

Meeting Date: 9/15/2015

Report Type: Consent

Report ID: 2015-00766

Title: (City Council/Housing Authority) Approval of new Maintenance Lead Classification and Pay Range

Location: Citywide

Recommendation: Pass 1) a City Council Resolution authorizing the creation of a Maintenance Lead Classification and pay range; 2) a Housing Authority Resolution authorizing the creation of a Maintenance Lead Classification and pay range; and 3) authorizing the Executive Director to make minor changes to the Maintenance Lead Classification Description in order to make corrections.

Contact: James Shields, (916) 440-1306, Sacramento Housing and Redevelopment Agency

Presenter: None

Department: Sacramento Housing & Redevelopment Agency

Division: Sacramento Housing & Redevelopment Agency

Dept ID:

Attachments:

- 1-Description/Analysis
- 2-City Council Resolution
- 3-Housing Authority Resolution
- 4-Exhibit A (Maintenance Lead Classification Description)

City Attorney Review

Approved as to Form
Sheryl Patterson
9/4/2015 3:51:20 PM

SHRA Counsel Review

Approved as to Form
David Levin
8/26/2015 11:48:45 AM

Approvals/Acknowledgements

Department Director or Designee: LaShelle Dozier - 8/26/2015 11:48:45 AM

Description/Analysis

Issue: This report recommends that the City Council and Housing Authority of the City of Sacramento authorize the Sacramento Housing and Redevelopment Agency (Agency) to approve the creation of a Maintenance Lead Classification and pay range as shown in Exhibit A.

Policy Considerations: The recommended actions in this report are consistent with Agency policy and labor relations practices.

Economic Impacts: Not applicable.

Environmental Considerations:

California Environmental Quality Act (CEQA): The proposed actions consist of governmental fiscal activities which do not involve a commitment to any specific project, and as such, does not constitute a “project” under the CEQA Guidelines Section 15378(b)(4).

National Environmental Policy Act (NEPA): The proposed administrative and management activity is an exempt activity under the NEPA, 24 CFR 58.34(a)(3).

Sustainability: Not applicable.

Committee/Commission Action: Not applicable.

Rationale for Recommendation: The Agency has utilized lead worker pay provisions under current and prior American Federation of State, County and Municipal Employees (AFSCME) Labor Agreements to assign additional duties to certain maintenance staff to perform ongoing lead duties and responsibilities. This contract provision allows those employees to receive an additional 10% above their regular base pay while assigned as a lead worker. As part of a meet and confer process in June and July of 2015, which resulted in a signed agreement between the Agency and AFSCME, a new Maintenance Lead classification description was created by a team of management and AFSCME represented employees. The new classification description details lead responsibilities, essential job functions, and specific requirements to perform those functions which were not clearly identified before. The new description allows consistent lead functions to be implemented across all Housing Authority Sites where lead maintenance staff are assigned and will allow the Agency to conduct a more efficient recruitment process when future vacancies occur.

Financial Considerations: The salary range for the new Maintenance Lead classification description as shown in Exhibit A is set at 10% above the current Maintenance Technician classification salary range. Per the agreement with AFSCME, those employees that are placed into the new Maintenance Lead Classification salary range will stop receiving the additional 10% lead worker pay and will be placed into the new salary range resulting in no change in pay and no additional cost to the Agency.

M/WBE/LBE or Section 3/First Source Considerations: The items discussed in this report have no LBE, or M/WBE impact; therefore, LBE M/WBE considerations do not apply. Section 3/First Source provisions do not apply to this report.

RESOLUTION NO. 2015 –

Adopted by the City Council of Sacramento

on date of

APPROVAL OF NEW MAINTENANCE LEAD CLASSIFICATION AND PAY RANGE

BACKGROUND

- A. The Sacramento Housing and Redevelopment Agency (Agency) has utilized the lead worker pay provisions under the current and former American Federation of State, County and Municipal Employees (AFSCME) Labor Agreements to assign additional duties to certain maintenance staff to perform ongoing lead duties and responsibilities. This contract provision allows those employees to receive an additional 10% above their regular base pay while assigned as lead worker. As part of a meet and confer process in June and July of 2015 which resulted in a signed agreement between the Agency and AFSCME, a new Maintenance Lead classification description was created by a team of management and AFSCME-represented employees. The new classification description details lead responsibilities, essential job functions, and specific requirements to perform those functions which were not clearly identified before. The new description will allow consistent lead functions to be implemented across all Housing Authority Sites where lead maintenance staff are assigned and will allow the Agency to conduct a more efficient recruitment process when future vacancies occur.
- B. The proposed actions recommended herein consist of governmental fiscal activities which do not involve a commitment to any specific project, and as such, do not constitute a “project” under the California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) and (5). The proposed administrative and management activity is an exempt activity under the National Environmental Policy Act (NEPA), 24 CRF 34(a)(3).

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. All evidence presented having been duly considered the facts in the background as stated above, including the environmental facts, are found to be true and correct.
- Section 2. The creation of a new Maintenance Lead Classification and Pay Range as shown in Exhibit A is approved.

Section 3. The Executive Director is authorized to make minor changes to the Maintenance Lead Classification Description in order to make corrections.

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Exhibit A - Maintenance Lead Classification Description

RESOLUTION NO. 2015 –

Adopted by the Housing Authority of the City of Sacramento

on date of

APPROVAL OF NEW MAINTENANCE LEAD CLASSIFICATION AND PAY RANGE

BACKGROUND

- A. The Sacramento Housing and Redevelopment Agency (Agency) has utilized the lead worker Pay provisions under the current and prior American Federation of State, County and Municipal Employees (AFSCME) Labor Agreements to assign additional duties to certain maintenance staff to perform ongoing lead duties and responsibilities. This contract provision allows those employees to receive an additional 10% above their regular base pay while assigned as lead worker. As part of a meet and confer process in June and July of 2015 which resulted in a signed agreement between the Agency and AFSCME, a new Maintenance Lead classification description was created by a team of management and AFSCME represented employees. The new classification description details lead responsibilities, essential job functions, and specific requirements to perform those functions which were not clearly identified before. The new description will allow consistent lead functions to be implemented across all Housing Authority Sites where lead maintenance staff are assigned and will allow the Agency to conduct a more efficient recruitment process when future vacancies occur.

- B. The proposed actions recommended herein consist of governmental fiscal activities which do not involve a commitment to any specific project, and as such, do not constitute a “project” under the California Environmental Quality Act (CEQA) Guidelines Section 15378 (b)(4). The proposed administrative and management activity is an exempt activity under the National Environmental Policy Act (NEPA), 24 CRF 58.34(a)(3).

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, HOUSING AUTHORITY OF THE CITY OF SACRAMENTO RESOLVES AS FOLLOWS:

- Section 1. All evidence presented having been duly considered, the facts in the background as stated above, including environmental facts regarding this action, are found to be true and correct.

- Section 2. The creation of a new Maintenance Lead Classification and Pay Range as shown in Exhibit A is approved.

Section 3. The Executive Director is authorized to make minor changes to the Maintenance Lead Classification description in order to make corrections.

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Exhibit A - Maintenance Lead Classification Description

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY
Job Description

POSITION: Maintenance Lead

REPORTS TO: Site Manager

CLASSIFICATION: AFSCME

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$ 45,718	\$ 47,882	\$ 50,294	\$ 52,811	\$ 55,432	\$ 58,157
\$ 21.98	\$ 23.02	\$ 24.18	\$ 25.39	\$ 26.65	\$ 27.96

PRIMARY PURPOSE OF POSITION: Primarily responsible for the maintenance and repair of the Housing Authorities' physical assets (grounds, buildings, systems) so that the housing stock is of the highest quality and most efficient as is possible given the limited resources. Provide lead direction to other Maintenance staff in their performance of work in various skilled and semi-skilled trades involving the maintenance of grounds, and the repair and maintenance of equipment and buildings. To work at an advanced level, with limited supervision, maintaining and repairing Agency residential and commercial buildings and maintaining grounds and landscaped areas of Agency facilities. This classification exercises technical independence in determining work methods and procedures. May organize and/or assemble work materials for other Maintenance Staff, as directed.

DISTINGUISHING CHARACTERISTICS:

The Lead Maintenance Technician provides lead direction, performs and uses skills at the journey-level in at least one trade and sub-journey-level in several other trades. Typically is assigned and handles the most difficult work assignments. Assignments are received orally, through written work orders, and/or written instructions, sketches and/or diagrams from either the Site Manager or designee. Review of work is received from Site Managers through inspections and discussions. Exercise independent judgment in the accomplishment of work assignments, as authorized, and exercises initiative to eliminate deficiencies.

SUPERVISION RECEIVED AND LEAD DIRECTION EXERCISED:

- Receives direct supervision and lead direction from the Site Manager.
- May receive functional guidance from higher level staff
- Exercises lead direction over other Maintenance Staff as assigned, depending on the location and nature of the assignments. The classification is not responsible for the supervision of Agency employees.
- Provides technical and directional guidance and training to other maintenance staff

ESSENTIAL JOB FUNCTIONS

Lead Responsibilities

- Coordination of unit turnovers including conducting inspections, calculating cost estimates, and coordinating the repairs needed to prepare for re-occupancy
- Prioritizing of daily work orders, assignments to staff, and monitoring of work performed
- Contact vendors and coordinate site maintenance work performed by approved contractors
- Assist Site Manager in Preventative Maintenance Plan Development and implementation

- Ensuring sites and systems are inspected, functioning, and maintained in accordance with Agency, local and HUD codes and standards
- Troubleshooting and repair of site systems including but not limited to gates, access systems, HVAC, lighting, irrigation, fire systems, and surveillance
- Trains and teaches other staff, individually or in group settings

In addition to the lead responsibilities of this position, the Maintenance Lead performs a variety of skilled maintenance functions which *may* include:

Job Preparation

- Maintain inventory and order supplies
- Stock work vehicle with needed supplies and equipment
- Test, clean and repair tools and equipment
- Make recommendations on purchases of new equipment and supplies
- Maintain records and logs of work

General Facility Upkeep and Maintenance

Work independently, as assigned, to:

- Complete repairs, such as plumbing, electrical, roofing, appliances and HVAC
- Repair and hang prepped doors, furniture, counter tops, cabinets, shelving, floor tile and other carpentry items
- Patch, touch up, paint and finish dry wall and other interior and exterior surfaces
- Repair and replace locks and hardware
- Repair or replace windows and doors and coverings such as screens, blinds and drapes
- Deliver and install appliances
- Maintain work vehicle
- Operate and maintain hand and power tools and equipment
- Identify major maintenance needs and report to appropriate staff
- Use computers or hand-held devices to input job data, code and track invoices, write correspondence and prepare reports
- Respond to tenant lock-outs and other emergencies
- Perform duties on an “on-call” status
- Take samples of building materials for laboratory evaluation

Site & Grounds Maintenance

- Remove concrete and builds forms; mix and pour to replace concrete
- Fill holes and patch asphalt
- Check, install and rebuild sprinkler and other irrigation systems
- Plant, water, mow, edge and care for lawns
- Plant, cultivate, prune and water shrubs, trees, flowers and other plants
- Hoe, rake and sweep weeds and garden debris
- Pick up trash and debris and take to landfill/transfer station
- Trim and remove trees and branches
- Clean off and repair roofs, gutters and downspouts
- Repair or replace benches, tables, fences, signs, playground equipment and related structures
- Operate power equipment

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of – Leadership principles and providing direction and training of other staff. Methods, materials, tools and practices used in the painting, plumbing, carpentry, and electrical trades. Occupational hazard and safety considerations and precautions of the building, electrical or mechanical trades. Standard practices, processes, and material involved in trades related to building maintenance. Correct use of oral and written English.

Ability to: Demonstrate good customer service skills. Make accurate estimates of time and materials required for repair and maintenance work. Keep records and generate reports. Meet the public effectively and give information regarding grounds and building facilities and Agency regulations. Use and care for tools and equipment employed in the building, electrical, masonry or mechanical trades. Establish and maintain effective working relationships with co-workers, residents, contractors, and the general public. Follow oral and written instructions. Communicate both orally and in writing. Read, understand, and apply Material Data Safety Sheets (MSDS). Use a computer or hand-held device to input job data, code and track invoices, write correspondence and prepare reports. Lift heavy objects such as refrigerators or ranges into and out of trucks or other carriers with the assistance of other maintenance staff. Perform manual labor throughout the work day.

Licenses and Certificates: Must possess and maintain an applicable California Driver License and a driving record acceptable to the Agency's insurance carrier.

Physical Abilities and Work Environment: Must have the ability to drive a motor vehicle, work indoors or outdoors in a variety of weather conditions. Requires frequent walking, standing, and repetitive use of hands. Occasional physical activities such as sitting, bending, climbing stairs and ladders, squatting, kneeling, working in limited spaces, crawling, stooping, stretching, twisting at the neck and waist, working in awkward and confined spaces, and working at heights. Occasionally lifts and carries items of up to 50 lbs to chest height. Frequently walks over uneven ground. Handles a variety of chemical compounds and solvents used in the cleaning equipment and housing units.

Other Requirements: Will be required to take and successfully pass a pre-employment physical examination. Will be required to drive an Agency vehicle during the course of employment.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Agency. A typical way to obtain the knowledge and abilities would be:

Experience – Five (5) years experience and proficiency in general maintenance repair work such as glazing, plumbing, electrical, roofing, appliances; HVAC; repair, carpentry such as install doors, furniture, counter top, cabinets, shelving, floor tile, and other carpentry items; hang tape, patch, texture paint, stain drywall and other interior surfaces; repair and install locks and hardware; repair or replace windows and doors and coverings such as screens, blinds and drapes along with emphasis on writing and communication skills.

Education – Graduation from an accredited high school, or possession of an equivalent certificate or diploma recognized by the State of California (e.g. G.E.D.). College courses in construction technology or a related field are desirable.

Previous Lead Responsibilities – Exposure, familiarization, or training in areas that would provide experience and/or knowledge of the lead responsibilities outlined in this classification description is preferred.

PROBATIONARY PERIOD:

Employees hired into this classification shall service an initial probationary period of twenty-six (26) weeks of full-time service employment. This twenty-six (26) week period will be used to determine if performance of the employee is satisfactory.

OTHER DUTIES: All employees may be assigned, and required to carry out, additional duties at any time. An employee with a known disability will only be assigned additional duties when the duty being added is an essential function of the position, or can be carried out with reasonable accommodation.

Every employee is expected to participate in discussions of individual, department and Agency performance and work on problem-solving teams as assigned. Any employee serving on a problem-solving team may be asked to carry out the role of team leader.

Any person driving for Sacramento Housing and Redevelopment Agency must maintain a valid driver's license on his/her person, and demonstrate compliance with the motor vehicle law, standards of courtesy on the road and attention to safety. All drivers must maintain their insurability.