RESOLUTION NO. 2019-83

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELL, CALIFORNIA, FORMALLY APPROVING OF THE JOB DESCRIPTION AND CLASSIFICATION OF PARK MAINTENANCE WORKER

WHEREAS, at the June 12, 2019 City Council meeting, the City Council authorized funding for a Park Maintenance Worker classification as part of the City’s FY 2019-2020 budget; and

WHEREAS, the City Council now desires to formally approve the Park Maintenance Worker classification as well as approve the job description for this classification; and

WHEREAS, the Park Maintenance Worker classification would be placed within the City’s Miscellaneous Unit, which is currently represented by the Bell City Employees Association (“BCEA”); and

WHEREAS, City and the BCEA met and conferred in good faith with BCEA regarding the proposed new classifications, new job descriptions, new salary ranges for these positions; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BELL DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The foregoing recitals are true and correct and are incorporated by reference herein.

SECTION 2. The Park Maintenance Worker classification is hereby created, and the Park Maintenance Worker is added to the City’s Miscellaneous Unit. The salary ranges for Park Maintenance Worker shall be as set forth in the City’s compensation resolution identifying employee classifications, compensation level and salary ranges, as may be updated from time to time.

SECTION 3. The proposed job description for Park Maintenance Worker classification, attached hereto as Exhibit “A,” is hereby adopted.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 11TH DAY OF DECEMBER 2019

Ali Saleh, Mayor

APPROVED AS TO FORM:

David Aleshrie, City Attorney
CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, Angela Bustamante, City Clerk of the City of Bell, hereby attest to and certify that the foregoing resolution is the original resolution adopted by the Bell City Council at its regular meeting held on the 11th day of December 2019, by the following vote:

AYES: Councilmembers Gallardo, Quintana, Valencia, Vice-Mayor Romero and Mayor Saleh

NOES: None

ABSENT: None

ABSTAIN: None

[Signature]

Angela Bustamante, City Clerk
EXHIBIT A
CLASSIFICATION SPECIFICATION

CITY OF BELL

PARK MAINTENANCE WORKER

DEFINITION
Performs a variety of unskilled, semi-skilled, and moderately heavy manual work in the maintenance and support of the City's parks facilities and other recreational, and landscaped areas; repairs and maintains buildings, playground equipment and related structures; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from higher level supervisory and management staff.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Performs a variety of semi-skilled maintenance and building repair duties in support of the City's facilities.
- Participates in the upkeep of public parks, parkways, buildings, grounds and other landscaped areas.
- Cleans buildings and facilities, landscape areas, playground equipment, bleachers, picnic tables and shade structures.
- Performs restroom maintenance by clearing obstructions in toilets, sinks, and drinking fountains; repairs leaks and installs new equipment.
- Edges, sweeps, and rakes public parks and landscaped areas.
- Fertilizes, aerates, weeds, prunes, mulches, and cultivates landscaped areas; including small trees, ground cover, shrubs and turf.
- Maintenance and repairs of irrigation systems including sprinklers and valves; inspects and services irrigations systems to ensure safe and proper operation; repairs irrigation pipe breaks.
- Maintains playground equipment, bleachers, picnic tables, shade structures; assists with the maintenance of recreational buildings and aquatic facilities.
- Performs inspections of park grounds and facilities; corrects and/or reports hazardous conditions.
- Applies paint to all exterior areas including stucco, trim and fascia.
- Prepares, primes, and paints interior surfaces.
City of Bell  
Classification Specification  
Park Maintenance Worker

- Inspects and repairs playground equipment.
- Collects trash daily and places the debris in garbage dumpsters.
- Installs interior and exterior light fixtures, and building appurtenances such as address/unit numbers, mailboxes, window screens, smoke detectors, carbon monoxide alarms, bathroom and kitchen faucets, bathroom shower heads and related items.
- Assists in setting up facilities for meetings and other events including City Council meetings.
- Assists other crews or departments with special projects or events.
- Ensures compliance with the City’s safe working policies and conditions.
- Cleans and maintains tools and equipment used on the job.
- Cleans work areas to maintain a safe working environment on a daily basis.
- Operate pick up trucks, backhoes, loaders, tractors, and other motorized vehicles and equipment.
- Reports any facility problems, vandalism or illegal activities to their supervisor.
- Performs related duties as assigned.

QUALIFICATIONS GUIDELINES
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:
Equivalent to a High School Diploma or GED.

Experience:
Two (2) years of experience performing facilities type of maintenance duties areas such as parks and buildings or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Certified playground inspector certificate desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:
- Operations, services and activities of a facilities maintenance program.
- Operational characteristics of equipment used in facilities maintenance.
- City codes with respect to the repair and installation of equipment and appurtenances in City properties.
City of Bell  
Classification Specification  
Park Maintenance Worker

- The proper handling of materials and equipment used in facilities maintenance.
- Basic maintenance methods and techniques in the areas of plumbing, carpentry, painting and minor electrical work.
- Building materials used in facilities maintenance.
- The City’s safety policies and procedures.
- Methods and techniques of providing quality customer service to City staff and members of the public

Ability to:
- Perform semi-skilled maintenance duties in assigned facilities area including painting, carpentry, plumbing and minor electrical work
- Determine the amount of materials needed for repair work.
- Observes safety rules.
- Use a variety of hand and power tools in a safe and effective manner.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and firm manner.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and follow oral and/or written policies, procedures, and instructions.
- Speak Spanish is desirable.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain availability to respond to emergencies as needed, this may include weekends, and holidays.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:
The ability to obtain and retain a California Class C driver’s license by the time of appointment. Candidates must obtain a certified playground inspector certificate by end of probationary period.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility – frequent standing for extended periods, occasional sitting; frequent walking, works on scaffolding; frequent driving may be required, depending upon assignment; frequent pushing/pulling; frequent bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 50 pounds. Vision – constant use of good overall vision for reading/close up work;
City of Bell
Classification Specification
Park Maintenance Worker

frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. **Dexterity** – frequent repetitive motion from performing maintenance work; frequent grasping, holding and reaching. **Hearing/Talking** - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. **Emotional/Psychological** – frequent concentration; frequent public contact; occasional working alone.

**WORKING CONDITIONS**

Work is typically performed in an outdoor environment requiring travel to multiple locations to complete work. Work environments may be noisy. Within the outdoor environment, employees are exposed to inclement weather conditions, fluctuating temperatures, moving vehicles and equipment, and some exposure to fumes and chemicals. Employees may interact with upset or angry members of the public in interpreting and enforcing departmental policies and procedures. Positions may require occasional overtime or weekend work.

(Draft Updated 10/07/19)
### Proposed Salary Range

<table>
<thead>
<tr>
<th>Position</th>
<th>Step A</th>
<th>Step B</th>
<th>Step C</th>
<th>Step D</th>
<th>Step E</th>
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<tbody>
<tr>
<td>Park Maintenance Worker *</td>
<td>$3,719.52</td>
<td>$3,905.17</td>
<td>$4,100.38</td>
<td>$4,305.13</td>
<td>$4,520.49</td>
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#### FY 2019-20*

<table>
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<th></th>
<th>Monthly</th>
<th>Full Year</th>
<th>6 Months</th>
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<tr>
<td>Salary (Step C)</td>
<td>$4,100.00</td>
<td>$49,200</td>
<td>$24,600.00</td>
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<td>Retirement</td>
<td>14.63%</td>
<td>$7,196</td>
<td>$3,597.75</td>
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<td>Health Benefits**</td>
<td>$1,329</td>
<td>$15,945.36</td>
<td>$7,972.68</td>
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<tr>
<td>Vision</td>
<td>$28</td>
<td>$340.80</td>
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<tr>
<td>Dental</td>
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<td>Life Insurance</td>
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<td>FICA</td>
<td>6.20%</td>
<td>$3,050</td>
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<td>Medicare</td>
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<td><strong>TOTAL</strong></td>
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* Salary internally aligned with Maintenance Worker II salary range

** FY 2019-20 estimated to have the person starting Jan. 1, 2020 (therefore funded for 6 months)

** (Kaiser Plan monthly cost $1,328.78)

(Date 12/11/2019- Prepared by Sibarra)