard tools and materials used in maintenance shop;
Inventory controls.

Ability to:

Perform routine preventive maintenance on cars and light trucks;
Recognize need for repairs to safety equipment on vehicles;
Work independently following oral and written instructions;
Maintain cooperative working relationship with those contacted
in course of work.

Experience:

One year full-time experience in a general service garage or
service station which included servicing vehicles and main-
taining parts inventory.