

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Human Resources

**AGENDA DATE:** 04/03/07

**CONTACT PERSON/PHONE:** Human Resources, Linda Ball Thomas, (915) 541-4509

**DISTRICT(S) AFFECTED:** N/A

**SUBJECT:**

**APPROVE:** Resolution for the creation of Fleet Maintenance Technician Trainee

**BACKGROUND / DISCUSSION:**

The creation of this job specification was requested by the General Services Director to create a new entry level training position so that the department may develop qualified inspectors through an "in-house" training and development program. The Fleet Services Division of the General Services Department oversee the City fleet providing preventive maintenance and repairs to over 2, 700 vehicles, preparing specifications to purchase all automotive equipment, managing the purchase, distribution and storing of fuels and automotive parts and developing vehicle utilization and replacement policies. Currently, the fleet Services division is critically understaffed in key technician positions due to retirements, loss of staff to private sector and the labor shortage of qualified technician applicants.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Budgeted for FY/2007  
Funding Source: 37370155-01101-37000

**BOARD / COMMISSION ACTION:**

Per Civil Service Commission approval on 03/22/07

CITY CLERK DEPT.  
07 MAR 26 PM 12:05

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RESOLUTION**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **Fleet Maintenance Technician Trainee** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **18140**. The Grade is **GS 45**.

**PASSED AND APPROVED this 3rd day of April, 2007**

THE CITY OF EL PASO

\_\_\_\_\_  
John F. Cook  
Mayor

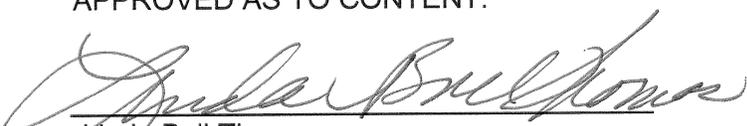
ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

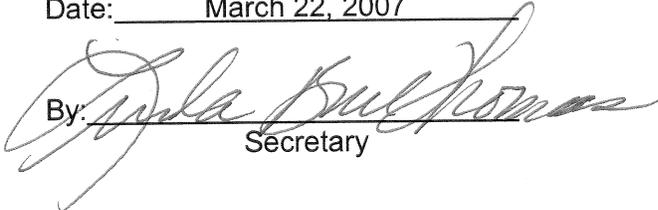
  
\_\_\_\_\_  
John R. Batoon  
Assistant City Attorney

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Linda Ball Thomas  
Human Resources Director

APPROVED BY THE CIVIL  
SERVICE COMMISSION:

Date: March 22, 2007

By:   
\_\_\_\_\_  
Secretary

CITY CLERK DEPT.  
07 MAR 26 PM 12:05



## JOB SPECIFICATION

Code 18140

Grade GS 45

# FLEET MAINTENANCE TECHNICIAN TRAINEE

### **General Purpose**

Under general supervision, perform and undertake a variety of broad to specific fleet repair, maintenance and upkeep of work assignments.

### **Typical Duties:**

Repair, recondition and maintain a variety of trucks, automobiles, buses and other City vehicles and equipment with gasoline, diesel or alternative fueled internal combustion engines. Involves: Assess, diagnosis, analyze, recommend and undertake overhaul repair, maintenance and upkeep tasks required based on work orders received. Identify parts, supplies and materials needed. Remove, inspect, install, and replace a variety of parts and items. Test and validate repairs and maintenance work. Perform regularly scheduled, emergency repair and/or preventative maintenance work. Determine compliance with established repair, maintenance and upkeep standards, operations and expectations. Update and maintain files, records, logs and reports. Interact with officials, contractors, employees, other departments or the general public to provide accurate information to inquiries, resolve problems and respond to inquiries.

Perform related duties as required. Involves: Perform duties of immediate supervisor or coworkers as necessary to ensure continuity of operations during absences. Maintain cleanliness of work area and tools.

### **Knowledge, Skills, and Abilities**

- Application of good knowledge of relevant policies and procedures related to safety including occupational hazards and safety precautions.
- Application of good knowledge of operational requirements and safety practices associated with the tools and equipment of the trade,
- Interpret and analyze technical data and information for decision-making and work purposes that may include the need to take action in stressful situations.
- Establish and maintain effective working relationships with officials, employees other departments and the public.
- Safely operate City vehicles, equipment and tools.
- Express oneself clearly and concisely, orally and in writing.

### **Other Job Characteristics**

- Potential exposure to extreme weather conditions, hazards of working around moving equipment, and physical harm from dangerous chemicals or infectious diseases.
- Subject to call during off working hours.
- Lift and carry heavy or bulky items, materials and supplies weighing up to 50 pounds.

### **Minimum Qualifications**

Education and Experience: High School Diploma or General Education Development equivalent.

### Licenses and Certificates:

- Texas Class "C" Driver's License or equivalent from another state.
- Some positions may require a Texas Class "B" Commercial Driver's License (CDL) or equivalent from another state.
- Some positions may require Environmental Protection Agency certification for refrigerant recycling and recovery within six (6) months of appointment.

### Special Requirements:

Effective 04/03/07

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*As provided under Classification and Compensation Ordinance 8064, Section 2.2, General purpose and typical duties summarized are only illustrative of work customarily assigned and performed. Typical requirements shown may be more specifically defined by additional job analysis. Equivalencies for education or experience shown may be more specifically defined by CSC approved guidelines.*

CITY CLERK DEPT.  
07 MAR 26 PM 12:05



**JOB SPECIFICATION**

Code 18140  
Grade GS 45

**FLEET MAINTENANCE TECHNICIAN TRAINEE**

- Incumbent of positions requiring a CDL or of a safety sensitive are subject to drug and alcohol testing, and may be required to pass physical qualification examinations in accordance with federal regulations.
- Some positions must pass a criminal background check and obtain and maintain federally mandated security clearance for working at an airport.

Department Head

Human Resources Director

CITY CLERK DEPT.  
07 MAR 26 PM 12:05

JOHN COOK  
MAYOR

JOYCE WILSON  
CITY MANAGER

LINDA BALL THOMAS  
HUMAN RESOURCES DIRECTOR



CITY COUNCIL  
ANN MORGAN LILLY, DISTRICT 1  
SUSANNAH M. BYRD, DISTRICT 2  
J. ALEXANDRO LOZANO, DISTRICT 3  
MELINA CASTRO, DISTRICT 4  
PRESI ORTEGA, JR., DISTRICT 5  
EDDIE HOLGUIN JR., DISTRICT 6  
STEVE ORTEGA, DISTRICT 7  
BETO O'ROURKE, DISTRICT 8

## HUMAN RESOURCES DEPARTMENT

**TO:** Civil Service Commission  
**FROM:** Linda Ball Thomas, Human Resources Director *LBT*  
**SUBJECT:** New Job Class  
**DATE:** March 14, 2007

**9.5 B  
REVISED**

The Human Resources Department recommends Civil Service Commission approval of the job classification item listed below. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
<b>PROPOSED Fleet Maintenance Technician Trainee</b>	<b>18140</b>	<b>GS 45</b>

The Fleet Services Division of the General Services Department oversees the City fleet by providing preventive maintenance and repairs to over 2,700 vehicles, preparing specifications to purchase all automotive equipment, managing the purchase, distribution and storing of fuels and automotive parts and developing vehicle utilization and replacement policies. Currently the Fleet Services Division is critically understaffed in key technician positions due to retirements, loss of staff to the private sector and the labor shortage of qualified technician applicants. The creation of the proposed job class is requested by the General Services Director to create a new entry level training position so that the department may develop qualified technicians through an "in-house" training and development program.

The proposed job specification was written in the standard style and format and was reviewed by the General Services Director and the Human Resources Director. The City's current methodology for valuing jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2 a & b. Classification of New Positions:

*"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. If the Human Resources Director determines that no appropriate class exists, a new class shall be submitted to the Civil Service Commission for approval and then to City Council for adoption."*

07 MAR 25 12:05  
CITY CLERK DEPT.



JOHN COOK  
MAYOR

JOYCE WILSON  
CITY MANAGER

LINDA BALL THOMAS  
HUMAN RESOURCES DIRECTOR



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## HUMAN RESOURCES DEPARTMENT

*"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated and refer the matter to the Commission for approval."*

Approval of the proposed new job classes will allow Human Resources to proceed to fill the new positions through competitive recruitment and examination. The department would like to recruit for this position as soon as possible.

Attachment (*Proposed* Job Specification)

