



**AGENDA**  
**NOTICE AND CALL OF SPECIAL MEETING**  
**OF THE LAKEPORT CITY COUNCIL**  
**Tuesday, May 29, 2018**  
**5:45 p.m.**  
**City Hall, 225 Park Street, Lakeport, California 95453**

**TO THE MEMBERS OF THE CITY COUNCIL OF THE CITY OF LAKEPORT:**

**NOTICE IS HEREBY GIVEN** that a Special Meeting of the Lakeport City Council is hereby called to be held on **Tuesday, May 29, 2018, at 5:45 p.m.** in the City Council Chambers in City Hall located at 225 Park Street, Lakeport, California, for the purpose of discussing and acting on the following:

**CLOSED SESSION:**

**5:15 p.m.**

CONFERENCE WITH LABOR NEGOTIATOR (Gov. Code § 54957.6):

Name of City Negotiator to Attend Closed Session: Margaret Long and Administrative Services Director Kelly Buendia;  
Employee Organizations:

1. Lakeport Police Officers Association

**NEW CLASSIFICATION:**

Approve an Electrical Mechanical Technician classification with a salary range 44 to be included in the 2018-2019 budget

**BUDGET WORKSHOP:**

Discuss draft budget for Fiscal Year 2018/2019.

Dated: May 24, 2018

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Hilary Britton, Deputy City Clerk



# CITY OF LAKEPORT

- City Council   
City of Lakeport Municipal Sewer District   
Lakeport Redevelopment Successor Agency   
Lakeport Industrial Development Agency   
Municipal Financing Agency of Lakeport

## STAFF REPORT

**RE:** Approve Electrical Mechanical Technician Classification

**MEETING DATE:** 05/29/2018

**SUBMITTED BY:** Kelly Buendia, Administrative Services Director

**PURPOSE OF REPORT:**  Information only  Discussion  Action Item

### WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to approve an Electrical Mechanical Technician classification to be included in the 2018-2019 budget.

### BACKGROUND/DISCUSSION:

At its June 21, 2016 meeting, the City Council approved hiring a full-time Mechanic to perform the mechanical duties formerly carried out by retired EMC Supervisor, Bill Gradek. It was noted at the time that in addition to his extensive knowledge of city equipment and systems, Mr. Gradek had a unique skill set in that he could perform almost any kind of mechanical work, along with electronic and electrical troubleshooting and repair. To fill the gap, an on-call electrical contractor was retained to assist with electrical and electronic trouble shooting and repair. The Utilities Superintendent agreed to monitor and conduct cost-analysis related to outsourcing this specialized function. After one year of relying on an electrical contractor, staff is requesting that the City Council approve a new Electrical Maintenance Technician (EMT) classification to be included in the 2018/2019 budget.

Cost analysis has shown that bringing this work in-house would be more cost-effective and operationally efficient. In one year's time, costs for the electrical contractor came in at approximately \$50,000 to perform emergency repairs and limited projects. Staff calculates a minimum of \$21,000 in maintenance being deferred annually and approximately \$96,000 in capital projects have been identified. These capital projects could be addressed over a period of years.

The weighted cost of an on-staff Electrical Mechanical Technician (EMT) is estimated at \$75,000 annually. Should the City Council approve this position, supervision has also identified another \$36,000 of work currently performed by other contractors that could be moved to the EMT.

In addition to cost factors, availability of a contractor has proven to be a challenge. There have been several instances of the contractor not responding timely to phone calls, likely because they work out of county. The city has been very fortunate in the past year that regulatory violations, interruptions in services, or operational failure did not occur.

Supervision also explored the idea of utilizing existing staff for this function, however, could not identify a person with this very specialized skill. In fact, utilizing staff that is not properly trained could create serious safety issues for staff that are not qualified to troubleshoot and repair high voltage circuits or control wiring.

Attached to this staff report is the proposed job description for the EMT position. The proposed salary range is 44, which is currently \$4,343 to \$5,509 per month and comparable for the area. Staff anticipates that recruitment for this position could be challenging and is working on a recruitment strategy. Should the City Council approve this classification, an updated salary schedule will be brought to an upcoming Council meeting.

**OPTIONS:**

The City Council could provide other direction.

**FISCAL IMPACT:**

None       \$75,000      Budgeted Item?  Yes     No

Budget Adjustment Needed?  Yes     No      If yes, amount of appropriation increase: \$

Affected fund(s):  General Fund     Water OM Fund     Sewer OM Fund     Other:

Comments:

**SUGGESTED MOTIONS:**

Move to approve an Electrical Mechanical Technician classification with a salary range 44 to be included in the 2018-2019 budget.

**Attachments:**      Electrical Mechanical Technician Job Description



**CITY OF LAKEPORT**  
**Electrical Mechanical Technician (EMT)**

**Job Description**

**DEFINITION**

Under general supervision of the Utilities Superintendent to perform installation, maintenance and repair work of electrical and mechanical systems associated with water and wastewater systems. Plans and coordinates repair and maintenance activities based on priority of operations.

**CLASS CHARACTERISTICS**

The Electrical Mechanical Technician is a single position class and is responsible for performing electrical equipment maintenance. In addition, the incumbent performs a variety of maintenance tasks including electronic and electrical installations, troubleshooting, and repairs.

**ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Installs new service panels; runs conduit; designs and installs relay and photo controls at City Facility's including lights; designs and installs alarm systems for City Facility's including water reservoirs; designs and installs irrigation systems; makes wiring diagrams; repairs, installs and troubleshoots electronic components.

Installs a variety of plumbing fixtures such as eye wash stations and water heaters; solders copper pipes; repairs and/or replaces valves and other plumbing fixtures.

Evaluates work methods and operations; plans and schedules activities; prepares, estimates, and monitors maintenance and operating costs; evaluates policies, procedures, and services to determine effectiveness; makes changes to increase effectiveness to meet objectives controls expenditures of allocated funds.

Requests the purchase of parts, equipment, and supplies; supervises the control of parts, equipment, and supplies inventory; coordinates the procurement of various parts, equipment, and supplies for other public works divisions; prepares purchase order requests, writes specifications for new equipment and obtains price quotations; ensures that inventory is maintained at levels adequate to meet equipment , maintenance and repair needs.

Performs mechanical work in the maintenance, installation and repair of mechanical devices such as pumps, motors, air compressors, and other various power equipment.

Install and maintain various telecommunication equipment to provide supervisory control and data acquisition.

Perform scheduled preventative maintenance; answer emergency and trouble calls; conduct routine inspections; inspect and approve substation and commercial switch gear and other related equipment.

Design, understand and troubleshoot complicated control and relaying schemes; test, maintain and troubleshoot control circuits.

Build and maintain positive working relationships with co-workers, other city employees, and the public using principles of good customer service.

Operate all equipment in a safe and efficient manner in a variety of hazardous environments including toxic liquids, gases and high voltages.

Maintain and calibrate monitoring equipment such as gas detectors, turbid meters, analyzers and recorders.

Overtime for after-hours emergencies, as needed.

Perform other duties as assigned.

## **QUALIFICATIONS GUIDELINES**

### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from high school or equivalent supplemented by specialized training in electrical, electronic or related field.

### Knowledge, Skills and Abilities

Thorough knowledge of the tools, equipment, and procedures used in the maintenance and repair of electrical/mechanical equipment; safe work practices; operation of tools and equipment used in this job classification. Considerable knowledge of methods; pertinent laws, codes, safety orders, and safe work practices related to equipment operation, maintenance and the repair of facilities; principles of electronics and electricity; plumbing repairs; operation of computers and related software including SCADA systems.

Ability to communicate clearly and concisely, both orally and in writing; diagnose defects in and repair a wide variety of electrical and mechanical equipment; plan, direct, and coordinate equipment maintenance and repair; maintain records and complete a variety of reports; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; provide and enforce safety procedures and regulations; estimate labor and material costs; determine the requirements for major mechanical maintenance and repair work; read and interpret repair manuals, wiring diagrams, and schematics.

### Special Requirements

Possession of or ability to obtain Class A California driver's license and a satisfactory driving record, preferred.

Possession of or ability to obtain D1 certification.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

## **PHYSICAL PROFILE:**

### CATEGORY II – MODERATE PHYSICAL EFFORT

### DEFINITION

Work assignments for this category require moderate physical exertion associated with the ability to lift, carry, push, pull or climb.

**CHARACTERISTICS**

Classes in this category require a physical capability for sustained physical work of a moderate nature. Physical requirements may vary from position to position, but do not require the strength and endurance usually associated with heavy physical effort. Moderate physical effort is required while performing tasks such as general automotive repair work, painting, supervision, etc.

**OTHER FACTORS**

Lifting Moderate: Lifting 50 pounds maximum with frequent lifting, pushing, and/or carrying of objects weighting up to 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility : Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.

Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.

Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.

Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.

Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.

Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	44
FLSA	Non-Exempt
ADOPTION DATE	
REVISION DATE	
APPROVED BY:	