



CITY OF REDDING

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November 30, 2017
P-100-050-129

Erich Mayne, Vice President
Redding Independent Employees' Organization
1800 Park Marina Dr
Redding, CA 96001

Subject: Side Letter of Agreement to MOU between City of Redding and Redding Independent Employees' Organization (RIEO) Regarding Modification of the Public Works Supervisor Classification Specification to Include Fleet Division Duties

Dear Erich:

The purpose of this letter is to codify the modifications made to the classification specification of Public Works Supervisor adding the duties previously performed by the Fleet Manager classification, an Unrepresented position. Attached is the revised Public Works Supervisor classification specification with the modifications indicated through underline and strikeout.

It is also agreed that current Fleet Manager James Schmitz will be reclassified to Public Works Supervisor within in the Fleet Division.

If the Organization concurs with the foregoing, please sign and date the enclosed copies of this letter, return one to me, and keep the other copy for your records.

Sincerely,

A handwritten signature in blue ink that reads "S DeMaagd".

Sheri DeMaagd
Personnel Director

The Organization concurs with the above:

A handwritten signature in blue ink that reads "E Mayne".

Erich Mayne, RIEO Vice President

11.30.17

Date

c: City Council
Barry Tippin, City Manager
Brian Crane, Director of Public Works
Bill Avery, Labor Negotiator

DEFINITION:

Under direction, plan, organize, direct, supervise and review the activities of one or more assigned section(s) within the Public Works Department and Support Services Departments (Water-General and Administration, Wastewater Collection, Storm Drainage, Industrial Waste, Streets-General and Administration, Fleet, and Solid Waste Divisions), including the supervision and review of assigned personnel.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Assist in developing and implementing goals, objectives, policies, procedures, and priorities for the assigned section.

Measures: Goals/objectives are met in a timely and cost effective manner. Overall effectiveness of section division is high and is accomplished and within budgetary parameters. Effectively communicates policies, procedures and priorities to employees and ensures enforcement. Systems/operations are properly constructed, maintained and improved.

2. Plan, organize, direct, coordinate, assign, supervise, and review and evaluate the work of assigned personnel.

Measures: Overall effectiveness of section division. Skills and knowledge of staff are utilized effectively and appropriately. Staff are properly trained. Timely and appropriate feedback is provided to employees. High degree of customer satisfaction.

3. Inspect project sites, evaluate work in progress, assess quality, resolve work problems; determine additional needs, assure continuous support and follow-up. Inspect contractors' work and verify work and billing for payment.

Measures: Proper and timely inspection. Make decisions and communicate the decision process and outcomes with subordinates and management team. Establish monitoring system for work accomplished, plans, goals and objectives. Ensure proper construction, repair, maintenance and improvements. Keep up-to-date on new equipment and technologies to make practical suggestions in improving systems. Emergency call-out problems are handled appropriately and in a timely manner.

4. Assist in the preparation and monitoring of the budget; determine staffing needs as well as equipment, materials and supplies; assist in preparing equipment specifications. Procure and maintain inventory of necessary materials and supplies.

Measures: Draft budget requests are accurate and submitted in a timely manner. Budget is monitored and section remains within budget. Appropriate equipment, materials and supplies are available to accomplish tasks. Quality materials are utilized. Materials and services are obtained when needed.

5. Supervise, train, instruct and evaluate assigned personnel.

Measures: Employees are properly trained to perform their assigned functions. Recognizes individual needs for continued training and ensures employee receives appropriate training. Employees receive appropriate and timely feedback on performance and behavior. Recognizes and effectively communicates positive and negative attributes of an individual's performance. Effective in investigating and resolving personnel problems; follows up on problems or concerns. Employees are motivated and enthusiastic.

6. Respond to inquiries or concerns from citizens and other departments/agencies. Investigate complaints and take corrective action; study maintenance and operation functions and make improvements.

Measures: Customer inquiries/concerns are given proper priority and handled in a courteous, timely and efficient manner. Provides requested information/data in a timely manner. Complaints are few in number. Section maintains a cordial and efficient working relationship with citizens, other departments and agencies, suppliers, contractors and the general public.

7. Prepare and maintain a variety of records, reports, surveys and forms in paper or electronic format. Conduct studies, and review data and analyze results. Take appropriate action.

Measures: Completed accurately and in a timely, efficient, professional and understandable manner. Pertinent information is contained therein.

8. Recommend and enforce safety rules and regulations.

Measures: Personnel are well informed and trained regarding safety rules, regulations and requirements. Regular training meetings are held. Employees are properly trained to perform assigned tasks. Incidents remain at a low level.

9. Perform essential maintenance and operation tasks, within assigned section(s), as a result of staff shortages, emergencies, or other compelling reason.

Measures: Knowledge and experience to perform tasks.

10. Perform other duties as assigned within the scope of the job classification.

In addition to above 1-10, when assigned to Fleet Maintenance:

1. Make policy recommendations and establish administrative procedures for all City transportation requirements pertaining to the processing of vehicle and equipment purchase requests, acquisition, assignment, usage, operation, repair, preventive maintenance, fueling and replacement of City vehicles and equipment.

Measures: Overall effectiveness of the division. High degree of customer satisfaction.

2. Oversee the operation of a computerized system for tracking vehicles and equipment, maintenance, parts inventory, fuel, shop labor, costs, utilization, billing and fleet operations.

Measures: Overall effectiveness of the division. Timeliness and accuracy. Effective utilization of data to support decision making.

3. Evaluate vehicle and equipment needs of varied users; assess automotive market data; perform economic analyses; investigate vehicle buying, leasing or other options, including the impact of technological developments to meet user needs; develop bid specifications and make recommendations on the selection of vehicles and equipment required for City vehicles and equipment to provide public services.

Measures: Timeliness and accuracy. Thorough research and analysis. High degree of customer satisfaction.

4. Conduct utilization studies and evaluate the condition of the fleet on an ongoing basis; make recommendations on the size and composition of the fleet and establishment of replacement criteria; make replacement decisions and conduct a vehicle disposal program, including auction management and forecasting salvage values of vehicles and equipment.

Measures: Thorough, timely and accurate analysis.

5. Develop, coordinate and supervise a comprehensive vehicle preventive maintenance and repair program for the City's automotive equipment, heavy equipment and other special equipment; coordinate and administer contracts for outside maintenance services.

Measures: Overall effectiveness of the division. High degree of customer satisfaction.

7. Develop, direct, maintain, and control purchasing, dispensing and inventory management activities for parts, bulk fuel inventories, and card lock fuel systems.

Measures: Quantity and quality of materials and supplies are maintained. Accurate and efficient inventory procedures are in place.

8. Prepare, develop and manage the approved divisional operating budget and the budget for vehicle replacement, including the development of rental rates, charge-back policies

and costs of operation, maintenance and replacement of City vehicles.

Measures: Budget requests are accurate and submitted in a timely manner. Budget is monitored and division remains within budget.

9. Keep abreast of all laws and regulations pertaining to the utilization of the fleet and implement all necessary programs for safety, drivers/users training, emissions standards, etc.

Measures: All mandated programs are implemented and pass inspections/reviews by regulatory agencies.

QUALIFICATIONS:

Knowledge of:

Materials, methods, practices and equipment used in the assigned section(s) (sewer, storm drain construction, industrial waste, or solid waste), maintenance and repair activities; types and level of maintenance and repair activities generally performed; principles of supervision, training and performance evaluation; principles and practices of administration, budget and personnel management; local, state and federal rules and regulations governing work performed; and occupational hazards and safe work practices; emergency response to correct accidental releases of hazardous materials, i.e., chlorine gas, sulphur dioxide. For the Fleet Division, professional and technical aspects of the operation and maintenance of a large fleet; trends and technological developments pertaining to efficient automotive service, fueling and maintenance techniques; proper utilization of automated fleet management systems; fleet procurement, charge-back systems, utilization and operational management; and safety procedures and regulations.

Ability to:

Interact effectively with the public, managers and employees. Supervise and direct assigned area of responsibility; provide effective leadership; interpret and apply laws, and regulations and policies governing administrative procedures; conduct field inspections; communicate effectively both verbally and in writing; read and interpret maps, plans and specifications, blueprints, drawings; estimate time, materials and equipment; and operate modern office equipment including personal computer and applicable software.

For Fleet Division, plan, organize and perform fleet management services; understand, identify and analyze administrative problems and implement operational changes; make decisions and independent judgements; establish and maintain teamwork and cooperative working relationships; understand program objectives in relation to departmental goals and procedures; demonstrate tact and diplomacy; collect and analyze data to establish/identify needs and evaluate program effectiveness; draw logical conclusions and make appropriate recommendations; develop goals and objectives; prepare budgets, funding proposals, narrative and statistical reports; supervise the work of others engaged in fleet maintenance activity; formulate, promote and implement a variety of fleet maintenance programs; understand and analyze expenditure reports; maintain accurate records and document actions taken; interview people