



Date: March 3, 2021
To: Civil Service Commission
From: Shellie I. Goings, Personnel Analyst
Subject: **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION –
MOTOR SWEEPER 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 Motor Sweeper 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 Motor Sweeper Operator is utilized by various City Departments specifically: the Harbor Department and the Department of Public Works. This classification has not had a revision since it was established on August 13, 1973.

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

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: This section was added 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 Motor Sweeper Operator specification.

On January 13, 2021 and February 12, 2021, the Association of Long Beach Employees (ALBE) sent correspondence, stating that they have no concerns regarding the revisions to the Motor Sweeper 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 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 Harbor Department, the Department of Public Works 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 – MOTOR SWEEP OPERATOR**

Attached for your consideration is an update to the Motor Sweep 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 Motor Sweep 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

Motor Sweep Operator Classification Specification.

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

TITLE: MOTOR SWEEPER OPERATOR

DEFINITION: Under direction, operates a motor driven sweeper in cleaning City streets in an assigned area.

EXAMPLES OF DUTIES:

- Under direction, operates motor-driven street sweepers on assigned routes, which include streets, alleys, parking lots, and other paved surfaces;
 - Reads and follows route sheets and follows operating procedures for street sweepers;
 - Uses a radio to communicate route progress, and to coordinate progress with Parking Control Checkers and debris-receiving dump-truck drivers;
 - May remove debris that impedes the progress of street sweeping vehicles and/or equipment;
 - Dumps loads of sweeping debris onto trucks or into containers;
 - Maintains sweepers by making minor repairs and adjustments as necessary;
 - Conducts pre-trip and post-trip inspections: including checking fluid levels, tire pressures, lights, and windshield wipers;
 - Lubricates sweepers before each shift, and washes and services equipment after each shift;
 - Reports unusual or hazardous conditions;
 - May operate debris-receiving vehicles and debris-handling equipment as necessary;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

- Paid experience in the safe and efficient operation of heavy equipment and/or mechanical or vacuum street sweepers.
- A valid Class A or B motor vehicle operator's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to safely operate heavy equipment and follow route instructions.
- Willingness to work nights, weekends, holidays, and overtime. May work a rotating shift and/or a 10-hour day/4-day a week schedule.

HISTORY:

Approval/Adoption Dates: 08/13/73

Revision/Approval: xx/xx/xxxxx