



## **Staff Report**

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### RESOLUTION AUTHORIZING NEW CLASSIFICATION AND SALARY RANGE FOR STREET SWEEPER OPERATOR POSITION.

Honorable Mayor and Council Members:

#### **Summary**

Staff recommends that the City Council adopt the attached resolution authorizing the new classification and salary range for Street Sweeper Operator.

#### **Background**

In the informational report presented to the City Council on August 14, 2007, staff proposed upgrading a Public Works Maintenance Worker II position to a dedicated Street Sweeper Operator in the Public Works Department.

#### **Discussion**

Presently, street sweeper duties are being performed by one of the three budgeted Equipment Operator positions in the Public Works Department. The current work arrangement creates two problems for the Department:

- 1) The City does not have a dedicated street sweeper job classification. The current Equipment Operator classification/job description does not accurately reflect the knowledge, skills and abilities necessary to operate the City's street sweeper.
- 2) The Public Works Department currently has three budgeted Equipment Operators, one is assigned to Street Maintenance, one is assigned to street sweeping duties and one is assigned exclusively to video inspection of sewer/storm drain lines. The current staffing arrangement requires the Street Maintenance and Sewer/Storm Drain Operation Divisions share one Equipment Operator position. This level of staffing does not allow the Department to work on street repair and sewer repair projects at the same time. As a consequence the Public Works Department is often unable to respond to sewer repairs and routine street maintenance projects in a timely manner.

Creating the Street Sweeper Operator classification (see Attachment B) addresses the absence of an accurate street sweeper job classification/description and makes Belmont more consistent with other neighboring cities. In addition, the creation of a dedicated Street Sweeper Operator

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT  
AUTHORIZING NEW CLASSIFICATION AND SALARY RANGE FOR STREET  
SWEEPER OPERATOR POSITION**

**WHEREAS**, on August 14, 2007, the City Manager presented an informational report to the Council regarding potential new staff position requests, reclassifications and departmental reorganizations; and

**WHEREAS**, in the report, staff proposed upgrading a Public Works Maintenance Worker II to a newly created Street Sweeper Operator position; and

**WHEREAS**, the Human Resources Department has studied the proposed new classification of Street Sweeper Operator and recommends creating the new classification to establish a job classification/description which accurately reflects the knowledge, skills and abilities required for the position; and

**WHEREAS**, the addition of a Street Sweeper Operator classification would allow for a dedicated Equipment Operator in both the Public Works Street Maintenance and Sewer/Storm Drain Maintenance Divisions; and

**WHEREAS**, the Human Resources Department proposes a salary range for the new Street Sweeper Operator position between the Public Works Maintenance Worker II and Equipment Operator salary ranges, as follows:

**Street Sweeper Operator**

<b>Proposed Salary Range</b>				
<b><u>Step A</u></b>	<b><u>Step B</u></b>	<b><u>Step C</u></b>	<b><u>Step D</u></b>	<b><u>Step E</u></b>
3,977	4,176	4,385	4,604	4,834

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Belmont does hereby authorize the new classification and salary range for Street Sweeper Operator position in the Public Works Department.

\* \* \* \* \*

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on October 9, 2007, by the following vote:

AYES, COUNCILMEMBERS: \_\_\_\_\_

NOES, COUNCILMEMBERS: \_\_\_\_\_

ABSTAIN, COUNCILMEMBERS: \_\_\_\_\_

ABSENT, COUNCILMEMBERS: \_\_\_\_\_

\_\_\_\_\_  
CLERK of the City of Belmont

APPROVED:

\_\_\_\_\_  
MAYOR of the City of Belmont

classification would allow for a dedicated full-time Equipment Operator in both the Street Maintenance and Sewer Storm Drain Maintenance Divisions. An Equipment Operator in each of these divisions will significantly increase staff's ability to undertake routine maintenance and emergency repairs for the City's streets, sewers and storm drains.

Should this new classification be approved by the Council, the Human Resources Department will conduct an internal promotional recruitment to fill the position.

Staff proposes a salary range between a Maintenance Worker II position (approximately 5% higher) and an Equipment Operator position (approximately 5% lower). Listed below is the proposed Street Sweeper Operator salary range:

Equipment Operator	4196	4406	4626	4857	5100
<b>Street Sweeper Operator</b>	<b>3977</b>	<b>4176</b>	<b>4385</b>	<b>4604</b>	<b>4834</b>
PW Maintenance Worker II	3779	3968	4166	4374	4593

Staff has met and conferred with AFSCME on the proposed new classification and salary range. AFSCME supports the new classification.

**General Plan/Vision Statement**

There is no impact to the General Plan/Vision Statement.

**Fiscal Impact**

The estimated cost for the new Street Sweeper Operator classification this fiscal year is approximately \$2,650. This cost was incorporated into the FY 2007/08 adopted budget.

**Public Contact**

Posting of the City Council agenda. A copy of the report was also provided to representatives of the American Federation of State, County and Municipal Employees (AFSCME).

**Recommendation**

It is recommended that the Council adopt the attached resolution authorizing the new classification and salary range for Street Sweeper Operator.

**Alternatives**

1. Do not approve the new classification and salary range.
2. Provide staff with alternative direction.
3. Take no action at this time.

**Attachments**

- A. Resolution Authorizing New Classification and Salary Range for Street Sweeper Operator Position
- B. Street Sweeper Operator job description

Respectfully submitted,

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Laura Frisbie  
Human Resources Technician

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Gregory L. Sam  
Human Resources Director

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Jack R. Crist  
City Manager

**Staff Contact:**

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ABSENT, COUNCILMEMBERS: \_\_\_\_\_

\_\_\_\_\_  
CLERK of the City of Belmont

APPROVED:

\_\_\_\_\_  
MAYOR of the City of Belmont



CITY OF BELMONT  
ADOPTED CC:  
AFSCME BARGAINING GROUP  
NON-EXEMPT

## **STREET SWEEPER OPERATOR**

### **DEFINITION**

To operate a motor driven street sweeper used to clean City streets, gutters, parking lots and other public right-of-ways; to perform minor servicing to the sweeper; and to perform a variety of duties relative to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Public Works Services Manager. Technical or functional supervision may be provided by higher level maintenance staff.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

- Operates regenerative air or mechanical sweeper to ensure effective and efficient removal of material and litter over assigned route.
- Perform and document a daily safety check of sweeper.
- Select effective and efficient method to cover assigned route.
- Perform basic sweeper preventative maintenance including cleaning of sweeper; check for broom and chain wear; replace brooms; report needed repairs; secure equipment upon completion of work.
- Perform the full range of street, sanitary sewer, storm drain and other maintenance work when weather does not permit sweeping operations or when equipment is not operable.
- Prepare and maintain basic records and work reports.
- Observe all safety standards and practices.
- Respond to emergency calls during off-hours as required; participate in normal scheduled stand-by rotation.

### **Marginal Functions:**

- Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Operating work methods, basic maintenance and limitations of motorized street sweeping equipment.
- Methods and techniques of sweeper preventative maintenance and repair.
- Occupational hazards and standard safety practices necessary in the work.
- Principles and procedures of record keeping and basic report preparation.
- Pertinent Federal, State and local laws, regulations and codes.

#### **Ability to:**

- Safely adjust and maintain street sweeping equipment.
- Safely operate a slow-moving vehicle in all traffic conditions.
- Operate and maintain a variety of hand and power tools and equipment in a safe and effective manner.
- Perform assigned tasks without close or detailed supervision.
- Work independently; organize own work and complete assignments in a timely manner.
- Work in a safe manner; follow City safety practices and procedures including driving safely.
- Follow route maps, and respond to call-outs as required.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines:**

**Experience:**

Two years of experience in the operation of motorized equipment, including some heavy equipment or one year experience operating street sweeper equipment.

**Training:**

Equivalent to the completion of the twelfth grade, specialized training in the operation of street sweeping equipment highly desirable.

**License and/or Certificate:**

Possession of or ability to obtain a valid California class B commercial driver's license with appropriate endorsements is required.

**WORKING CONDITIONS**

**Environmental/Working Conditions:**

Requires operating motorized equipment outside in moving traffic; working on slippery and uneven surfaces; exposure to extreme noise, confining work place, vibration, chemicals, dust, and mechanical hazards.

**Physical Demands:**

Ability to climb, sit for extended periods, lift up to 50 lbs., stoop, stand, kneel, squat, reach and twist; ability to work in inclement weather conditions.