

# *City of Brisbane*

## *Agenda Report*

To: City Council via City Manager

From: Maria Saguisag-Sid  
Principal Analyst

Subject: Approval of Resolutions in order to Update Job Classifications in the Class Specification Manual

Date: September 16, 2013

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**Purpose:** To ensure the City is able to provide quality services to the public with reduced staff resources.

**Recommendation:** Adopt resolutions 2013-36 and 2013-37

**Background and Discussion:**

On December 17, 2012, Council approved several resolutions related to implementing changes to the City's current organizational structure. Council also approved changes in position allocations in the FY 2013/2014 budget. As part of implementing these changes, staff is continuing to review classifications and is requesting direction from council to update the following.

- **Public Works Lead Maintenance Worker:** The Marina now falls under the oversight of the Public Works Director. As discussed during the budget workshops, there is a need to fill two full-time positions to help with ongoing maintenance and repair of the Marina infrastructure. Staff has determined that a Public Works Lead Maintenance Worker and Marina Maintenance Worker II would be the appropriate classifications based on the level of expertise needed and scope of responsibilities this area would cover. Staff is already in the process of recruiting a Marina Maintenance Worker II. Staff reviewed the Public Works Lead Maintenance Worker classification and is requesting updating the job specifications to encompass responsibilities that are related directly to the Marina. This will allow staff to proceed with the recruitment with the necessary job specifications.
- **Public Service Aide:** The City currently has the position of Police Service Aide which is specific to patrolling the Marina overnight. This position was originally established in 1993, and staff recently discovered that job specifications were not added to the Class Specification Manual. As staff is preparing to recruit for this position, the attached job classification was developed to formalize the specifications. Staff is also recommending the change in title from Police Service Aide to Public Service Aide, and is widening the scope of

responsibilities to allow for this position to be used in other areas as needed, for example the Community Park.

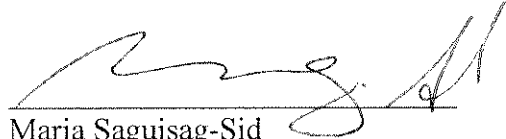
As staff continues to review various departments staffing needs, we will evaluate the need to improve the classification system to accommodate the ongoing changes to the organizational structure.

**Fiscal Impact:**

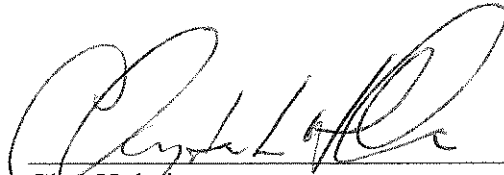
These changes have no financial impact. Revised classifications will be compensated at same rate of pay and benefits.

**Attachments:**

Resolution 2013-36, 2013-37



Maria Saguisag-Sid  
Principal Analyst



Clay Holstine  
City Manager

**RESOLUTION 2013-36**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BRISBANE AMENDING RESOLUTION  
2002-05 TO AMEND THE CLASSIFICATION OF  
PUBLIC WORKS LEAD MAINTENANCE WORKER  
IN THE CLASS SPECIFICATION MANUAL**

**WHEREAS**, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classification and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

**WHEREAS**, on January 14, 2002, the City Council approved Resolution 2002-05 adding the classification of Public Works Lead Maintenance Worker in the Class Specification Manual.

**WHEREAS**, the City Manager has determined that the Public Works Lead Maintenance Worker class description requires amendments for various reasons; and

**WHEREAS**, the class description for Public Works Lead Maintenance Worker was revised in cooperation with the Principal Analyst and Public Works Director and has been approved by the City Manager; and

**WHEREAS**, this revised class description for Public Works Lead Maintenance Worker meets the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane that the class description for the classification of Public Works Lead Maintenance Worker in Exhibit "A" is approved as amended and shall replace the existing class description in the Class Specification Manual.

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RAYMOND MILLER  
Mayor

I hereby certify that the foregoing Resolution No 2013-36 was duly and regularly adopted at a regular meeting of the Brisbane City Council on September 16, 2013, by the following vote:

AYES:  
NOES:  
ABSENT:

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SHERI MARIE SPEDIACCI  
City Clerk

**RESOLUTION 2013-36  
EXHIBIT "A"**

**CITY OF BRISBANE**

**PUBLIC WORKS LEAD MAINTENANCE WORKER**

**Definition**

Under general supervision of the designated Public Works Supervisor, Team Leader or Harbormaster, leads a crew and personally performs a variety of semiskilled and skilled tasks involved in the construction, modifications, maintenance, repair and operation of City infrastructure, including streets, parks and landscaped areas, trees, storm and sanitary sewers, water and wastewater systems, and marina facilities; participates in the more complex public works construction and repair work; and does other duties and assignments as directed.

**Class Characteristics**

This experienced-level class has functional and technical responsibilities for a single crew of Maintenance Worker or Marina Maintenance Worker classes; works as a member of the crew and performs the more difficult and complex maintenance and repair tasks that require knowledge and skill in the general trade fields; and assists with supervising, training and directing of less experienced staff. This classification also performs any and all of the duties set forth in the lower-level classifications in the series.

This class is distinguished from the Public Works Supervisor and Harbormaster in that the two latter positions have departmental and administrative support responsibilities, in addition to assigning, supervising, reviewing and evaluating the work of the Public Works Lead Maintenance Workers and the Public Works Maintenance Workers and Marina Maintenance Workers. This class is distinguished from the Public Works Team Leader in that the latter has oversight for multiple crews, oversight of contractors, and administrative and fiscal oversight responsibility for specific programs and/or projects

**Examples of Duties** (Illustrative Only)

**Sewer Lead**

- Excavate and prepare potholes and excavations related to utility line repair for patching on streets and alleys.
- Load cold and hot mix, asphalt and patching oil; apply and finishes as required.
- Use an airless paint sprayer, mix, thin and apply paint and stripes streets, crosswalks and stop sign bars; replace reflective pavement markers and street signs.
- Remove concrete, build forms and repair sidewalks and gutters that have been damaged and are trip hazards or need repair after water or wastewater line work; perform other concrete work around City buildings as required.
- Clean storm drains, sidewalks, and other appurtenances using a variety of hand and power tools and equipment.
- Maintain, clean, repair and flush underground storm and sanitary sewer collection systems; and install new service laterals.
- Operate a street sweeper on a regularly assigned schedule.
- Determine the location of underground lines and marks them accordingly.

- Apply pesticides, as required, if appropriately certified.

#### Building and Grounds Lead

- Plant, water, fertilize and remove annual and perennial plantings and maintain landscaped areas in an attractive condition.
- Mow and rake grass areas; edge grass areas and remove weeds from landscaped and grass areas.
- Prune and hedge shrubs and trees in parks and street areas.
- Maintain playground equipment in a safe operating condition.
- If appropriately certified, apply herbicides and pesticides as required.
- Empty trash containers and remove trash from parks, landscaped areas and other City properties.
- Plant, trim, water, stake and maintain City trees; removes dead or unwanted trees.
- Maintain public facilities, shop areas and other buildings in a clean and orderly condition, performing regularly assigned custodial work.
- Perform basic remodeling to City facilities; paint the inside and outside of all City buildings; removes graffiti and repairs vandalism.
- Repair and replace plumbing fixtures, as required.
- Inspect and perform routine maintenance on HVAC equipment.
- Repair, replace and maintain interior and exterior lighting systems.

#### Water Lead

- Excavate and prepare potholes and excavations related to utility line repair for patching on streets and alleys.
- Load cold and hot mix, asphalt and patching oil; apply and finishes as required.
- Operate backhoe in digging trenches for pipe; operate trencher in digging narrow trenches; operate loader in loading truck; operate dump truck; set up tapping machines and tap into main lines.
- Set up and operate auger machine to make opening under highway and sidewalks.
- Measure and cut pipe.
- Install mains, service laterals, copper tubing, hydrants, valves, meters and meter boxes; read water meters.
- Determine location of underground lines and mark accordingly.
- Operate and repair valves as needed.
- Inspect, operate and maintain pump stations and water reservoirs.
- Read grade stakes for water service, meter height, and fire hydrants.

#### Marina Lead

- Repair docks, storage lockers, piers and access ramps; performs maintenance painting on all buildings and facilities and applies wood preservatives; repairs security gates as required.
- Rewire docks to meet tenant needs; maintains lighting circuits for boater safety and performs related basic electrical maintenance work.
- Maintain and repair pumps, irrigation and plumbing facilities.
- Greet and provides service and assistance to boat owners and visitors; ensures that Marina tenants and visitors have access and use of facilities as required; provides assistance to boaters in docking and maneuvering water craft; explains rules, regulations and required fees and rental charges.
- Perform custodial work in and around Marina facilities; empties trash containers and picks up litter; cleans and stocks restrooms; cleans floors, walls, furniture, windows and other interior and exterior elements of Marina facilities; removes graffiti and repairs vandalism; reports the need for major maintenance or repair.
- Maintain Marina landscaping and parking areas in a clean and orderly condition.

- Respond to emergencies and protects boats and personal property from damage, pumps out boats that are taking on water and takes debris and toxic materials to an appropriate waste or recycle site.
- Maintain public facilities, shop areas and other buildings in a clean and orderly condition, performing regularly assigned custodial work.
- Contact berth renters to notify them of work to be performed.

#### All Assignments

- Troubleshoot maintenance and repair problems, determine materials and equipment required for repair; may purchase materials and supplies from established suppliers.
- Direct the work of an assigned crew on a project basis; assist with the training and direction of new or temporary staff.
- Contact residents and businesses to inform them of work to be performed.
- Operate a variety of vehicles and construction equipment.
- Inspect and perform service, minor maintenance and repair on a variety of hand and power tools, vehicles and equipment.
- Maintain logs and records of work performed and materials and equipment used.
- Report the need for major contract repair or maintenance of facilities and equipment.

#### Qualifications

##### **Knowledge of:**

- Maintenance principles, practices, tools and materials for maintaining and repairing a variety of facilities, buildings, grounds and equipment such as found in the City and/or Marina.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- General principles of supervision
- Applicable codes and regulations.
- Shop arithmetic
- Safe driving rules and practices.
- Basic traffic control procedures.

##### **Skill in:**

- Providing instruction and guidance to maintenance workers.
- Performing semiskilled construction, modification, maintenance and repair work on a variety of facilities, buildings, grounds and equipment such as found in the City and/or Marina.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Using and maintaining tools and equipment related to the work skillfully and safely.
- Making accurate arithmetic calculations.
- Reading and interpreting construction drawings and specifications.
- Maintaining accurate logs, records and basic written records of work performed.
- Understanding and following oral and written directions.
- Working independently or in a team situation.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of education, experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Education: Equivalent to graduation from high school.

Experience: Four years of increasingly responsible full time experience in public works and/or marina related operations and maintenance, including construction, maintenance and repair of street, sewers, storm drains, docks, electrical, systems, plumbing systems, and related public works and/or marina infrastructure.

**License:**

Must possess a valid California class C driver's license and have a satisfactory driving record. Specified positions may require possession of a class B or A driver's license. Water Lead requires certification as a Water Distribution Operator II issued by the State of California in a time frame specified by the City. Sewer Lead requires California Water Environment Association Level 2 Collection certification in a time frame specified by the City. Building and Grounds Lead requires certification as a Certified Landscape Technician (maintenance and irrigation) issued by the California Landscape Contractors Association and a Qualified Applicator Certificate issued by the Department of Pesticide Regulations in a time frame specified by the City. Such certifications shall be maintained during employment.

**Working Conditions:**

Must be available for regular standby assignments and work emergency overtime as required. Must be willing to work out of doors in all weather conditions and with exposure to traffic, boating hazards and other potentially hazardous conditions.

**Physical Demands:**

Must possess strength, stamina and mobility to perform heavy physical work, use varied hand and power tools, drive a motor vehicle and heavy construction equipment and lift and move materials and equipment weighing to 90 pounds and heavier weights with the use of proper equipment; visions to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Marina Lead must be able to operate a small powerboat and swim 25 yards unassisted.

Approved Date: January 14, 2002

Resolution: 2002-05

Revised Date:

Resolution:

Bargaining Unit: General Employees Association

Resolution: 2002-06

Former Titles:

Abolished:



**RESOLUTION 2013-37**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF BRISBANE REGARDING  
THE POLICE SERVICE AIDE CLASSIFICATION**

**WHEREAS**, the City Council approved Resolution 99-33 establishing the Classification and Pay Rate for the Police Service Aide position; and

**WHEREAS**, the City Manager has determined that the Police Service Aide class description requires amendments to meet current position requirements; and

**WHEREAS**, the class description for Police Service Aide was revised in cooperation with and has been approved by the City Manager; and

**WHEREAS**, the City Manager has recommended that the classification title for Police Service Aide be changed to Public Safety Aide

**WHEREAS**, this newly revised class description meets the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Brisbane that the following be adopted and is incorporated by reference as though fully set forth herein.

1. The class description for the classification of Police Service Aide be changed to Public Service Aide, and
2. The new Public Service Aide classification in Exhibit "A" is approved as amended and shall replace the existing Police Service Aide class description in the Class Specification Manual, and
3. The pay scale for Hourly Employees will be amended, replacing the title of Police Service Aide to Public Service Aide.

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RAYMOND MILLER  
Mayor

I hereby certify that the foregoing Resolution No 2013-37 was duly and regularly adopted at a regular meeting of the Brisbane City Council on September 16, 2013, by the following vote:

AYES:  
NOES:  
ABSENT:

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SHERI MARIE SPEDIACCI  
City Clerk

**RESOLUTION 2013-37  
EXHIBIT "A"**

**CITY OF BRISBANE**

**PUBLIC SERVICE AIDE**

**Definition**

Under the general direction of the designated Department Head and Police Watch Commander, Public Service Aides provide security at designated city properties (i.e. marina, community parks, etc.).

**Class Characteristics**

This is an entry-level, non-sworn uniformed position that provides administrative support to departments and operational support to police staff, requiring good judgment and the ability to work independently.

**Examples of Duties** (Illustrative Only)

- Patrol assigned area in its entirety during shift, including outside parks, landscaped areas, marina docks, parking lots, interior of public bathrooms and other city facilities.
- Surveys assigned area for maintenance or safety problems and report such issues to City staff.
- Immediately report suspicious or suspected illegal activity to Brisbane Police Department
- Document all activities and observations in daily shift log.
- Prepares reports; prepares and maintains logs, records and accurate files.
- Deliver city documents, materials or equipment for the assigned department.
- Check vehicles in parking lots for occupants, vandalism, thefts or other unusual activity and report as needed.
- Patrol docks and inspect boats for sinking, break-ins, vandalism or any other unusual activities. Report and/or respond to such activities as required, i.e. initiate emergency procedures for sinking vessel, contact on-duty police officer regarding break-ins, etc.
- Answers questions and gives information to the public concerning city regulations and information of a general nature.
- Attend staff meetings and training, as required.

**Qualifications**

**Knowledge of:**

- Department operating policies and procedures and techniques.
- Safety regulations and procedures necessary to maintain the safety of facility users and the security of City facilities and equipment.
- Modern office procedures, methods and computer equipment.
- Principles and techniques of parking enforcement and traffic control.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.

- Techniques to deal effectively with the public and those contacted during the course of work.

**Skill in:**

- Driving vehicles in a safe manner.
- Identifying abandoned vehicles for the purposes of abatement.
- Learning standard broadcasting procedures of a police radio system.
- Communicating effectively, both orally and in writing; speaking clearly and understandably in English.
- Preparing clear and concise correspondence and reports and accurately completing forms.
- Responding effectively to requests and inquiries from the public.
- Understanding and following oral and written directions.
- Directing and controlling traffic in a safe manner.
- Maintaining effective relationships with the public and those contacted during the course of work.

**Ability to:**

- Recall events, descriptions, conversations and instructions with sufficient clarity and accuracy to recount them in written and oral form at later times.
- Hear and recognize sounds associated with criminal activity. Report suspicious or other activities to police personnel.
- Read, recognize and, where appropriate, apply written information from warning signs or instructional manuals.
- Remain calm and control own emotions in tense situations.
- See objects and persons at reasonable distance under ambient or artificial lighting with sufficient clarity to record accurate descriptions.
- Traverse level and uneven surfaces, including floating platforms, stairs and graded inclines.
- Communicate clearly in routine or emergency circumstances, including in-person and over radio and telephone devices.
- Carry, grasp and operate furnished devices, as well as other items encountered in the field, including flashlights, pens, pencils, computer keys, door knobs, keys, padlocks, light switches, hand-held radios, telephones, etc.

**Education and Experience:**

*Any combination of education, experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Education: Equivalent to graduation from high school.

Experience: One year of security or police support experience that includes public contact is desirable.

**License:** Must possess or be able to obtain a valid California Driver License with a satisfactory driving record. License must be maintained as a condition of employment.

**Special Requirements:** Must be able to pass the required background investigation, polygraph and fingerprint for submission to the California Department of Justice and the FBI. Public Service Aides assigned to the Marina must also be able to swim 25 yards.

**Working Conditions:** Must be willing to work off-shift, late night and weekend hours, depending upon the area to which assigned, and work with exposure to challenging circumstances, including all weather conditions and possible exposure to hazardous material.

**Physical Demands:** Must maintain mobility, physical strength and stamina to perform patrol duties and respond to emergency situations; ability to work in a standard office setting and to operate various motor vehicles; vision to see objects and persons at reasonable distances with ambient or artificial lighting, to read printed materials and a computer screen, discern colors and work in a night setting; and hearing and speech to communicate in person, over the telephone and radio.