



Town Council Agenda Report

Date: October 8, 2019 Item No. 9

To: Honorable Mayor and Town Council

Subject: AMENDMENT TO THE CLASSIFICATION AND SALARY PLAN FOR THE TOWN OF APPLE VALLEY

From: Douglas Robertson, Town Manager

Submitted by: Douglas Robertson, Town Manager

Budgeted Item: Yes No N/A

RECOMMENDED ACTION

That the Town Council adopt the attached Resolution No. 2019-28, a Resolution of the Town Council of the Town of Apple Valley, California, amending the current Classification and Salary plan.

BACKGROUND

The Human Resources Department has updated the Classification Plan to reflect the newly created position of Fleet Mechanic.

ANALYSIS

The Human Resources Department is recommending adding the job classification of Fleet Mechanic to the Classification and Salary Plan at salary range 41: \$3,692 - \$5,217.

FISCAL IMPACT

The proposed recommendation will not result in a fiscal impact to the Town as the Fleet Mechanic position is a replacement for a 2019-2020 budgeted position at the same salary.

ATTACHMENTS

- A. EXHIBIT A – Fleet Mechanic Job Description
- B. EXHIBIT B – Classification and Salary Plan

RESOLUTION NO. 2019-28

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE CLASSIFICATION PLAN FOR THE TOWN OF APPLE VALLEY

WHEREAS, the Town Council of the Town of Apple Valley has established classification and salary plan for the Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify the classification and salary plan for the Town of Apple Valley employees; and

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Revised salary and classification plan is hereby adopted in accordance with Exhibit A.
2. Said salary schedules and classification plan shall become effective on January 1, 2019.
3. Said job classifications shall be established effective on October 8, 2019.
4. All resolutions, parts of resolutions in conflict herewith are hereby amended to be consistent herewith.

Unless otherwise noted, the effective date of this Resolution shall be October 8, 2019.

APPROVED and **ADOPTED** by the Town Council and signed by the Mayor and attested to by the Town Clerk this 8th day of October 2019.

Larry Cusack, MAYOR

ATTEST:

La Vonda M-Pearson, TOWN CLERK

EXHIBIT A



Fleet Mechanic

SUMMARY:

Under general supervision, performs journey-level preventive maintenance and repairs to Town vehicles, heavy equipment, power tools, and specialty support equipment.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Perform road tests and operate fleet assets to assess problems and identify necessary repairs; lubricate vehicles and equipment; repair and replace automotive, commercial, and equipment tires; refuel vehicles; steam clean engines; wash and detail vehicles and equipment.
- Perform major overhauls of gas, diesel, heavy duty trucks and equipment, including drive train, steering, hydraulics, electrical, suspension, air, hydraulic brake systems.
- Perform scheduled maintenance and repairs on generators, compressors, and trash pumps, also respond to vehicle, equipment and breakdowns after normal working hours.
- Perform welding and fabrication work.
- Perform upfit/retrofit work, as necessary.
- Perform general and advanced diagnoses; make minor or major repairs to systems and components.

- Utilize computer software programs; maintain and updates records; maintain shop equipment and work areas.
- Read and interpret codes; order repair manuals.
- Pick-up and deliver replacement parts and components.
- Maintain time and maintenance records.
- Accurately applies correct diagnostic procedures; disassemble components, and repair/replace defective parts.
- Schedule and conduct vehicle inspections.
- Maintain shop inventory.
- Provide training and assistance to less experienced staff.
- Respond to non-duty emergencies.
- Perform all tasks in accordance with applicable federal and state safety standards.
- Communicate with manufacturers and vendors to research and order parts and locate repair information.
- Pick-up and deliver vehicles and equipment from/to repair vendors.
- Respond to dispatches for field work; respond to emergency field repairs.
- Attend safety meetings and technical training classes.
- Performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the assigned Public Works Supervisor. The incumbent shall be required to advise the assigned Public Works Supervisor of any unusual or questionable conditions encountered in the area of responsibility and shall accomplish assigned tasks with minimum direction.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience Guidelines

Equivalent to the completion of twelfth (12th) grade and four years of experience in the maintenance and repair of vehicles and heavy equipment within a municipal operation; or and equivalent combination of education, training, and experience.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Valid California class C driver's license with satisfactory driving record.

- Ability to obtain a class B Commercial driver license with tanker, air brake, and standard transmission endorsements within nine months of hire.

KNOWLEDGE OF:

- Principles and practices of vehicle and heavy equipment maintenance and repair methods and techniques.
- Principles and practices of the repair and maintenance and repair of mechanical, electrical, and computerized systems within vehicles and equipment.
- Perform monthly vehicle repair records, and repair parts inventories.
- Federal motor safety regulations.
- Legal in service criteria for commercial vehicles.
- State Air Resource Board regulations and applicable air quality standards.
- Safe operation of heavy equipment.
- Hazardous materials.
- Safety practices and procedures.

SKILL IN:

- Provide efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organize and prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carry out oral and written instructions.
- Using initiative, discretion and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Electronic record keeping.
- Meeting deadlines.
- Reading and understanding technical manuals, blueprints, schematics, wiring diagrams, technical service bulletins, and parts catalogs.
- Using testing and measuring equipment.
- Using data resource and network-based support programs.
- Using shop equipment, including hand and power tools, and diagnostic equipment.
- Welding and fabrication.
- Operating a personal computer and various software applications.

- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, county officials and vendors; and applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed primarily in a variety of environmental conditions, indoors and out, and includes work related travel in a Town vehicle. Incumbent may be exposed to all types of environmental conditions, with noise, vibrations, fumes, odors and dust, and may work for long periods in hot, cold, wet or icy weather and high winds. Incumbents must be able to see and hear in the normal range with or without correction and have the ability to read printed material the size of typewritten characters and communicate verbally and in written form with great facility and must be able to be understood. Incumbents must be able to lift heavy loads up to 75 pounds. Incumbents must be able to work with small components and be able to distinguish clearances around machinery with moving parts. Incumbents must be physically able to perform strenuous work and in sufficient physical condition to safely perform the duties of the position. Incumbent will be required to respond to callouts and emergencies after regular working hours and on weekends and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts. Incumbent must possess the stamina to work long hours and overtime, if necessary.

EXHIBIT B

Town of Apple Valley Classification Plan FY 2019-2020

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Account Clerk I	32	\$2,956	to	\$4,178
Account Clerk II	36	\$3,263	to	\$4,611
Accountant I	46	\$4,178	to	\$5,903
Accountant II	52	\$4,845	to	\$6,846
Accounting Technician	42	\$3,785	to	\$5,348
Administrative Analyst I	52	\$4,845	to	\$6,846
Administrative Analyst II	58	\$5,619	to	\$7,939
Administrative Secretary	44	\$3,976	to	\$5,619
Animal Services Officer II	42	\$3,785	to	\$5,348
Animal Services Supervisor	52	\$4,845	to	\$6,846
Animal Services Attendant	33	\$3,030	to	\$4,282
Animal Health Assistant	35	\$3,184	to	\$4,499
Animal Services Assistant	24	\$2,426	to	\$3,429
Animal Services Manager	NR	\$7,017	to	\$9,915
Animal Services Officer I	38	\$3,429	to	\$4,845
Animal Services Technician	36	\$3,263	to	\$4,611
Assistant Director of Community Development	NR	\$8,341	to	\$11,786
Assistant Director of Econ Dev & Housing	NR	\$8,341	to	\$11,786
Assistant Director of Energy & Environmental Services	NR	\$8,341	to	\$11,786
Assistant Director of Finance	NR	\$8,341	to	\$11,786
Assistant Planner	50	\$4,611	to	\$6,516

Effective: 10/08/2019

Town of Apple Valley Classification Plan FY 2019-2020

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Assistant Pool Manager	22	\$2,309	to	\$3,263
Assistant Town Manager	NR	\$15,463	to	\$18,208
Associate Planner	56	\$5,348	to	\$7,557
Code Enforcement District Supervisor	58	\$5,619	to	\$7,939
Code Enforcement Manager	NR	\$7,017	to	\$9,914
Code Enforcement Officer I	42	\$3,785	to	\$5,348
Code Enforcement Officer II	48	\$4,389	to	\$6,202
Code Enforcement Technician	38	\$3,429	to	\$4,845
Community Development Director	NR	\$9,607	to	\$12,688
Community Enhancement Officer	40	\$3,602	to	\$5,090
Custodial Aide	21	\$2,253	to	\$3,184
Custodian	27	\$2,613	to	\$3,692
Customer Service Representative	34	\$3,106	to	\$4,389
Deputy Town Clerk	49	\$4,499	to	\$6,357
Director of Animal Services	NR	\$9,992	to	\$13,103
Director of Communications	NR	\$8,341	to	\$11,786
Director of Government Services (Town Clerk)	NR	\$8,545	to	\$12,074
Director of Finance	NR	\$11,556	to	\$14,056
Director of Human Resources and Risk Management	NR	\$9,992	to	\$13,195
Director of Public Works	NR	\$10,295	to	\$14,056
Economic Development Assistant	50	\$4,611	to	\$6,516

Effective: 10/08/2019

Town of Apple Valley Classification Plan FY 2019-2020

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Economic Development Manager	NR	\$7,554	to	\$10,671
Economic Development Specialist I	56	\$5,348	to	\$7,557
Economic Development Specialist II	62	\$6,202	to	\$8,763
Emergency Services Officer	58	\$5,619	to	\$7,939
Environmental & Transit Services Manager	NR	\$7,554	to	\$10,671
Equipment Operator	43	\$3,879	to	\$5,482
Event Assistant	22	\$2,309	to	\$3,263
Event Coordinator	47	\$4,282	to	\$6,051
Executive Assistant	52	\$4,845	to	\$6,846
Executive Secretary	50	\$4,611	to	\$6,516
Finance Analyst	65	\$6,679	to	\$9,437
Finance Manager	NR	\$7,746	to	\$10,945
Fleet Mechanic	41	\$3,692	to	\$5,217
Grounds Services Aide	18	\$2,092	to	\$2,956
Grounds Services Supervisor	48	\$4,389	to	\$6,202
Grounds Services Worker I	25	\$2,487	to	\$3,514
Grounds Services Worker II	29	\$2,745	to	\$3,879
Grounds Services Worker III	33	\$3,030	to	\$4,282
Household Hazardous Waste Center Operator	18	\$2,092	to	\$2,956
Housing & Community Dev Specialist I	54	\$5,090	to	\$7,192
Housing & Community Dev Specialist II	60	\$5,903	to	\$8,341

Effective: 10/08/2019

Town of Apple Valley Classification Plan FY 2019-2020

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Housing Programs Supervisor	62	\$6,202	to	\$8,763
Human Resources Analyst	58	\$5,619	to	\$7,939
Human Resources Assistant	46	\$4,178	to	\$5,903
Human Resources Coordinator	52	\$4,845	to	\$6,846
Human Resources Manager	NR	\$7,017	to	\$9,914
Information Systems Manager	NR	\$7,557	to	\$10,678
Information Systems Specialist	52	\$4,845	to	\$6,846
Information Systems Supervisor	60	\$5,903	to	\$8,341
Information Systems Technician	42	\$3,785	to	\$5,348
Intern	20	\$2,198	to	\$3,107
Lifeguard	21	\$2,253	to	\$3,184
Maintenance Aide	21	\$2,253	to	\$3,184
Maintenance Supervisor	56	\$5,348	to	\$7,557
Maintenance Worker I	33	\$3,030	to	\$4,282
Maintenance Worker II	37	\$3,345	to	\$4,727
Manager of Legislative Affairs and Grants	NR	\$7,554	to	\$10,671
Office Assistant	26	\$2,549	to	\$3,602
Park and Recreation Manager	NR	\$7,557	to	\$10,678
Pool Manager	26	\$2,549	to	\$3,602
Principal Planner	68	\$7,192	to	\$10,163
Program Assistant	18	\$2,092	to	\$2,956

Effective: 10/08/2019

Town of Apple Valley Classification Plan FY 2019-2020

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
Public Relations Specialist	49	\$4,499	to	\$6,357
Public Services Assistant	50	\$4,611	to	\$6,516
Public Services Technician	39	\$3,514	to	\$4,966
Public Works Inspector	48	\$4,389	to	\$6,202
Public Services Manager	NR	\$7,554	to	\$10,671
Public Works Manager	NR	\$7,017	to	\$9,914
Public Works Supervisor	56	\$5,348	to	\$7,557
Records Technician	37	\$3,345	to	\$4,727
Recreation Assistant	24	\$2,426	to	\$3,429
Recreation Coordinator	40	\$3,602	to	\$5,090
Recreation Leader I	18	\$2,092	to	\$2,956
Recreation Leader II	21	\$2,253	to	\$3,184
Recreation Specialist	30	\$2,814	to	\$3,976
Recreation Supervisor	48	\$4,389	to	\$6,202
Registered Veterinary Technician	42	\$3,785	to	\$5,348
Secretary	38	\$3,429	to	\$4,845
Senior Accountant	58	\$5,619	to	\$7,939
Senior Animal Services Officer	48	\$4,389	to	\$6,202
Senior Animal Services Specialist	35	\$3,184	to	\$4,499
Senior Code Enforcement Officer	52	\$4,845	to	\$6,846
Senior Lifeguard	23	\$2,367	to	\$3,345

Effective: 10/08/2019