

RESOLUTION NO. 522

A RESOLUTION APPROVING PROPERTY MAINTENANCE SUPERVISOR POSITION AND UTILITY MAINTENANCE WORKER POSITION FOR THE CITY OF WILSONVILLE.

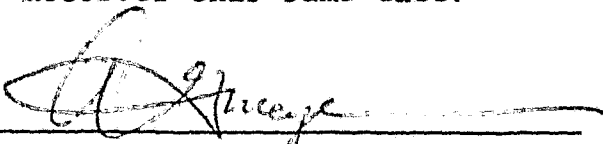
WHEREAS, the city staff has prepared a report on the above captioned subject which is attached hereto as Exhibit "A"; and

WHEREAS, the City Council has duly considered the subject and the recommendation(s) contained in the staff report; and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

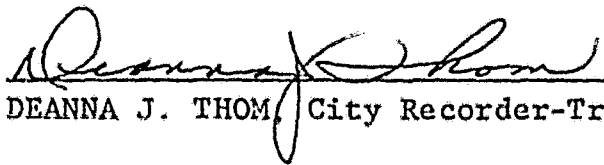
NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Wilsonville does hereby adopt the staff report attached hereto as Exhibit "A", with the recommendation(s) contained therein and further instructs that action appropriate to the recommendation(s) be taken.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 7th day of October, 1985 and filed with the Wilsonville City Recorder this same date.



A. G. MEYER, Mayor

ATTEST:



DEANNA J. THOM, City Recorder-Treasurer

CITY OF WILSONVILLE
MEMO

September 26, 1985

DATE

TO: MAYOR - CITY COUNCIL
FROM: LARRY R. BLANCHARD *LRB/mb*
PUBLIC WORKS DIRECTOR
SUBJECT: PROPERTY MAINTENANCE SUPERVISOR
UTILITY MAINTENANCE WORKER

PROPERTY MAINTENANCE SUPERVISOR

To accommodate the Public Works Department staffing capabilities in the most efficient manner, the Public Works Department is divided into three basic divisions:

- (1) Construction Management
- (2) Facilities Maintenance
- (3) Wastewater Plant Maintenance

The Facilities Maintenance Division was at one time becoming departmentalized, i.e. Sewer Department, Water Department, Roads Department, Park Department. It was evident that supervisors were not necessary to supervise each department.

Recently the Council authorized the hiring of a Utility Maintenance Supervisor, which is the first part of the Public Works Staffing Program. The second half of the program is the staffing of the Property Maintenance Supervisor.

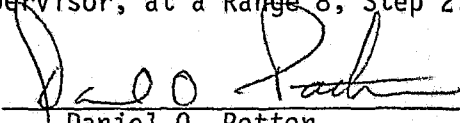
The Property Maintenance Supervisor supervises the maintenance of all landscaping, for all property owned or maintained by the City. The tasks would include: mowing, signing, landscape maintenance, irrigation repair, to name a few. (See job description attached)

Presently Steve Munsterman has filled the role of Property Maintenance Supervisor, as Utility Worker III. I feel Mr. Munsterman is highly qualified to supervise the operation of this position.

RECOMMENDATION:

1. Approve the Property Maintenance Supervisor Position as outlined in the job description.
2. Authorize Steve Munsterman to be promoted from Utility Worker III to Property Maintenance Supervisor, at a Range 8, Step 2.5 or \$1,658 per month.

Approved by: _____


Daniel O. Potter
City Administrator
City of Wilsonville

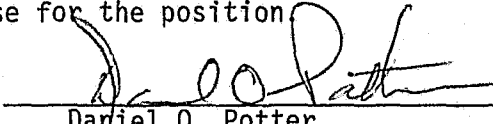
UTILITY MAINTENANCE WORKER

This position was approved in the budget for 1985-86

RECOMMENDATION:

1. Approve the Utility Maintenance Worker position at Range 4.
2. Authorize staff to advertise for the position.

Approved by: _____


Daniel O. Potter
City Administrator
City of Wilsonville

1rb:md

Attachments

cc: Internal - Communications - Administration

JOB TITLE: Property Maintenance Supervisor REPORTS TO: Public Works Supt.
DEPARTMENT: Public Works SUPERVISES: Assigned Utility Workers
DIVISION: Facilities Maintenance
SUBDIVISION: City Parks and Recreational Facilities Maintenance
Property Maintenance (grounds only, rented, leased, owned or easements).
Street Right of Way Maintenance (landscaping, signing, sweeping cleanup).
Other Projects as Assigned.

Explanation of Job Function:

Work project supervision for the maintenance repair, and replacement, of the City Parks and Recreational Facilities, Property Maintenance (grounds only) Street Right of Ways (landscaping, signing, sweeping, street cleaning).

Class Characteristics:

This is a foreman supervisory position in which the employee is not only responsible for supervision, but required to perform the labor tasks.

Distinguishing Characteristics:

This position has first level responsibility to complete tasks as assigned or provided in the Work Program, and supervision of the group of employees completing said task.

Assigned Personnel:

One full-time Utility II
One full-time Utility I
Temporary summer help

Assigned Equipment:

1. Unit #40 pickup & tools
2. Unit #41 1-ton dump truck
3. E-1 Massey Ferguson & attachments
4. E-3 John Deer III
5. E-6 John Deer 650 & attachments
6. Assorted small power tools

Responsibility:

1. Provide input into the scheduling of work program tasks.
2. Schedule all work for the personnel assigned to this position for the specific tasks to be completed.

Responsibility (cont.)

3. Provide work direction and training to assigned personnel.
4. Scheduling of all materials for each assigned project.
5. Requisition of vehicle and equipment necessary to complete each project.
6. Prepare Parks for scheduled activities such as reserved picnics, baseball, and softball games.
7. Respond to Park user inquiries and/or complaints.
8. Keep all records, reports and work orders necessary to document the activities of the department.
9. Responsible for assuring all personnel assigned thereto follow all rules and regulations of the Federal Government, State, County, and City in respect to completion of assigned tasks.
10. Provide budget information to Public Works Supervisor for inclusion in the annual budget process.

Required Knowledge and Skill:

Education:

High School education.

Experience:

Previous work exposure (2-years minimum) to construction and maintenance operations so as to minimize the need for constant supervision.

Skills:

Demonstrated skills in the use of hand & power tools and use of some heavy equipment. Ability to obtain spray applicators license.

Physical Traits:

Good health and physical condition.

JOB RATING FORMAT
Property Maintenance Supervisor

EDUCATION:	3	This position will be rated a degree Advanced training in the use of hand and power tools, and use of some heavy equipment. (Equivalent of high school plus two years of intensive training).	63 points
EXPERIENCE:	4	This position will be rated a degree Previous work exposure to Construction and Maintenance operations so as to minimize the need for constant supervision. Minimum of two years of experience.	68 points
COMPLEXITY OF DUTIES:	3	This position will be rated a degree Duties are complex requiring the application of special knowledge and/or skill. This is a foreman supervisory position.	90 points
DECISION MAKING:	3	This position will be rated a degree Decisions or recommendations are aided by procedures, standard practices, and precedent with only overall managerial direction. Decisions affect operations of own department and <u>occasionally</u> have major impact on other departments.	51 points
ADMINISTRATIVE RESPONSIBILITY:		This position will be rated a degree Responsible for supervising a department or group with first-line responsibility for personnel matters. Responsibility for care and protection of departmental assets. Primary responsibility for interpreting policy pertinent to the field of endeavor.	
PHYSICAL/CRAFT DEMAND	5	This position will be rated a degree Regular need to apply trade or craft skills and extreme physical effort while performing duties.	165 points
COST/REVENUE:	3	This position will be rated a degree First line cost control over a department or group including: 1. Preparation and administration of budgets; 2. Administration of salaries; 3. Utilization of labor, machinery, and equipment, services; and supplies. 4. Control of spoilage; 5. Protection of departmental assets. <u>OR</u> staff position with responsibility of accurate analysis of revenue and/or cost data with responsibility for recommending a course of action.	17 points

OUTSIDE RELATIONS:
3

This position will be rated a degree
Occasional public contact to obtain or supply
important or sensitive information requiring
diplomacy and discretion.

39 points

PHYSICAL WORKING
CONDITIONS:
5

This position will be rated a degree
Constant exposure to varying weather conditions,
noise or pollutants, and occasional exposure to
hazards. Likely to be on call 24 hours daily.

40 points

RANGE 8 Rating for this position

TOTAL:

567

JOB TITLE: Utility Maintenance Worker

REPORTS TO: Public Works
Superintendent

DEPARTMENT: Public Works

DIVISION: Facilities Maintenance

SUPERVISES: None

SUB-DIVISION: Fleet Services Equipment Maintenance

Explanation of Job Function:

Loading, operation, preventive maintenance checks, cleaning, and unloading of truck capable of hauling loads in excess of 25,000 pounds. Maintenance of the shop area(s) and all equipment assigned to the shop area(s), including stocking of the materials used by outside maintenance crews. May perform maintenance at the Wastewater Treatment Plant.

Class Characteristics:

This is a general laborer position involved with performing a variety of manual and semi-skilled tasks related to heavy truck driving, and maintenance of small power tools. Work is performed under close supervision, and is repetitive in nature.

Typical Tasks:

1. Operates trucks capable of hauling loads in excess of 25,000 pounds.
2. Monitors the mechanical condition of the truck(s) operated, and performs minor or routine maintenance as required. Informs supervisor of any conditions which may require further or extensive maintenance or repair.
3. Maintains appearance of equipment operated.
4. Perform general custodial maintenance of shop area.
5. Collect Sludge samples, perform standard biological and chemical tests on samples, record testing results.
6. Maintain small power tools to assure continued operation by outside maintenance crews.
7. Assure materials used in stocking area are of adequate supply.
8. Ability to weld with proper training and instruction.
9. Other tasks as assigned by supervisor.

Required Knowledge and Skill:

Education - High School education with formal training in the proper use and understanding of math and english.

Experience - Working knowledge of the mechanical operation of diesel and gasoline trucks capable of hauling heavy loads. Knowledge of the Oregon State Motor Vehicle Code as it applies to the operation of such equipment. Ability to operate such equipment on and off the road, and apply load and unload its cargo. Knowledge of operating and manufacturing large and small engines and other such equipment as required.

Special Skills - Possession of a valid motor vehicle operators liscence for the State of Oregon, and the ability to obtain a chauffers liscence for the State of Oregon within one year after date of employment with the City of Wilsonville.

JOB RATING FORMAT
Utility Maintenance Worker

EDUCATION:	This position will be rated a degree	
2	High School education with formal training in the proper use and understanding of math and english.	42 points
EXPERIENCE:	This position will be rated a degree	
2	Working knowledge of the mechanical operation of diesel and gasoline trucks capable of hauling heavy loads, knowledge of the Oregon State Motor Vehicle Code as it applies to such equipment, and the ability to operate this equipment on and off the road, as well as applying loads and unloading cargo.	34 points
COMPLEXITY OF DUTIES:	This position will be rated a degree	
2	Duties are complex requiring knowledge of operating diesel and gasoline trucks capable of hauling heavy loads. Also requires knowledge of operating and manufacturing large and small engines and other such equipment as required.	60 points
DECISION MAKING:	This position will be rated a degree	
2	Work is performed under close supervision, so the decision making required is minimal.	34 points
PHYSICAL/CRAFT DEMAND:	This position will be rated a degree	
3	Regular need to apply trade or craft skills and extreme physical effort when performing duties.	99 points
COST/REVENUE:	This position will be rated a degree	
2		34 points
PUBLIC RELATIONS:	This position will be rated a degree	
2	Occasional public contact.	26 points
WORKING CONDITIONS:	This position will be rated a degree	
6	Constant exposure to varying weather conditions, pollutants, and occasional exposure to hazard.	<u>50 points</u>
	RANGE 4 <u>Rating for this position</u>	TOTAL: 379 points