



**Council Meeting: January 13, 2009**

**SUBJECT: Amendment to the Classification Plan and Salary Resolution to Add the Newly-Established Classification of Fleet Services Coordinator**

**REPORT IN BRIEF**

This report recommends amending the City's Classification Plan and Salary Resolution to add the full time classification of Fleet Services Coordinator.

**BACKGROUND**

The City contracted with Matrix Consulting Group to conduct an Optimum Staffing Study of the Public Works Department. One of the resultant recommendations from the study included the elimination of two Lead Equipment Mechanic positions and the development of one supervisory position. As a result of these recommendations, the Department of Public Works requested that Human Resources staff conduct a classification study in order to determine the best classification to coordinate the activities of fleet maintenance operations and perform supervisory responsibilities over assigned staff.

The Human Resources Department has completed these reviews.

Based upon the information gathered during the classification study, the Human Resources Department recommends that the new classification of Fleet Services Coordinator be established. The Fleet Services Coordinator will perform a variety of duties associated with coordinating the activities of mechanics and semi-skilled workers engaged in fleet maintenance operations, as well as performing first-line supervisory duties. This newly-established classification more accurately describes the proposed duties and responsibilities of the position.

**EXISTING POLICY**

Section 1103, Classification, of the City Charter states that additions or changes to the classification plan may be adopted from time to time by the City Council upon the recommendation of the City Manager. Section 1104, Pay Plan, of the City Charter states that amendments to the pay schedule may be adopted from time to time upon recommendation of the City Manager.

**DISCUSSION**

In developing the new classification of Fleet Services Coordinator, a number of classification study methodologies were used, including: survey of other

agencies' structure and classifications, analysis of the City's structure and classifications, and interviews with appropriate staff in the Fleet Management Section, Department of Public Works. As a result of these analyses, the class specification of Fleet Services Coordinator was developed and has been reviewed by the Department of Public Works, the Department of Human Resources and the Sunnyvale Employees' Association (SEA).

Based upon a compensation survey of surrounding agencies and the level of responsibility and tasks the new classification of Fleet Services Coordinator will be performing, it is recommended that the hourly salary range for the Fleet Services Coordinator be set at \$32.5812/hour to \$41.5828/hour (6S). This salary range is 20% above the next lower classification of Equipment Mechanic.

### **FISCAL IMPACT**

The net fiscal impact to the General Services Fund/Fleet Services Sub-Fund for this reclassification is minimal and will require no modification to this program's budget or the rental rates that it charges its customers. The Fleet Services program (Program 763) was previously budgeted for two Lead Equipment Mechanics. While one of these positions will change to the new Fleet Services Coordinator position, which is higher in salary, the other Lead Equipment Mechanic position was converted to an Equipment Mechanic position during the FY 2008/2009 budget development cycle. This position has a lower hourly salary range than the Lead Equipment Mechanic, which offsets the increased hourly salary for the new Fleet Services Coordinator position.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, in the Council Chambers lobby, in the Office of the City Clerk, at the Library, Senior Center, Community Center and Department of Public Safety; posting the agenda and report on the City's Web site; and making the report available at the Library and the Office of the City Clerk.

### **ALTERNATIVES**

1. Adopt a resolution to amend the City's Classification Plan and Salary Resolution to add the newly-established class specification of Fleet Services Coordinator
2. Do not approve the recommendation contained in this report.

**RECOMMENDATION**

Staff recommends Alternative 1: Adopt a resolution to amend the City's Classification Plan and Salary Resolution to add the newly-established classification of Fleet Services Coordinator.

Reviewed by:

Erwin Young, Director of Human Resources  
Prepared by: Karen Woblesky, Human Resources Manager

Reviewed by:

Mary Bradley, Director of Finance

Approved by:

Gary Leubbers  
City Manager

**Attachments**

- A. Resolution to Amend the Classification Plan  
Class Specification: Fleet Services Coordinator (Exhibit A to Attachment A)
- B. Resolution to Amend the Salary Resolution

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING THE CLASSIFICATION PLAN OF THE CIVIL SERVICE BY ADDING THE NEW JOB CLASSIFICATION OF FLEET SERVICES COORDINATOR BY ADDING THE CLASSIFICATION SPECIFICATIONS THEREFOR**

WHEREAS, after conducting a job classification study at the request of the Public Works Department, the Human Resources staff has proposed an amendment to the Classification Plan of the Civil Service of the City of Sunnyvale to add the newly-established job classification of Fleet Services Coordinator and to add the classification specifications therefore; and

WHEREAS, the City Council having considered such proposals and recommendations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT:

1. The City Council hereby amends the Classification Plan of the Civil Service by adding the new job classification title of Fleet Services Coordinator and by adding the classification specification to read as set forth in Exhibit A attached hereto.
2. Except as herein modified, the Classification Plan, Resolution No.143-77, as amended, shall remain in full force and effect.
3. This resolution shall take effect upon adoption.

Adopted by the City Council at a regular meeting held on January \_\_\_\_, 2009, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST:

APPROVED:

\_\_\_\_\_  
City Clerk  
SEAL

\_\_\_\_\_  
Mayor

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
David Kahn, City Attorney

**CITY OF SUNNYVALE**

**Rev/Est** 1/13/09  
**Job Code** 4490 **Rep** SEA  
**EEOC Category** Technical

## **FLEET SERVICES COORDINATOR**

### **DEFINITION**

Under general direction, supervises, coordinates and monitors the activities of mechanics and semi-skilled workers engaged in maintaining, modifying, overhauling, and repairing automobiles, light and heavy trucks and general construction equipment; supports the administration of fleet maintenance operations; coordinates scheduled and unscheduled repair requests or projects; and performs other duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a first line supervisor classification responsible for overseeing the work of journey level mechanics involved in the repair and maintenance of fleet vehicles and heavy construction equipment. This position is distinguished by the next higher level classification of Fleet Manager which has overall responsibility for planning, organizing, direction and managing all preventive and prescriptive maintenance, refueling services, and fleet asset management.

### **TYPICAL TASKS** *(May include, but are not limited to the following):*

- Plans, schedules, assigns, directs and oversees the work of employees engaged in the, repair, overhaul, modification, maintenance, and adjustment of automobiles, light and heavy trucks and related equipment such as loaders, backhoes, tractors, rollers, and street sweepers.
- Selects, trains and provides input in the evaluation of assigned staff; assigns and delegates work to meet performance standards and recommends disciplinary action when needed.
- Prioritizes the maintenance workload based on available staffing,
- Coordinates repair requests, and prepares parts and labor cost estimates.
- Conducts cost-benefit studies by researching and evaluating prices, availability, operational and maintenance characteristics of alternative products.
- Monitors and coordinates the preventive maintenance program for all fleet vehicles; recommends changes in work processes and makes changes in daily priorities as necessary; develops inspection procedures and verifies completed inspections based on California Vehicle Code (CVC), Bay Area Air Quality Management District, and other governmental regulations.
- Assists mechanics in diagnosing mechanical problems; provides on-the-job training; arranges for manufacturer or industry training demonstrations.
- Recommends improvements required on automobiles, trucks, and equipment to meet the City's operating and safety requirements; directs the modification and fabrication of parts and equipment as needed.
- Provides quality control support by following up internal and contracted work to ensure that repairs are safe and reliable; investigates comeback repairs with Fleet Manager.

- Initiates, processes, updates and tracks maintenance work orders using a computerized fleet management system; maintains records for equipment history, service reports, accident records, service literature and other documentation.
- Arranges for and coordinates special work with other departments or shops as necessary.
- Recommends the disposition of obsolete or non-repairable equipment.
- Attends fleet management conferences and classes sponsored by industry associations and reviews trade and technical journals and periodicals to maintain and enhance staff technical knowledge of new fleet maintenance practices.

### **WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination when using small hand tools and computer keyboards. Near vision is required when writing reports and other documents, and far vision is required when out in the field. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools and supplies weighing up to 50 pounds, for example, large wheel tires or floor jacks, is also required. The job duties may expose the employee to the outdoors, which may include exposure to inclement weather, noise, fumes, dust, grease, and air contaminants. The nature of the work may also require the incumbent to work in heavy construction zones and traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

### **MINIMUM QUALIFICATIONS**

Any combination of education and experience equivalent to graduation from high school or its equivalent and five years of experience in journey level mechanical maintenance and repair for either gasoline or diesel powered vehicles and construction equipment, including some experience in a supervisory or lead capacity.

College or technical school coursework in automotive technology or heavy equipment repair may be substituted on a year-for-year basis for up to two years of the required experience.

### **Knowledge, Skills and Abilities**

#### **Thorough knowledge of:**

- Principles, practices and methods involved in automotive and construction equipment maintenance, repair, operation and replacement.
- Safety regulations and precautions.
- Lubrication methods and practices.

Working knowledge of:

- Principles and practices of supervision and training.
- Cost analysis and inventory control.
- Current computer applications associated with fleet maintenance.
- Standard safety practices.

Skill in:

- The use of common hand, power, and mechanical tools, parts and support equipment including their proper identification and application.
- Operating overhaul and test equipment.

Ability to:

- Plan, organize, schedule, direct, and coordinate the work of assigned personnel.
- Evaluate the work of staff and provide necessary training and/or input into disciplinary action, if necessary.
- Read and interpret mechanical drawings, plans, and specifications.
- Estimate labor and materials for proposed work.
- Analyze and identify significant factors in overall unit operations.
- Direct extensive repairs to automobiles, trucks, and heavy construction equipment.
- Keep accurate records and prepare clear and concise reports, correspondence, and memoranda.
- Assist in developing, analyzing and applying data processing techniques to maintenance and scheduling operations.
- Establish and maintain effective working relationships.
- Observe safety principles and work in a safe manner.
- Operate standard office equipment.

Licenses/Certificates

Possession and continued maintenance of a valid class C California driver's license and a safe driving record. A class 'A' California driver's license is required within six months from date of hire.

**DESIRABLE QUALIFICATIONS**

- Automotive Service Excellence (ASE) certification(s) in automotive and/or truck repair.
- State licenses for brake repair, pollution devices and lamp adjustment.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUNNYVALE AMENDING RESOLUTION NO. 190-05, THE CITY'S SALARY RESOLUTION, BY AMENDING THE PAY SCHEDULE FOR PAY PLAN CATEGORY B (MISCELLANEOUS CLASSIFIED EMPLOYEES)**

WHEREAS, by separate resolution, the City's Classification Plan, has been amended to add the new classification of Fleet Services Coordinator for which a pay schedule must be added to the City's Salary Resolution No. 190-05;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYVALE THAT Section 2.100 of Resolution No. 190-05 is hereby amended by modifying Pay Plan Category B (Miscellaneous Classified Employees) by adding the following classification, as set forth below:

| Classification             | Job Code | Range | Step 1    | Step 2    | Step 3    | Step 4    | Step 5    | Step 6    |
|----------------------------|----------|-------|-----------|-----------|-----------|-----------|-----------|-----------|
| Fleet Services Coordinator | 4490     | 6S    | \$32.5812 | \$34.2103 | \$35.9208 | \$37.7168 | \$39.6027 | \$41.5828 |

Adopted by the City Council of the City of Sunnyvale at a regular meeting held on January \_\_\_\_, 2009, by the following vote:

AYES:  
 ABSTAIN:  
 NOES:  
 ABSENT:

ATTEST:

APPROVED:

\_\_\_\_\_  
 City Clerk  
 (SEAL)

\_\_\_\_\_  
 Mayor

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
 David Kahn, City Attorney