



City of Huntington Beach

File #: 21-537

MEETING DATE: 7/21/2021

SUBMITTED TO: Personnel Commission

SUBMITTED BY: John Clark, Interim Director of Administrative Services

DATE: July 21, 2021

Subject:

Revisions to the Equipment/Automotive Maintenance Leadworker Job Class Specification

The **Equipment/Automotive Maintenance Leadworker** job classification is assigned to the Public Works Department and represented by the Huntington Beach Municipal Teamsters (HBMT).

Modifications to the **Equipment/Automotive Maintenance Leadworker** job class specification are recommended to: 1) add reporting relationships; 2) update job duties; 3) update minimum qualifications including knowledge, ability, experience, licensing and certification requirements, in accordance with the needs of the position and department; 4) add DMV Employer Pull Program notice, DOT and FMCSA language, and Disaster Service Worker requirements; and 5) update the physical tasks and environmental conditions. The modifications are intended to update the classification to reflect current and consistent job requirements and hiring standards and do not materially change the fundamental nature of the work performed. The current pay grade remains the same.

The Public Works Department collaborated with Human Resources on the recommended changes, and HBMT has reviewed the proposed changes.

Job Class Title: Equipment/Automotive Maintenance Leadworker

Pay Grade: MEA472

Affected Employees: Two

Staff requests the Personnel Commission approve the recommendation in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

STAFF RECOMMENDATION:

Approve the updates to the job class specification of Equipment/Automotive Maintenance Leadworker.

Attachment(s):

1. Equipment/Automotive Maintenance Leadworker Job Class Specification Rev
2. Equipment/Automotive Maintenance Leadworker Job Class Specification Final
3. Public Works Maintenance Operations Organizational Chart