

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE – ROOM #6
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**2020 PERSONNEL COMMITTEE
AGENDA**

**Friday, December 18, 2020
9:00 AM**

In order to minimize the spread of COVID-19 and keep with social distancing, the meeting room will not be open to the public. To participate in the Board committee meeting from the comfort of your home or other Stay Well at Home compliant location, you may choose one of the following options:

- a. Email – If you wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 pm on Thursday, December 17, 2020 to Kathryn Drewry, Human Resources Specialist at kdrewry@pvrpd.org. Your email will be printed and distributed to the Personnel Committee members prior to the meeting.
- b. Phone – You may call the PVRPD office at 805-482-1996, ext. #113 by 5:00 pm on Thursday, December 17, 2020 and provide your name, your phone number and your item of interest. PVRPD staff will call you on December 18 at 9:00 AM with instructions for participating or for making a general public comment.
- c. Phone - You can call in and simply listen to the meeting or you have the opportunity to make a public comment through the open line which can be accessed through dialing the following numbers:
Dial-in: 1-415-655-0001
Access code: 126 920 9317#

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC/COMMITTEE COMMENTS**
- 4. PART TIME MECHANIC**
- 5. ORAL COMMUNICATIONS**
- 6. ADJOURNMENT**

Note: Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

Announcement: Should you need special assistance (*i.e.* a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: PERSONNEL COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: December 18, 2020

SUBJECT: REVIEW THE ADDITION OF PART TIME MECHANIC

BACKGROUND

In 2019 the District's full time Mechanic retired, this created the opportunity to evaluate and analyze the need of a full time position in the Park's Shop department.

ANALYSIS

Due to the Covid-19 Pandemic the District has not had the resources or the normal wear and tear on our vehicles to complete a full evaluation. Currently we have a part time staff member filling in at our Shop to ensure that our vehicles remain in proper condition however he too will be leaving at the end of the calendar year. This loss creates a situation in which we will need to recruit for this position, therefore staff will need a Board approved job description and salary schedule.

FISCAL IMPACT

The District currently has \$37,712.34 budgeted for a full time Mechanic, if we fill this position with a part time employee we would see a savings of approximately \$30,880.00.

RECOMMENDATION

District staff requests that you review the job description and salary schedule for Part Time Mechanic.

ATTACHMENTS

1. PT Mechanic Job Description
2. PT Salary Schedule



Pleasant Valley Recreation and Park District Job Description

Job Title: Mechanic
Department: Park Division
Reports To: Park Supervisor
FLSA Status: Non-exempt

Category: Staff
Prepared Date: April 2015
Approved by: Board of Directors
Approved Date: July 1, 2015

SUMMARY: Performs maintenance and repair services on District vehicles and equipment; to maintain and repair gasoline and diesel powered automotive, heavy and light construction, and other power driven equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Perform skilled maintenance and repair duties involving repairs to gasoline and diesel powered automotive, heavy and light construction, and other power driven equipment.
- Inspect, diagnose and locate mechanical difficulties on a variety of gasoline or diesel powered District vehicles and equipment, using state of the art electronic equipment.
- Diagnose, maintain and repair electrical systems components, ignition systems, computers, alternators, high voltage power generators, starters and batteries.
- Diagnose, maintain, repair and recondition hydraulic systems; diagnose and repair front and rear drive axles, drive train components, belts, gears, chain drives and propeller shafts.
- Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.
- Tune up engines by replacing ignition parts and reconditioning and adjusting carburetors, throttle body and port fuel injection systems and propane fuel systems; repair and maintain emission control and alternative fuel systems.
- Diagnose, repair and/or replace components including generators, distributors, relays, lights, switches, and high voltage light systems; repair, adjust and replace brake systems including wheel cylinders, masters cylinders, disc pads, machine drums and rotors, hydraulic and air brakes.
- Weld, fabricate and assemble parts and equipment for District automotive and heavy equipment; fabricate and modify tools as needed.
- Repair chain saws, weed eaters, trimmers, blowers, edgers, and pressure washers.
- Assist in the purchasing of equipment maintenance parts and materials.
- Respond to mechanical field emergencies as needed.
- Documents parts used and labor for each work order to ensure the respective District department receives an accurate billing.
- Accurately determine mechanical repair needs and estimate the cost and time of repairs.
- May supervise or lead a crew.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of: methods, practices, materials, and tools used in the major repair and maintenance of automotive and construction equipment; machine shop tools and their use; various types of gasoline and diesel powered stationary and automotive engines and drive trains; principles and techniques used in the service and repair of air brakes; vehicular and equipment hydraulic systems; vehicular electronics and electrical systems; and the use and operation of test and repair equipment.
- Basic/intermediate knowledge of: mechanical principles and practices of automotive repairs and preventive maintenance; use of tools and equipment used to make mechanical repairs, and shop safe work practices.



Pleasant Valley Recreation and Park District Job Description

- Ability to: operate mechanical testing and repair devices; estimate time and materials needed to complete a job; read electrical and mechanical diagrams; diagnose and repair defective vehicular equipment; maintain accurate records; follow written and verbal instructions; learn more advanced electronic diagnostic methods and equipment; expand knowledge of an automated record keeping system; follow instructions; follow safe work practices; improve gas and arc welding skills; use a fleet data management system using a hand held device and desktop computer.

EDUCATION and/or EXPERIENCE: Must be 18 years of age with a high school diploma or general education degree (GED); and completion of a vocational certificate program and/or Associates Degree in automotive technology with three (3) years' work experience; or five (5) years' work experience in vehicle and motorized equipment repair and maintenance; or equivalent combination of education and experience. College courses in mechanics or related areas are highly desirable. Relevant college level courses or Certified Mechanic Certification may substitute for up to one year of experience; or equivalent combination of education and experience. Possession of or ability to obtain an appropriate smog check mechanic license, a Master Automotive Technician Certificate in the following areas: brakes, suspension and steering, electrical/electronic systems, manual drive train and axles within one year of employment. Certifications in engine repair and heating and air conditioning are required within two years of employment.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires above average amount of driving, therefore, must possess a valid California Driver's License and maintain a clean California Department Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; the ability to talk and hear in person, by telephone or two-way radio; and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office/field environment: exposure to-potentially-hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. May be required to work overtime, or be required to adjust schedule due to special events.



PART TIME SALARY SCHEDULE

(TEMPORARY, SEASONAL, AND RESTRICTED)

OFFICE ASSISTANT	\$14.00	\$14.64
HUMAN RESOURCES GENERALIST	\$14.25	\$16.97
ADMINISTRATIVE SERVICE WORKER	\$14.00	\$50.00
RECREATION LEADER	\$14.00	\$14.03
SENIOR LEADER	\$14.70	\$18.30
LIFEGUARD	\$14.70	\$15.75
AQUATIC CENTER ASSISTANT MANAGER	\$16.17	\$18.27
PARK RANGER	\$23.12	\$27.54
MECHANIC	\$27.66	\$35.14
LANDSCAPE/CUSTODIAN I	\$14.00	\$14.00
LANDSCAPE/CUSTODIAN II	\$14.00	\$15.82