

RESOLUTION NO. 2-2019

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA
ADOPTING THE PART TIME CLASSIFICATION OF MAINTENANCE AIDE AND REVISING
THE PART TIME SALARY SCHEDULE TO REFLECT THE CHANGE**

WHEREAS, the City of Pacifica reviews the business needs of the City;

WHEREAS, it is the City's intent to continue to provide its residents with quality service;

WHEREAS, it is the City's desire to improve efficiency by appropriately staffing
Departments;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pacifica,
California, that the proposed job description and updated salary schedule be adopted, with an
effective date of January 14, 2019 be adopted.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica,
California, held on January 14, 2019 by the following vote of the members thereof:

AYES, Councilmembers: Vaterlaus, Martin, Beckmeyer, Bier, O'Neill

NOES, Councilmembers: None

ABSENT, Councilmembers: None

ABSTAIN, Councilmembers: None

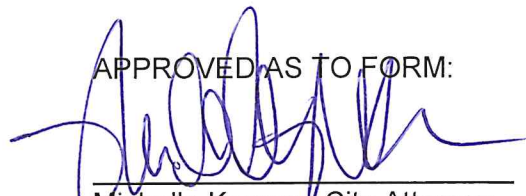

Sue Vaterlaus, Mayor

ATTEST:



Sarah Coffey, City Clerk

APPROVED AS TO FORM:



Michelle Kenyon, City Attorney



MAINTENANCE AIDE

This is a part-time, at-will, non-benefited position. Hours are limited to less than 1,000 hours per year.

DEFINITION

Under general supervision, performs unskilled/semi-skilled labor and maintenance work.

SUPERVISION RECEIVED

Receives immediate supervision from higher level staff.

ESSENTIAL AND IMPORTANT DUTIES

Performs a variety of unskilled/semi-skilled maintenance or custodial duties involving manual labor of facilities, parks, storm drains, streets, etc.

Load and unload supplies and materials.

Assist in performing basic carpentry, painting, plumbing, and pipe-fitting work.

Perform related duties as assigned.

EMPLOYMENT STANDARDS

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Education and Training

High School Diploma or equivalent.

Experience

No experience required.

Experience performing labor or maintenance work is highly desirable.

Licenses

Possession of a valid Class C California driver's license is required at time of appointment.

Additional Requirements

Must be a minimum of 18 years of age at time of appointment.

Knowledge of



Safe work practices.

Tools, materials and equipment used in general labor and maintenance work.

Skill/Ability to

Understand and follow oral and written directions.

Perform manual labor and custodial duties of a routine nature in assigned area.

Establish and maintain cooperative relations with those contacted during the course of work.

Bend, stoop, lift, work in confined spaces and operate compressors and pneumatic tools.

Work holidays, weekends and evenings as needed.

PHYSICAL DEMANDS

Adopted Date: January 2019

Status: Non-Exempt, Part-time, Hourly

Bargaining Unit: Unrepresented

Revised Date:

Former Titles:

Abolished:

City of Pacifica, CA

PART-TIME EMPLOYEE SALARY SCHEDULE

Effective January 14, 2019

<u>JOB TITLE (Classification)</u>	<u>SALARY RANGE (per hour)</u>
Aquatics Specialist.....	15.00 - 22.00
Assistant Swim Coach	14.00 - 22.00
Building Attendant.....	13.00 - 18.00
Child Care Aide	12.50 - 16.00
Child Care Associate Teacher.....	14.00 - 25.00
Child Care Custodian	12.00 - 16.00
Clerical Aide (Receptionist)	12.00 - 14.00
Code Enforcement Specialist.....	15.00 - 23.00
Driver (Bus/Van)	16.00 - 25.00
Fire Prevention Specialist	22.00 - 37.00
Head Swim Coach	16.00 - 24.00
Homework Center Supervisor	12.00 - 20.00
Homework Center Tutor	12.00 - 15.00
Information & Referral Coordinator.....	15.00 - 25.00
Instructional Teacher	12.00 - 34.00
Intern (Various Departments)	12.00 - 25.00
Kitchen Assistant	12.50 - 16.00
Lifeguard I	13.00 - 16.00
Lifeguard II.....	14.00 - 17.00
Maintenance Aide	16.00 - 20.00
Office Assistant.....	12.00 - 18.00
Pool Cashier.....	12.00 - 14.00
Pool Manager.....	15.00 - 20.00
Program Manager	40.00 - 50.00
Public Meeting Stenographer.....	20.00 - 25.00
Recreation Leader I.....	12.00 - 14.00
Recreation Leader II	13.00 - 16.00
Recreation Leader III.....	14.00 - 17.00
Recreation Leader IV	15.00 - 18.00
Recreation Leader V	16.00 - 20.00
Relief Cook	16.00 - 21.00
Senior Life Guard	14.00 - 18.00
Senior Water Safety Instructor	14.50 - 18.50
Wastewater Operator-in-Training	18.00 - 20.00
Water Safety Instructor	12.50 - 16.50