

Memorandum

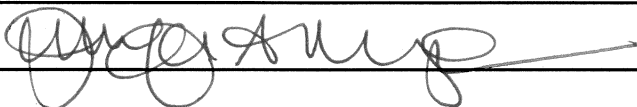
TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Jennifer Schembri

**SUBJECT: AMENDMENTS TO THE CITY
PAY PLAN FOR VARIOUS
CLASSIFICATIONS**

DATE: January 18, 2019

Approved



Date

1/18/19

RECOMMENDATION

- (a) Adopt a resolution to amend the City of San José Pay Plan effective January 29, 2019, to:
- (1) Create the following classification:
 - (a) Mayor's Chief Economic Development and Land Use Officer U (8050) with a salary range of \$150,000.00 - \$195,000.00 annually.

- (b) Adopt a resolution to amend the City of San José Pay Plan effective February 10, 2019, to:

- (1) Change the salary range for the following classification:
 - (a) Apprentice Mechanic (3321) with a salary range of \$55,182.40 – \$68,972.80 to a new salary range of \$56,555.20 – \$70,740.80 annually.
- (2) Retitle and change the salary range of the following classifications:
 - (a) Mechanic I (3323) (formerly Mechanic) with a salary range of \$65,436.80 – \$79,580.80 to a new salary range of \$67,142.40 – \$81,640.00 annually, and
 - (b) Senior Mechanic I (3322) (formerly Senior Mechanic) with a salary range of \$70,096.00 – \$85,196.80 to a new salary range of \$72,883.20 – \$88,608.00 annually.
- (3) Create the following classifications:
 - (a) Mechanic II (3320) with a salary range of \$74,360.00 – \$90,625.60 annually, and
 - (b) Senior Mechanic II (3328) with a salary range of \$80,745.60 – \$98,384.00 annually.
- (4) Delete the following classifications:
 - (a) Workers Compensation Claims Adjuster I/II (1431/1434) with a salary range of (I) \$62,067.20 - \$75,483.20 and (II) \$68,120.00 - \$82,804.80 annually,
 - (b) Workers Compensation Claims Adjuster, Senior (1433) with a salary range of \$81,952.00 - \$99,694.40.

OUTCOME

If the above recommendation is approved, the City of San José Pay Plan will be amended to create the Mayor's Chief Economic Development and Land Use Officer U (8050) classification; change the salary range for the Apprentice Mechanic (3321) classification; retitle and change the salary range for the following classifications Mechanic I (3323) (formerly Mechanic) and Senior Mechanic I (3322) (formerly Senior Mechanic); create the Mechanic II (3320) and Senior Mechanic II (3328) classifications; and delete the Workers Compensation Claims Adjuster I/II (1431/14340 and Workers Compensation Claims Adjuster, Senior classifications.

BACKGROUND

The City of San José Pay Plan must be amended by Council Resolution when new job classifications are added or deleted, job titles are changed, or salaries are revised. The City Pay Plan reflects all job classification and compensation changes made through Council Resolution. The City Pay Plan is on file in the Human Resources Department and published on the City's Internet and Intranet sites.

ANALYSIS

Mayor's Chief Economic Development and Land Use Officer Creation

The Human Resources Department worked with the Mayor's Office to create the proposed Mayor's Chief Economic Development and Land Use Officer classification. This classification primarily serves as an advisor to the Mayor on the most complex public policy issues, including but not limited to economic development and land use. The proposed classification is unique to the Mayor's Office, in that it requires incumbents to have an in depth knowledge of the City's economic development policies, land use policies, and General Plan.

This classification will assist in aligning the objectives of the Mayor's Office with City policies and initiatives, by making recommendations to the Mayor on the following activities, including but not limited to:

- facilitating development and process refinement,
- enhancing revenue and job growth,
- strengthening industry clusters,
- enlivening public spaces and encouraging urban development best practices,
- addressing amenities for residents and businesses, and
- seeking equitable outcomes that align with urban densification.

Mayor's Chief Economic Development and Land Use Officer U - with an annual pay range of \$150,000.00 - \$195,000.00: This classification serves as a member of the Mayor's Policy Team and works in the Mayor's Office on the most complex policy initiatives, makes recommendations to the Mayor, and develops action plans to meet the Mayor's policy objectives.

Mechanic Series Revisions

The Human Resources Department worked with the Public Works Department to redesign the Mechanic series to assist in recruitment and retention efforts. The proposed changes include the addition of several flexibly-staffed levels within the series. The purpose of the additional flexibly-staffed levels is to recognize increasing job expertise, as shown by the additional certifications required and to provide additional promotional opportunities for incumbents within this series.

Human Resources conducted a market study for this series and found that the Mechanic and Senior Mechanic classifications are under market. In order to maintain internal equity within the organization, Human Resources is proposing to mirror the same structure and salary for the Wastewater Mechanic series that was approved by Council on August 27, 2013.

Additionally, the proposed salary changes to the Apprentice Mechanic, Mechanic I/II, and Senior Mechanic I/II are part of the successor memorandum of agreement between the City of San José and the International Union of Operating Engineers, Local No. 3 (OE#3) that was approved by the City Council on October 23, 2018. In addition to this update, the minimum qualifications and licensing/certification requirements for this series have been updated. The revisions to the Equipment Maintenance Supervisor I/II classification, which is the supervisory level classification, was approved by Council on December 18, 2018.

Apprentice Mechanic – with a new annual pay range of \$56,555.20 – \$70,740.80: Performs work of routine difficulty in repairing mechanized equipment. Apprentice Mechanics for the City of San José are also participants in an established apprenticeship program approved by the State of California Department of Industrial Relations, Division of Apprenticeship Standards, and administered by the City of San José Apprenticeship Advisory Committee. The four (4) year program provides experience and education in the area of maintenance and repair of mechanized equipment.

Mechanic I/II – with a new annual pay range of (I) \$67,142.40 – \$81,640.00 and (II) \$74,360.00 – \$90,625.60: Performs journey-level work of moderate difficulty in the maintenance and repair of mechanized equipment. The primary responsibility of Mechanic I/II is to perform journey-level servicing, diagnostics, and repair of a variety of City-owned fleet assets such as automobiles, motorcycles, trucks, street sweepers, wheel and track construction equipment, scissor and forklifts, aerials and cranes, dredging and watercrafts, large mowers, compressors, generators, pumps, amusement rides, and fire apparatus.

Senior Mechanic I/II – with a new annual pay range of (I) \$72,883.20 – \$88,608.00 and (II) \$80,745.60 – \$98,384.00: Performs advanced journey-level work in the maintenance, diagnostic, and repair of light and heavy duty vehicles and equipment and plans, schedules, assigns, and reviews the work of Mechanics and Apprentice Mechanics and other staff engaged in skilled and semi-skilled repair and servicing of vehicles and equipment.

Workers Compensation Claims Adjuster Series Deletion

Human Resources recommends to delete the Workers Compensation Claims Adjuster I/II and Workers Compensation Claims Adjuster, Senior classifications as they are obsolete.

EVALUATION AND FOLLOW-UP

No additional City Council action is expected following the adoption of the proposed resolution.

PUBLIC OUTREACH

This memorandum will be posted on the City's website for the January 29, 2019, City Council Agenda.

COORDINATION

This memorandum was coordinated with the City Manager's Budget Office, the Office of Employee Relations, the City Attorney's Office, the Mayor's Office, and the Public Works Department.

COMMISSION RECOMMENDATION/INPUT

Revisions to the Pay Plan for classified positions are reported to the Civil Service Commission for filing at the first regularly scheduled meeting following Council action.

COST SUMMARY/IMPLICATIONS

There are no cost implications pertaining to the creation of the Mayor's Chief Economic Development and Land Use Officer classification. The addition of this position will be absorbed by the Mayor's Office Adopted Budget.

The Public Works Department currently has eight (8) incumbents and five (5) vacant positions in the Apprentice Mechanic classification, eight (8) incumbents in the Mechanic classification, and five (5) incumbents in the Senior Mechanic classification. Currently, no incumbents have been identified to promote to the next higher flexibly staffed level. The maximum annualized cost for the remainder of Fiscal Year 2018–2019 is approximately \$34,000. The maximum annualized cost for Fiscal Year 2019-2020 is approximately \$102,000. Additional ongoing costs will be paid for by the Vehicle Maintenance and Operations Fund (552).

HONORABLE MAYOR AND CITY COUNCIL

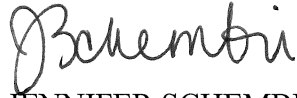
January 18, 2019

Subject: Amendments to the City Pay Plan for Various Classifications

Page 5

CEQA

Not a project, File No. PP10-068(b), Municipal Code, Title 3.



JENNIFER SCHEMBRI

Director of Employee Relations

Director of Human Resources

For questions, please contact Aracely Rodriguez, Employment Division Manager, at (408) 975-1411.

Attachments:

2018 City of San José – OE#3 Negotiations Tentative Agreement

Mayor's Chief Economic Development and Land Use Officer U Class Specification

Apprentice Mechanic Class Specification

Mechanic I/II Class Specification

Senior Mechanic I/II Class Specification

**2018 CITY OF SAN JOSE – OE#3 NEGOTIATIONS
TENTATIVE AGREEMENT**

TERM

October 1, 2018 – September 30, 2019

WAGES

Fiscal Year 2018-2019

- 3% general wage increase. Effective the first full pay period after this agreement is ratified by union members and approved by the City Council, all salary ranges for employees holding positions in classifications assigned to OE#3 shall be increased by approximately 3%.
- Effective the first full pay period after this matter is approved by the Civil Service Commission, a classification salary adjustment will be made to the Mechanics Series to equal the salary ranges of the Wastewater Mechanic series as follows:

| CLASSIFICATION TO RECEIVE SALARY ADJUSTMENT | TO EQUAL THE CORRESPONDING WASTEWATER MECHANIC CLASSIFICATION |
|--|--|
| Apprentice Mechanic (3321) | Apprentice Wastewater Mechanic (3627) |
| Mechanic I (3323) | Wastewater Mechanic I (3622) |
| Mechanic II (new) | Wastewater Mechanic II (3672) |
| Senior Mechanic (3322) | Wastewater Senior Mechanic I (3623) |
| Senior Mechanic II (new) | Wastewater Senior Mechanic II (3673) |

The parties understand that job specifications, including minimum qualifications and job duties will be revised.

ANNUAL PERFORMANCE APPRAISALS

- Annual Performance Appraisal (As Proposed August 29, 2018)

RETIREMENT

- Retirement (As Proposed August 29, 2018)

HOUSEKEEPING

- Alternative Work Schedule (As Proposed August 29, 2018)
- Non-Generic Prescriptions (As Proposed August 29, 2018)

PREMIUM PAY

- Call Back/Standby (As Proposed August 29, 2018)
- Protective Clothing (As Proposed August 29, 2018)

BEREAVEMENT LEAVE

- Bereavement Leave (As Proposed August 29, 2018)

**2018 CITY OF SAN JOSE – OE#3 NEGOTIATIONS
TENTATIVE AGREEMENT**

TENTATIVE AGREEMENTS

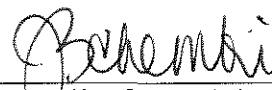
- Housekeeping – Employee Commute Benefit Program – Tentative Agreement Reached May 17, 2018)
- Union Release Time – Tentative Agreement Reached May 23, 2018
- Opportunity to Work – Tentative Agreement Reached June 24, 2018

REOPENERS

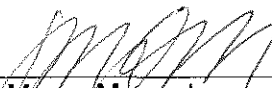
- Healthcare Program – Side Letter Dated August 29, 2018

** This agreement is considered tentative and shall not be considered final or binding until ratified by union members and approved by the City Council. This document sets forth the full agreements of the parties reached during these negotiations. Anything not included in this document is not part of the Tentative Agreement.*


FOR THE CITY:

 10/9/18


Jennifer Schembri Date
Director of Employee Relations

 10/5/18

Marco Mercado Date
Assistant to the City Manager, OER

 10-5-18

Carolyn Gibson Date
Executive Analyst, OER

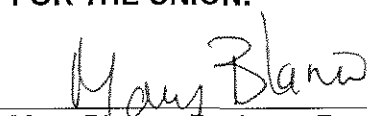
 10/5/18

Kristen Hilton Date
Executive Analyst, OER

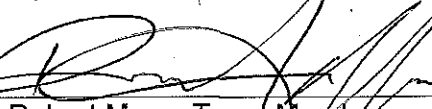
 10/5/18

Avi Yotam Date
City Negotiation Team Member


FOR THE UNION:

 10/5/18


Mary Blanco, Business Representative Date
Operating Engineers, Local 3 (OE#3)

 10/5/18

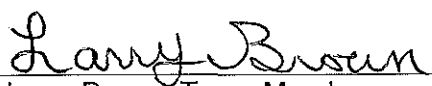
Robert Maes, Team Member Date
Operating Engineers, Local 3 (OE#3)

 10-5-18

Brett Benitez, Team Member Date
Operating Engineers, Local 3 (OE#3)

 10/5/18

Paul Prange, Team Member Date
Operating Engineers, Local 3 (OE#3)

 10-5-18

Larry Brown, Team Member Date
Operating Engineers, Local 3 (OE#3)

2018 CITY OF SAN JOSE – OE#3 NEGOTIATIONS
TENTATIVE AGREEMENT

CITY PROPOSAL – ANNUAL PERFORMANCE APPRAISALS

City Proposed Language:

5.21 Annual Performance Appraisals: Employees shall not receive an automatic salary step increase if they have an Annual Performance Appraisal with an overall rating below that of "Meets Standard" dated within twelve (12) months prior to the salary step increase.

**2018 CITY OF SAN JOSE – OE#3 NEGOTIATIONS
TENTATIVE AGREEMENT**

CITY COUNTER PROPOSAL – RETIREMENT

City Proposed Language:

ARTICLE 26 RETIREMENT

26.1 Current retirement benefits will continue during the term of this Agreement, except as described herein, and shall be set forth in the Municipal Code.

26.1.1 If an employee receives a service-connected disability retirement, pursuant to an application for such retirement made on or after July 13, 1986, the retirement benefit will be offset by subsequent workers' compensation payments except for survivorship benefits and permanent disability payments for retirees receiving a 100% permanent disability rating.

26.1.2 Administrative costs of the Federated Retirement System, including staff salaries and indirect labor costs, are to be paid from the retirement fund. Costs to the fund for staff salaries and indirect labor costs shall not exceed ~~0.07%~~ 0.17% of assets in the fund per year.

In the event the administrative costs of the Federated Retirement System exceed the administrative cost limit as listed above, representatives from the Office of Employee Relations, OE#3, and the Office of Retirement Services will meet to discuss the increase in administrative costs.

2018 CITY OF SAN JOSE – OE#3 NEGOTIATIONS
TENTATIVE AGREEMENT

CITY PROPOSAL – ALTERNATIVE WORK SCHEDULE

City Proposed Language:

ARTICLE 32 ALTERNATE WORK SCHEDULE

32.1 ~~The City and the Union agree that the availability of Alternate Work Schedules is a valuable benefit to employees in that it promotes job satisfaction, and is of benefit to the City in that it reduces traffic congestion and demands on limited parking facilities. The use of alternate schedules is encouraged, where it can be accommodated without impairing departmental operations or public service. Employees may be eligible for an Alternative Work Schedule, subject to the provisions and conditions in the City of San Jose Alternative Work Schedules Policy. Neither the failure of the Department to enter in an alternative schedule agreement, nor the termination by the Department of any such agreement, shall be subject to the Grievance Procedure provided in Article 12.~~

32.2 ~~As an alternative to the normal work schedule assigned by the Department in accordance with Article 6.3, and subject to the concurrence and approval of the respective Department Director or designee, a regular full-time employee may work an alternate work schedule. The following conditions and restrictions apply to all employees working an alternate schedule.~~

32.2.1 ~~An employee may work a biweekly work schedule which varies from the normal schedule in the number of hours worked per day and in the number of days worked per week, except that no single workday may exceed ten (10) hours, and total scheduled hours may not exceed 80 hours in any biweekly pay period. Unless otherwise specified in this Memorandum of Agreement, alternate schedules shall not include paid lunch periods. The employee may elect a different schedule for each calendar week within a biweekly period. Examples of schedules which may be elected include:~~

- ~~• Four 10-hour days each week.~~
- ~~• Four 9-hour days and one 4-hour day each week.~~
- ~~• Eight 9-hour days, one 8-hour day, and one day off each biweekly pay period.~~

32.2.2 ~~No alternate work schedule may be established in which overtime is incurred as a part of the established work schedule either under this agreement or under Federal or State law.~~

32.2.3 ~~The alternate schedule is designed to accommodate the needs of the employee and the work unit. Once elected and approved, it is intended to continue for an indefinite period. However, should the needs of the~~

2018 CITY OF SAN JOSE – OE#3 NEGOTIATIONS
TENTATIVE AGREEMENT

~~employee or work-unit dictate, the alternate schedule may be terminated with reasonable notice.~~

~~32.2.4 It is further understood that any alternate schedule agreement entered into pursuant to the provisions herein, shall terminate immediately upon the date of the transfer, promotion or demotion of the employee.~~

~~32.2.5 Neither the failure of the Department to enter into an alternate schedule agreement, nor the termination by the Department of any such agreement, shall be subject to the Grievance Procedure provided in Article 12.~~

~~32.2.6 For a schedule of 4-10 hour days, the three (3) consecutive days off may be waived by mutual agreement.~~

~~32.3 Holiday Compensation for Employees on Alternate Work Schedules.~~

~~32.3.1 If a holiday is observed on an employee's regularly scheduled workday, the employee shall be entitled to pay for the number of hours the employee was scheduled to work that day, up to ten (10) hours.~~

~~32.3.2 If a holiday is observed on an employee's regularly scheduled day-off, the employee shall be credited with eight (8) hours compensatory time off at the 1.0 rate for a full day holiday.~~

~~32.3.3 If an employee on an alternate schedule works on a holiday, the employee shall receive eight (8) hours of compensatory time at the 1.0 rate for a full day holiday, and in addition shall receive pay or compensatory time off at the 1.5 rate for the number of hours actually worked.~~

~~32.3.4 Holiday Compensation for Employees in the Regional Wastewater Facility Division of the Environmental Services Dept. on Alternate Work Schedules~~

~~1. If an employee on an 8-hour schedule is scheduled to work a holiday, the employee will receive eight (8) hours holiday pay and will be given either overtime pay for all hours actually worked or compensatory time at the overtime rate for all hours actually worked.~~

~~2. If an employee on a 9-hour schedule is scheduled to work a holiday, the employee will receive eight (8) hours holiday pay and will be given either overtime pay for all hours actually worked or compensatory time at the overtime rate for all hours actually worked.~~

~~3. If an employee on a 10-hour schedule is scheduled to work a holiday, the employee will receive eight (8) hours holiday pay and will be given either overtime pay for all hours actually worked or compensatory time at the overtime rate for all hours actually worked.~~

**2018 CITY OF SAN JOSE – OE#3 NEGOTIATIONS
TENTATIVE AGREEMENT**

4. ~~If an employee on a 12-hour schedule is scheduled to work a holiday, the employee will receive eight (8) hours holiday pay and will be given either overtime pay for all hours actually worked or compensatory time at the overtime rate for all hours actually worked.~~
5. ~~If an employee is scheduled off on a holiday, regardless of the schedule selected, the employee will receive eight (8) hours holiday pay.~~
6. ~~If an employee is called in to work on a scheduled day off that falls on a holiday, the employee will receive eight (8) hours holiday pay and will be given either overtime pay for all hours actually worked or compensatory time at the overtime rate for all hours actually worked.~~

**2018 CITY OF SAN JOSE – OE#3 NEGOTIATIONS
TENTATIVE AGREEMENT**

**CITY COUNTER PROPOSAL – HOUSEKEEPING – NON-GENERIC
PERSCRPTIONS**

City Proposed Language:

ARTICLE 5 WAGES AND SPECIAL PAY

5.5 Health Insurance.

- 5.5.1 All available plans have a 4-tier rate structure (Employee, Employee plus spouse/domestic partner, Employee plus Child(ren) and Family).
- 5.5.2 The City pays eighty-five percent (85%) of the cost of the lowest priced Non-Deductible HMO plan for the employee or the employee and dependent coverage and the employee pays fifteen percent (15%) of the premium for the lowest priced Non-Deductible HMO plan. If the employee selects a plan other than the lowest priced Non-Deductible HMO plan, the employee pays the difference between the total cost of the selected plan and the City's contribution toward the lowest priced Non-Deductible HMO plan.

The Kaiser Permanente Deductible 1500 HMO Benefit Plan will be available to employees represented by OE#3 in addition to the existing plan options.

- 5.5.3 A \$25 Co-pay plan shall be implemented for all HMO plans, including the following:
 - a. Office Visit Co-pay shall be \$25
 - b. Prescription Co-pay shall be \$10 for generic and \$25 - \$30 for brand name
 - c. Emergency Room Co-pay shall be \$100
 - d. Inpatient/Outpatient procedure Co-pay shall be \$100
- 5.5.4 The Benefits Review Forum representatives may evaluate and recommend appropriate changes in the Health Insurance, Dental, and Orthodontic coverage, subject to approval by the City and ratification by the Union.
- 5.5.5 An employee may not be simultaneously covered by City-provided medical benefits as a City employee and as a dependent of another City employee or retiree.

2018 CITY OF SAN JOSE – OE#3 NEGOTIATIONS
TENTATIVE AGREEMENT

CITY COUNTER PROPOSAL – CALL BACK/STANDY BY

City Proposed Language:

- 5.8 Call Back Pay. Any employee who is called back to work after working their scheduled shift and departing from their place of employment shall be credited for the time worked, or for three (3) hours at the appropriate rate (1.5), whichever is greater. This section shall apply on either a workday after the employee has departed from their place of employment or on a day off. It shall not apply to scheduled overtime or during a regular shift. Employees who are called back multiple times during a standby shift shall not receive additional pay until the employee has worked a total of three hours, after which time the employee would be eligible for additional pay, but only for actual hours worked.
- 5.9 Standby Pay. Employees who are required to perform standby duty shall be credited with one (1) hour compensation at the appropriate rate (1.5) for each eight (8) hour shift the employee performs standby duty. In the event that the employee is called back to work, they shall be entitled to the compensation provided by Section 5.8 above, in addition to the one-hour of standby compensation for that eight (8) hour shift.
- 5.9.1 Standby pay is not deemed as actual hours worked for the purpose of calculating eligibility for overtime
- 5.9.2. Employees who do not return to work but who are contacted by telephone, pager, or computer shall be paid for actual time worked at the appropriate rate of pay.

2018 CITY OF SAN JOSE – OE#3 NEGOTIATIONS
TENTATIVE AGREEMENT

CITY COUNTER PROPOSAL – PROTECTIVE CLOTHING

City Proposed Language:

ARTICLE 5 WAGES AND SPECIAL PAY

5.14 Protective Clothing.

5.14.1 The City agrees to provide a voucher for the purchase of protective footwear, which may include sole inserts, for up to \$200 for employees when it is determined by the Director of Human Resources or designee that protective footwear is required for the employee. Protective footwear shall meet established Occupational Safety and Health Administration's (OSHA) standards, current American National Standard for Personal Protection- Protective Footwear standards and requirements as determined by the City Safety Officer or designee. The City will replace protective footwear as needed, but no more than once per fiscal calendar year. If necessary, the City may replace the employee's safety shoes if they are damaged beyond use due to work related usage as determined by the Department's Safety Officer, or designee, or the City's Safety Officer. An individual may select an approved style that is more expensive than the City maximum by paying the difference. Employees in classifications who are entitled to receive a uniform allowance as provided in Article 5.2 above are not eligible to receive reimbursement for protective footwear under this provision.

2018 CITY OF SAN JOSE – OE#3 NEGOTIATIONS
TENTATIVE AGREEMENT

CITY COUNTER PROPOSAL – BEREAVEMENT LEAVE

City Proposed Language:

Article 21 BEREAVEMENT LEAVE

21.1 Each full time or benefited part-time employee shall be granted bereavement leave with full pay for up to 40 work hours to attend to the customary obligations arising from the death of any of the following relatives of such employee, employee's spouse or employee's domestic partner. All leave must be used within 14 calendar days following the death of an applicable relative. Under extreme circumstances, the fourteen (14)-day requirement may be waived by the Director of Employee Relations. The decision of the Director of Employee Relations shall be final, with no process for further appeal.

- a) Parent/Step-Parent
- b) Child/Step-Child
- c) Spouse
- d) Brother/Sister/Step-Brother/Step-Sister/Half-Brother/Half-Sister
- e) Grandparent/ Step-Grandparent
- f) Great Grandparent/Step-Great Grandparent
- g) Grandchild
- h) Brother/sister/son/daughter-in-law
- i) Domestic Partner

2018 CITY OF SAN JOSE – OE#3 NEGOTIATIONS
TENTATIVE AGREEMENT

CITY PROPOSAL TO OE#3 – HOUSEKEEPING

City Proposed Language:

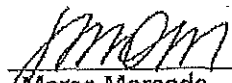
ARTICLE 37 EMPLOYEE COMMUTE BENEFIT PROGRAM

The Employee Commute Benefit Program shall be as follows:

- 37.1 Full-time, and part-time employees who worked an average of twenty (20) or more hours per week within the previous calendar month, shall be eligible to participate in the Employee Commute Benefit Program. Seasonal workers and Airport employees are not eligible to participate in the Employee Commute Benefit Program; the Airport provides its own separate employee commute program.
- 37.2 Participation in an Employee Commute Benefit Program through the Santa Clara Valley Transit Authority ("VTA") ~~Eco-Pass Program~~ will be available to eligible employees, subject to the terms of the Employee Commute Benefit Program, as defined in Article 37.1.
- 37.3 Pursuant to the Employee Commute Benefit Program, eligible employees shall be allowed to use pre-tax dollars ("Pre-Tax Payroll Deduction Program") to pay for transit service beyond those provided by VTA. The administrative fees of the Pre-Tax Payroll Deduction Program will be paid for by the City. The Pre-Tax Payroll Deduction Program shall enable employees to use pre-tax dollars to pay for non-VTA transit services, which may include, but are not limited to, Caltrain, the Hwy 17 Express Bus, and BART.

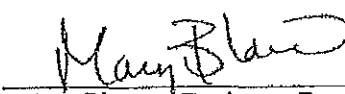
** This agreement is considered tentative and shall not be considered final or binding until a final agreement on all terms has been reached and both ratified by union members and approved by the City Council.*

FOR THE CITY:

 5/17/18

Marco Mercado Date
Assistant to the City Manager, OER

FOR THE UNION:

 5/17/18

Mary Blanco, Business Representative Date
Operating Engineers, Local 3 (OE#3)

2018 CITY OF SAN JOSE – OE#3 NEGOTIATIONS
TENTATIVE AGREEMENT

CITY PROPOSAL TO OE#3 – UNION RELEASE TIME

City Proposed Language:

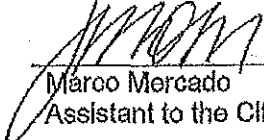
ARTICLE 12 GRIEVANCE

12.8 Designated Job Representative

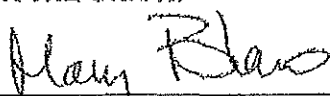
12.8.8 City Paid Union Release Time (URT). The designated bargaining unit representative(s) shall use the City Paid Union Release Time (URT) payroll code for any paid time off eligible for release time from regular City duties to attend authorized meetings. Upon request by the City, the bargaining unit representative(s) shall provide the City with a general explanation of the business conducted when the URT code is used.

** This agreement is considered tentative and shall not be considered final or binding until a final agreement on all terms has been reached and both ratified by union members and approved by the City Council.*

FOR THE CITY:

 5/23/18
Marco Mercado Date
Assistant to the City Manager, OER

FOR THE UNION:

 5/23/18
Mary Blanco, Business Representative Date
Operating Engineers, Local 3 (OE#3)

2018 CITY OF SAN JOSE – OE#3 NEGOTIATIONS
TENTATIVE AGREEMENT

CITY PROPOSAL TO OE#3 – OPPORTUNITY TO WORK

City Proposed Language:

ARTICLE 6 HOURS OF WORK AND OVERTIME

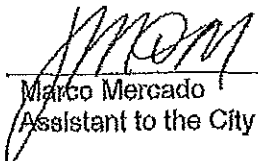
6.5.3 Before hiring additional part-time employees, the City will offer additional hours of work to existing part-time employees who have the skills and experience to perform the work. The City will develop a process to distribute the hours of work among those existing part-time employees.

Nothing herein contained, however, shall be construed to limit the right of the Department Director or designee, to determine the days of the week and hours of each day when such part-time employee shall be required to work. Further, nothing herein contained, shall limit the right of the Department Director or designee to determine the days of the week and hours of each day when any such part-time non-benefitted employee shall be required to work, or whether such part-time non-benefitted employee shall work at all.

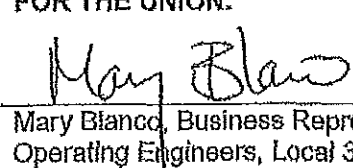
This section shall not be construed to require the City to offer a part-time employee any additional hours of work if it would result in the part-time employee being eligible for overtime compensation at 1.5 times their regular rate of pay or any other additional benefits that said employee is not otherwise eligible.

** This agreement is considered tentative and shall not be considered final or binding until a final agreement on all terms has been reached and both ratified by union members and approved by the City Council.*

FOR THE CITY:

 7/24/18
Marco Mercado Date
Assistant to the City Manager, OER

FOR THE UNION:

 7/24/18
Mary Blanco, Business Representative Date
Operating Engineers, Local 3 (OE#3)

SIDE LETTER AGREEMENT

BETWEEN
THE CITY OF SAN JOSE
AND
THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL NO. 3 (OE#3)

City Healthcare Program Reopener


To the extent that they are a mandatory subject of bargaining and arise during the term of the successor Memorandum of Agreement (MOA) between the City of San Jose (City) and the International Union of Operating Engineers, Local No. 3 (OE#3), the parties agree to meet and confer over potential changes to the City's healthcare program.

Either the City or OE#3 may provide notice to the other of its request to discuss potential changes to the City's healthcare program. The parties shall commence the discussions within ten (10) calendar days after the City or OE#3 receive notice from the other.

To the extent that any change to the City's healthcare program is a mandatory subject of bargaining, the parties shall meet and confer in good faith in an effort to reach a mutual agreement. If the parties reach impasse and no agreement is reached on those issues that are a mandatory subject of bargaining, either party may invoke the impasse procedures in accordance with the applicable provisions under the Employer-Employee Relations Resolution No. 39367 and/or the Meyers Miliias Brown Act. All mandatory impasse procedures (mediation and factfinding (if requested by OE#3)) shall be exhausted. The parties understand that this means that, notwithstanding any other provision in the successor MOA, the City will have the right to unilaterally implement in the event that no agreement is reached at the conclusion of negotiations and mandatory impasse procedures.

This Agreement is considered part of the tentative agreement for a successor MOA between the parties, and shall become effective only as part of the overall tentative agreement for a successor MOA, and when signed by all parties below and approved by the City Council. This agreement is effective only during the term of a successor MOA.

FOR THE CITY:

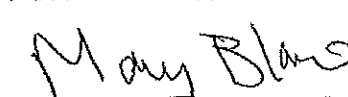
 8/29/18

Jennifer Schembri Date
Director of Employee Relations

 8/29/18

Marco Mercado Date
Assistant to the City Manager, OER

FOR THE UNION:

 8/29/18

Mary Blanco, Business Representative Date
Operating Engineers, Local 3 (OE#3)

City of San José
CLASS SPECIFICATION

Title: Mayor's Chief Economic Development and Land Use Officer (8050)

| DEPARTMENT | ACCOUNTABLE TO | FLSA STATUS |
|-------------------|-----------------------|--------------------|
| Mayor's Office | Mayor | Exempt |

CLASS SUMMARY

Positions in this classification serve as members of the Mayor's Policy Team to work on policy initiatives, make recommendations, and develop action plans to meet the Mayor's policy objectives. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This classification reports directly to the Mayor and is involved in advising the Mayor on highly complex public policy issues, such as land use or economic development. The Mayor's Chief Economic Development and Land Use Officer differs from other City management classifications in that incumbents of the Administration are involved in daily operational administrative assignments from the City Manager and are under the City Manager's authority. This classification differs from Mayor's Executive Officer in that the Mayor's Chief Economic Development and Land Use Officer has responsibility for management, fiscal, and administrative operations of the Mayor's Office.

Incumbents in these positions may be appointed part-time or full-time, and benefited or unbenefitted. Positions are appointed "at-will" with no property rights to continued employment. Each appointment to this classification is for a specified period to be determined by the Mayor and does not extend past the end of the Mayor's term.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

The minimum qualification requirements include any combination of training and experience that provides the knowledge, skills, and abilities to advise the Mayor on matters of public policy.

Licenses and Certificates

Licenses and certificates are based on the needs of the individual position.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

City of San José
CLASS SPECIFICATION

Title: Mayor's Chief Economic Development and Land Use Officer (8050)

- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Political Skill - In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.
- Team Work and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Vision/Strategic Thinking - Supports, promotes, and ensures alignment with the organization's vision and values; understands how an organization must change in light of internal and external trends and influences; builds a shared vision with others and influences others to translate vision to action.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

- Bilingual skills: oral and written proficiency with languages such as Spanish, Vietnamese, Cambodian, Korean, Chinese (Cantonese and/or Mandarin), Tagalog, or other languages as determined by the hiring authority.

| DUTY NO. | TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following: | FREQUENCY* |
|-----------------|--|---------------------|
| 1. | Monitors and analyzes significant public policy issues, such as land use and economic development, affecting the City and ensures that the Mayor is briefed appropriately on City policies, programs, and fiscal matters. | Daily/Several Times |
| 2. | Coordinates and confers, on behalf of the Mayor, on activities related to key and critical City operational administrative activities with the City Manager, and maintains effective working relationships with the City Manager's staff. | Daily/Several Times |
| 3. | Directs and supervises the coordination and logistical arrangements for meetings, programs and other civic functions with concerned individuals and parties, and attends City-related meetings and activities, meetings with governmental agencies, private industry and related meetings. | Daily |
| 4. | Supports community engagement efforts to understand community concerns, issues, and priorities for affected parties including neighborhood groups, Council District and City entities, business and development groups, and other interested parties; exerts political skill in coordinating between various stakeholders and ensuring a consistent message in all communications. | Daily |

City of San José
CLASS SPECIFICATION

Title: Mayor's Chief Economic Development and Land Use Officer (8050)

| DUTY NO. | TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following: | FREQUENCY* |
|-----------------|--|-------------------|
| 5. | Drafts routine to complex correspondence, memoranda, and reports which articulate the Mayor's policy initiatives; prepare materials, memos, policy-specific research, and other documents for review by the Mayor. | Daily |
| 7. | Develops and maintains positive working relationships with City Council offices, City Manager's Office, and City Departments. | As Required |
| 8. | Develops and maintains positive working relationships with the business and development community and neighborhood associations. | As Required |
| 9. | Advises the Mayor in leveraging partnerships, collaborating with internal City entities, and understanding community needs. | As Required |
| 10. | Performs other related duties as assigned. | As Required |

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers and the public.

CLASSIFICATION HISTORY *Created 1/19; s0000*

City of San José
CLASS SPECIFICATION

Title: Apprentice Mechanic (3321)

| DEPARTMENT | ACCOUNTABLE TO | FLSA STATUS |
|-------------------|-----------------------|--------------------|
| Public Works | Senior Mechanic | Non-exempt |

CLASS SUMMARY

Under immediate supervision, performs work of routine difficulty in repairing mechanized equipment. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Apprentice Mechanics for the City of San Jose are regular City employees and are also participants in an established apprenticeship program approved by the State of California Department of Industrial Relations, Division of Apprenticeship Standards, and administered by the City of San Jose Apprenticeship Advisory Committee. Both satisfactory grades and attendance in the off-duty courses of education established by the apprenticeship committee are required. The four (4) year program provides experience and education in the area of maintenance and repair of mechanized equipment. This is the first or entry-level classification in the Mechanic Series which is flexibly staffed with Mechanic I/II and incumbents may advance to Mechanic I after satisfactory completion of the apprenticeship program.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND two (2) years of experience in lubrication and servicing of automotive equipment which included the maintenance of parts and supply inventories, and the maintenance of service records. Continuous membership in good standing in the apprenticeship program as administered pursuant to the provisions of the City of San Jose Apprentice Advisory Committee is a condition to continuing employment as an Apprentice Mechanic with the City of San José.

Acceptable Substitution

None

Required Licensing (such as driver's license, certifications, etc.)

- Possess and maintain a Certificate of Registration as an Apprentice Mechanic with the Division of Apprenticeship Standards, State of California at time of appointment.
- Possess and maintain of a valid State of California driver's license.
- Possess and maintain a forklift operators certification within six (6) months of hire.
- Possess and maintain Motor Vehicle Air Conditioning (MVAC) certification from an Environmental Protection Agency (EPA)-approved program within six (6) months of hire.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

City of San José
CLASS SPECIFICATION

Title: Apprentice Mechanic (3321)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations, including but not limited to:
 - Knowledge of tools and equipment used in servicing and maintaining automotive equipment and motorcycles.
 - Knowledge of methods and materials used in cleaning automotive equipment.
 - Knowledge of work safety practices and procedures.
 - Experience with mechanic's tools and lubricating equipment.
 - Experience with recognizing conditions in automotive equipment which need repair, adjustment or replacement.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Team Work and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Simple mechanical repairs on both automotive equipment and motorcycles.

Ability to:

- Follow written manuals.
- Train other employees.
- Keep required records, and to schedule equipment for servicing.
- Demonstrate the effective use of the tools, materials and equipment of the mechanical trade.
- Demonstrate a high degree of mechanical aptitude.

| DUTY NO. | <u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following: | FREQUENCY* |
|-----------------|--|-------------------|
| 1. | In a learning capacity, participates in cost effective and timely preventive maintenance, repairs, and modifications of a variety of City-owned fleet assets such as automobiles, motorcycles, trucks, street sweepers, wheel and track construction equipment, scissor and forklifts, aerials and cranes, dredging and watercrafts, large mowers, compressors, generators, pumps, amusement rides, fire apparatus, and other types of fleet assets. | Daily |

City of San José
CLASS SPECIFICATION

Title: Apprentice Mechanic (3321)

| DUTY NO. | TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following: | FREQUENCY* |
|-----------------|---|-------------------|
| 2. | In a learning capacity, participates in cost effective and timely preventive maintenance, troubleshooting and repair of drivability and emissions, computers, safety systems and complete overhauls of gasoline and diesel engines, manual and automatic transmissions, chassis and drivetrain systems, brake systems (air, hydraulic and electric), air conditioning and heating systems, cooling systems, frames, suspensions and steering systems, diesel and gasoline fuel systems, electrical, charging and lighting systems, hydraulic systems, pump systems, vacuum and spray systems. | Daily |
| 3. | In a learning capacity, utilizes testing, diagnostic and shop equipment including but not limited to emissions, cooling, fuel, ignition, electrical, HVAC, brakes, engine, transmission, pump, and hydraulic testing; utilizes OEM and 3 rd party scan tools with various diagnostic software; utilizes brake lathe, tire machines, welders, diesel particulate filter machine, hydraulic hose fabrication equipment, vehicle lifts etc.. | Daily |
| 4. | In a learning capacity, operates all fleet assets serviced, maintained, and repaired by Fleet Management. | Daily |
| 5. | In a learning capacity, participates in metal fabrication utilizing mig, tig, gas, and arc-welding functions for fleet asset repairs. | As Required |
| 6. | In a learning capacity, participates in the modifications and upfitting to all types of fleet assets. | As Required |
| 7. | In a learning capacity, participates in the performance of minor body work on vehicles. | As Required |
| 8. | In a learning capacity, participates in field preventive maintenance, fueling, and repairs on all City-owned fleet assets. | As Required |
| 9. | In a learning capacity, participates in the training of Equipment Mechanic Assistants in the repair and maintenance of mechanized equipment. | As Required |
| 10. | In a learning capacity, participates in the maintenance of accurate and current work activity utilizing Fleet Management database and any other required record keeping systems; communicates and works effectively with team members and customers; schedule and assigns work and establishes priorities; coordinates and schedules commercial work at City and vendor locations; and participates in the performance of commercial receiving inspections. | As Required |
| 11. | Performs other related duties as assigned. | As Required |

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;

City of San José
CLASS SPECIFICATION

Title: Apprentice Mechanic (3321)

- Communicate in person; in writing, and via various electronic mediums such as telephone, computer, radio, etc.;
- Maintain professional demeanor during interactions with staff, customers and the public.
- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Maintain strength, stamina, and mobility to perform medium to heavy physical work;
- Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment;
- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;
- Operate, inspect, and repair varied hand and power tools and construction equipment;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

CLASSIFICATION HISTORY *Formerly Apprentice Equipment Mechanic I, Apprentice Equipment Mechanic; created 7/83, Rev. 8/83, 6/88, 2/95, 4/98, 01/19; 002*

City of San José
CLASS SPECIFICATION

Title: Mechanic I/II (3322/3320)

| DEPARTMENT | ACCOUNTABLE TO | FLSA STATUS |
|-------------------|-----------------------|--------------------|
| Public Works | Senior Mechanic | Non-exempt |

CLASS SUMMARY

Under general supervision, performs journey-level work of moderate difficulty in the maintenance and repair of mechanized equipment. The primary responsibility of Mechanic I/II is to perform journey-level servicing, diagnostics, and repair of a variety of City-owned fleet assets such as automobiles, motorcycles, trucks, street sweepers, wheel and track construction equipment, scissor and forklifts, aerials and cranes, dredging and watercrafts, large mowers, compressors, generators, pumps, amusement rides, and fire apparatus. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a two level flexibly-staffed class and is the journey-level in the Mechanic series. Assignments, objectives, and work steps are set and established work processes are to be followed; work review is occasional during progress or upon completion of assignment. It differs from the lower class of Equipment Mechanic Assistant I/II which performs less complicated, or sub-journey level, mechanical assignments and routine safety and preventative maintenance duties. It differs from the next higher class of Senior Mechanic I/II in that the latter is the advanced journey-level responsible for providing lead direction.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Mechanic I

Education and Experience

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND completion of a CA Apprentice Equipment Mechanic Program or equivalent program acceptable to the City.

Required Licensing (such as driver's license, certifications, etc.)

- Possess and maintain of a valid State of California Driver's License.
- Possess and maintain a forklift operators certification within six (6) months of hire.
- Possess and maintain Motor Vehicle Air Conditioning (MVAC) certification from an Environmental Protection Agency (EPA)-approved program within six (6) months of hire.

Mechanic II

Education and Experience

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND two (2) years of experience as a journey-level Mechanic I with the City of San Jose.

Acceptable Substitution

None

Required Licensing (such as driver's license, certifications, etc.)

- Possess and maintain a valid State of California Driver's License.
- Possess and maintain a valid State of California Class A or B driver's license with applicable endorsements.

City of San José
CLASS SPECIFICATION

Title: Mechanic I/II (3322/3320)

- Possess and maintain a forklift operator's certification.
- Possess and maintain the following National Institute of Automotive Service Excellence (ASE) Certifications: G1 Auto Maintenance and Light Repair Certification Test, T8 Truck Preventive Maintenance Inspection, and Light Duty Hybrid/Electrical Vehicle Specialist (L3).
- Possess and maintain Motor Vehicle Air Conditioning (MVAC) certification from an Environmental Protection Agency (EPA)-approved program.
- Possess and maintain a State of California Smog Check Inspector certification.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations, such as:
 - Servicing and repair technology related to a wide variety of motorized vehicles and equipment including gasoline and diesel engines.
 - Functions and capacities of various parts and equipment.
 - State vehicle inspection standards.
 - Common repair shop tools and equipment and their proper use and care.
 - Repair shop safety standards and precautions.
 - Using and maneuvering heavy tools and equipment.
 - Diagnosing, servicing and repairing mechanical malfunctions in a wide variety of equipment and vehicles including the major overhaul of gasoline and diesel engines and hydraulic systems.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Team Work and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Safety standards for various types of specialized equipment and vehicles.
- City policies relating to the servicing and repair of assigned equipment and vehicles.
- Up-to-date and modern technology and equipment for vehicular and equipment repair.

Ability to:

- Performing arc and gas welding.

City of San José
CLASS SPECIFICATION

Title: Mechanic I/II (3322/3320)

- Prepare and maintain proper records.
- Make procedural and safety recommendations to supervisors.
- Provide instruction and guidance to others.
- Obtain a City driving permit.

| DUTY NO. | TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following: | FREQUENCY* |
|-----------------|--|-------------------|
| 1. | Performs cost effective and timely preventive maintenance, repairs and modifications of a variety of City-owned fleet assets such as automobiles, motorcycles, trucks, street sweepers, wheel and track construction equipment, scissor and forklifts, aerials and cranes, dredging and watercrafts, large mowers, compressors, generators, pumps, amusement rides, fire apparatus, and other types of fleet assets. | Daily |
| 2. | Performs cost effective and timely preventive maintenance, troubleshooting and repair of drivability and emissions, computers, safety systems and complete overhauls of gasoline and diesel engines, manual and automatic transmissions, chassis and drivetrain systems, brake systems (air, hydraulic and electric), air conditioning and heating systems, cooling systems, frames, suspensions and steering systems, diesel and gasoline fuel systems, electrical, charging and lighting systems, hydraulic systems, pump systems, vacuum and spray systems. | Daily |
| 3. | Utilizes testing, diagnostic and shop equipment including but not limited to emissions, cooling, fuel, ignition, electrical, HVAC, brakes, engine, transmission, pump, and hydraulic testing. Utilizes OEM and 3 rd party scan tools with various diagnostic software. Utilizes brake lathe, tire machines, welders, diesel particulate filter machine, hydraulic hose fabrication equipment, vehicle lifts etc. | Daily |
| 4. | Trains Equipment Mechanic Assistants and Apprentice Mechanics in the repair and maintenance of mechanized equipment and signs off on mechanical repairs performed by them. | Daily |
| 5. | Operates all fleet assets serviced, maintained and repaired by Fleet Management. | Daily |
| 6. | Maintains accurate and current work activity utilizing Fleet Management database and any other required record keeping systems; communicates and work effectively with team members and customers. Schedule and assigns work and establishes priorities; coordinates and schedules commercial work at City and vendor locations; performs commercial receiving inspections. | Daily |
| 7. | Performs metal fabrication utilizing mig, tig, gas and arc-welding functions for fleet asset repairs. | As Required |
| 8. | Makes modifications and upfitting to all types of fleet assets. | As Required |
| 9. | Perform minor body work on vehicles. | As Required |
| 9. | Performs field preventive maintenance, fueling and repairs on all City-owned fleet assets. | As Required |
| 10. | Performs other related duties as assigned. | As Required |

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

City of San José
CLASS SPECIFICATION

Title: Mechanic I/II (3322/3320)

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person, in writing, and via various electronic mediums such as telephone, computer, radio, etc.;
- Maintain professional demeanor during interactions with staff, customers and the public;
- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Maintain strength, stamina, and mobility to perform medium to heavy physical work;
- Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment;
- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;
- Operate, inspect, and repair varied hand and power tools and construction equipment;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

CLASSIFICATION HISTORY Created 5/80, Rev. & Ret. 3/83 (Formerly Equipment Mechanic, Light/Heavy Duty Equipment Mechanic), Rev. 12/01 (Consolidation with Motorcycle Mechanic), Rev. 1/02, Rev. 01/19; 003

City of San José
CLASS SPECIFICATION

Title: Senior Mechanic I/II (3322/3328)

| DEPARTMENT | ACCOUNTABLE TO | FLSA STATUS |
|-------------------|----------------------------------|--------------------|
| Public Works | Equipment Maintenance Supervisor | Non-exempt |

CLASS SUMMARY

Under direction, performs advanced journey-level work in the maintenance, diagnostic, and repair of light and heavy duty vehicles and equipment and plans, schedules, assigns, and reviews the work of Mechanics and Apprentice Mechanics and other staff engaged in skilled and semi-skilled repair and servicing of vehicles and equipment. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a two-level flexibility staffed class performing advanced journey-level work in the Mechanic classification series responsible for providing lead direction and training to assigned staff. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned maintenance program areas. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class differs from that of Mechanic in that Senior Mechanics provide technical assistance on the most difficult repair conditions and provide lead direction to Mechanic I/II and lower classes performing repair and maintenance. This class differs from the class of Equipment Maintenance Supervisor I/II in that the latter has full supervisory responsibility over one or more repair sites.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Senior Mechanic I

Education and Experience

Completion of high school, General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate AND three (3) years as a journey-level Mechanic I/II with the City of San Jose.

Acceptable Substitution

None

Required Licensing (such as driver's license, certifications, etc.)

- Possess and maintain a valid State of California Driver's License.
- As a condition of employment in designated positions, possess and maintain a valid State of California Class A driver's license with applicable endorsements.
- Possess and maintain valid Smog Check Inspector or Smog Check Repair Technician licenses from the State of California.
- Possess and maintain a forklift operators certification within six (6) months of hire.
- Possess and maintain National Institute of Automotive Service Excellence (ASE) Certificates: A5 Brakes, G1 Auto Maintenance and Light Repair Certification Test, T4 Truck Brakes, T8 Truck Preventative Maintenance Inspection, and Light Duty Hybrid/Electrical Vehicle Specialist (L3).

City of San José
CLASS SPECIFICATION

Title: Senior Mechanic I/II (3322/3328)

- Possess and maintain Motor Vehicle Air Conditioning (MVAC) certification from an Environmental Protection Agency (EPA)-approved program within six (6) months of hire.

Senior Mechanic II

Education and Experience

Completion of high school, General Educational Development (G.E.D.) Certificate, or California Proficiency Certificate AND three (3) years as a journey-level Mechanic I/II or higher with the City of San Jose, with at least one (1) year as a Senior Mechanic I OR two (2) years as a Mechanic II.

Acceptable Substitution

None

Required Licensing (such as driver's license, certifications, etc.)

- Possess and maintain a valid State of California Driver's License.
- Possess and maintain a valid State of California Class A driver's license with applicable endorsements.
- Possess and maintain a valid Smog Check Inspector and Smog Check Repair Technician licenses from the State of California.
- Possess and maintain a forklift operators certification.
- Possess and maintain National Institute of Automotive Service Excellence (ASE) Certificates as Master Automobile Technician (A1-A8) OR Master Medium-Heavy Truck Technician (T2-T8).
- Possess and maintain ASE Certifications: A5 Brakes, G1 Auto Maintenance and Light Repair Certification Test, T4 Truck Brakes, T8 Truck Preventative Maintenance Inspection, and Light Duty Hybrid/Electrical Vehicle Specialist (L3).
- Possess and maintain Motor Vehicle Air Conditioning (MVAC) certification from an Environmental Protection Agency (EPA)-approved program.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations, such as
 - Servicing and repair technology related to a wide variety of motorized vehicles and equipment including gasoline and diesel engines.
 - Functions and capacities of various parts and equipment.
 - State vehicle inspection standards.
 - Reading and interpreting manufacturers' operating and service manuals.
 - Reading and interpreting blue prints.
 - Using a wide variety of test equipment in troubleshooting maintenance and repair conditions.
 - Diagnosing and repairing difficult mechanical malfunctions in a wide variety of equipment and vehicles including the major overhaul of gasoline and diesel engines and hydraulic systems.
 - Ability to set priorities.

City of San José
CLASS SPECIFICATION

Title: Senior Mechanic I/II (3322/3328)

- Training and leading others in servicing, repair and maintenance of vehicles and specialized equipment.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Multi-Tasking - Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Planning - Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Team Work and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

- Knowledge of City policies relating to servicing and repair of assigned equipment and vehicles.
- Ability to schedule, assign and evaluate the work performed by other employees.

| DUTY NO. | TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following: | FREQUENCY* |
|-----------------|---|-------------------|
| 1. | Provides lead direction and participates in cost effective and timely preventive maintenance, repairs and modifications of a variety of City-owned fleet assets such as automobiles, motorcycles, trucks, street sweepers, wheel and track construction equipment, scissor and forklifts, aerials and cranes, dredging and watercrafts, large mowers, compressors, generators, pumps, amusement rides, fire apparatus, and other types of fleet assets. | Daily |
| 2. | Directs and participates in cost effective and timely preventive maintenance, troubleshooting and repair of drivability and emissions, computers, safety systems and complete overhauls of gasoline and diesel engines, manual and automatic transmissions, chassis and drivetrain systems, brake systems (air, hydraulic and electric), air conditioning and heating systems, cooling systems, frames, suspensions and steering systems, diesel and gasoline fuel systems, electrical, charging and lighting systems, hydraulic systems, pump systems, vacuum and spray systems. | Daily |

City of San José
CLASS SPECIFICATION

Title: Senior Mechanic I/II (3322/3328)

| DUTY NO. | TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following: | FREQUENCY* |
|-----------------|---|-------------------|
| 3. | Directs and participates in using testing, diagnostic and shop equipment including but not limited to emissions, cooling, fuel, ignition, electrical, HVAC, brakes, engine, transmission, pump, and hydraulic testing; uses OEM and 3 rd party scan tools with various diagnostic software; uses brake lathe, tire machines, welders, diesel particulate filter machine, hydraulic hose fabrication equipment, vehicle lifts etc. | Daily |
| 4. | Trains and provides lead direction to Equipment Mechanic Assistants I/II, Apprentice Mechanics, and Mechanics I/II in the repair and maintenance of fleet assets. | Daily |
| 5. | Maintains accurate and current work activity utilizing Fleet Management database and any other required record keeping systems; communicates and work effectively with team members and customers; consults with supervisor, customers, and vendors on asset status. Schedule and assigns work and establishes priorities; schedules and assigns work and establishes priorities; coordinates and schedules commercial work at City and vendor locations; directs and leads commercial receiving inspections. | Daily |
| 6. | Directs and participates in modifications to all types of fleet assets. | As Required |
| 7. | Directs and participates in metal fabrication utilizing mig, tig, gas and arc-welding functions for fleet asset repairs. | As Required |
| 8. | Directs and participates in performance of minor body work on vehicles. | As Required |
| 9. | Directs and participates in performing field preventive maintenance, fueling and repairs on all City-owned fleet assets. | As Required |
| 10. | Performs other related duties as assigned. | As Required |

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Communicate in person, in writing, and via various electronic mediums such as telephone, computer, radio, etc.;
- Maintain professional demeanor during interactions with staff, customers and the public;
- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Maintain strength, stamina, and mobility to perform medium to heavy physical work;
- Lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment;
- Identify problems or hazards, work in confined spaces and around machines, and climb/descend ladders;

City of San José
CLASS SPECIFICATION

Title: Senior Mechanic I/II (3322/3328)

- Operate, inspect, and repair varied hand and power tools and construction equipment;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances, fumes, dust, and air contaminants.

CLASSIFICATION HISTORY *Created 5/91, Rev. 4/92, Rev. & Ret. 12/94, 2/95 (Formerly Sr. Equipment Mechanic), Rev. 4/98, Rev. 01/19; s003*