



Date: February 3, 2021
To: Civil Service Commission
From: Shellie I. Goings, Personnel Analyst
Subject: **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION – EQUIPMENT OPERATOR**

On January 14, 2021, the Civil Service Department received correspondence from Fred Verdugo, Acting Director of Human Resources, requesting the Civil Service Commission approval of the revised classification specification for Equipment Operator. Staff has reviewed this request and recommends the approval of the revisions to the classification specification, in accordance with Article XI, Section 1101 (d) of the City Charter.

Facts for consideration:

The classification of Equipment Operator is utilized by various City Departments specifically: Parks, Recreation, and Marine, Water, Harbor, and Public Works.

The proposed changes to the Equipment Operator classification specification are as follows:

Distinguishing Characteristics Section: Updated distinguishing characteristics to reflect grade levels of the position.

Example of Duties Section: Updated duties to match the most recent changes to the bulletin.

Minimum Qualifications Section: Updated requirements to file in conjunction with past recruitments; established minimum qualifications and other requirements to match the current bulletin.

Knowledge, Skills and Abilities Section: Added this section to the classification specification after the Minimum Qualifications Section to reflect knowledge, skills and abilities of the classification.

Staff worked with the Human Resources Department on the proposed changes to the Equipment Operator specification.

On January 13, 2021, the Association of Long Beach Employees (ALBE) sent correspondence, stating that they have no concerns regarding the revisions to the Equipment Operator classification specification.

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Furthermore, the Association does not wish to meet and confer regarding the proposed revisions and that there are no outstanding concerns related to the proposed changes.

The Department of Parks, Recreation, and Marine, the Water Department, the Harbor Department, the Department of Public Works, the Association of Long Beach Employees (ALBE) representatives, and the Human Resources Department have been informed that this request is on the Civil Service Commission Agenda this week.

Representatives from the Water Department and the Human Resources Department will be present to respond to any questions from the Civil Service Commission.

Date: January 14, 2021

To: Civil Service Commission

From:  Fred Verdugo, Interim Director of Human Resources 

Subject: **CLASSIFICATION SPECIFICATION UPDATE – EQUIPMENT OPERATOR**

Attached for your consideration is an update to the Equipment Operator Classification Specification. The Public Works department identified a need to update the classification specification to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to modernize language. The Example of Duties was revised to reflect the current duties of the classification and the Minimum Qualifications were made more specific with a detailed clarification of the requirements. Additionally, Knowledge, Skills and Abilities were updated to reflect current codes and regulations.

Human Resources staff worked with Civil Service and the Public Works department to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Equipment Operator classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Khristina Coston, Human Resources Officer at (562) 570-6440.

FV/KC:VK

Attachments

Equipment Operator Classification Specification.

cc: Dana Anderson, Interim Deputy Human Resources Director
Khristina Coston, Human Resources Officer

TITLE: **EQUIPMENT OPERATOR I - III**

DEFINITION: Operates and maintains various types of equipment as specified below or other equipment of similar complexity requiring equivalent skills and judgment.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Positions operate the following types of equipment or the equivalent: fork lift, 3-gang mower, miniature roller, root cutter, concrete and self-propelled saw, 60 H.P. or less skip loader, industrial sweeper, medium trailerized equipment, light to medium trucks and buses.

Grade Level II - Positions operate the following types of equipment or the equivalent: hydra hammer, 7-gang mower, 60 H.P. or less skip loader with various attachments, stump cutter, tractor with attachments, heavy trailerized equipment, heavy trucks and buses.

Grade Level III - Positions operate the following types of equipment or the equivalent: boom and truck-mounted auger, medium bulldozer, truck-mounted and stinger-type crane, track-type loader, hammerknife mower, medium to heavy roller, over 60 H.P. skip loader, truck-mounted tree spade, semi-truck, well-pulling unit.

EXAMPLES OF DUTIES:

- Under supervision, operates and maintains various mechanized equipment used in construction, landscaping, and maintenance work;
- Makes minor repairs and adjustments in the field;
- Loads and unloads heavy objects;
- Keeps records and reports operating conditions;
- Observes safety regulations;
- Performs construction work and manual labor as necessary;
- May supervise others in conjunction with duties;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

- One year of paid, full-time equivalent experience in the safe and efficient operation of construction, landscaping, or public utilities maintenance type equipment such as articulated front wheel loader, skip loader, skid steer, dump truck, pick-up truck and trailer, root cutter, hydra hammer, three blade riding mower, street sweeper, etc., and adjustment and minor repair of such equipment.
- A valid motor vehicle operator's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Willingness to work weekends, holidays, overtime and on-call as required.
- Willingness to respond to emergency calls within a thirty-minute timeframe and available to serve on a rotating emergency callout list may be required.
- Harbor positions require employees to obtain a Transportation Worker Identification Card (TWIC) prior to completion of probation.
- Airport positions require night, weekend, holiday and shift work and require employees to obtain an Airport Security Identification Display Area (SIDA) access badge and an Airfield Driving Permit prior to passing probation.
- Some positions require a Class A or B motor vehicle operator's license or commercial operator's license with a tank endorsement prior to completion of probation.

Revision Approval/Adoption Dates: XX/XX/XXXX