

MEMO



Discussion/Action

Item #: 6.f

Meeting Date: January 19, 2024

To: Board of Directors
From: Berta R. Torres, Director of Human Resources
Approved by: Felipe Melchor, General Manager

Subject: Addition of New Classification of Facilities Maintenance Technician and Related Pay Schedule

RECOMMENDATION

That the Board approve the addition of one (1) limited-term FTE of 0.6, for a new classification of Facilities Maintenance Technician and related pay schedule.

BACKGROUND AND DISCUSSION

Historically at ReGen, the responsibility of site and building maintenance has been shouldered by the Site Crew, which is a unit of the Operations Team. The Site Crew's duties are numerous as they are responsible for providing support to landfill operations, pick litter, build storm drain systems, raise landfill gas well heads and perform traffic control, among other tasks. Traditionally, the Site Crew has also assisted with minor site and building maintenance tasks (as time permitted) in addition to the specialized landfill operations support work. Site Crew has been an important team in preserving the functionality, compliance and aesthetics of ReGen's facilities.

In recent years, the Site Crew's primary responsibilities have been directed towards landfill operations due to increasing landfill operations demands related to increasing volumes of material received, and ReGen's desire to enhance customer satisfaction, uphold environmental compliance standards, and ensure the effective maintenance of our landfill facilities. As this shift has taken place, ReGen staff has hired outside contractors to address routine maintenance needs that could not be deferred. However, many of the smaller jobs have been deferred or occur on an infrequent basis to get the interest of qualified contractors or handypersons. Moreover, many small but licensed contractors who might be interested in the work are not willing to comply with the state's Public Works Contracting obligations that require registration with the California Department of Industrial Relations and certified payroll reporting confirming their employees are paid California Prevailing Wages.

Because of the increasing backlog of building maintenance tasks needing completion, staff is proposing to add an internal temporary, part time position dedicated solely to internal building maintenance and site beautification under the direction of ReGen's new Project Manager. Staff estimates one (1) skilled carpenter, or Facilities Maintenance Technician (Attachment A), is needed for a period of six months on a part-time basis to complete the deferred building maintenance and beautification tasks during the next six months.

This approach has been reviewed with legal counsel and confirmed that it meets employment law regulations. The Union has also been informed of the proposal and given the opportunity to comment.

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Let's not waste this.



The proposed pay schedule is based on current labor market rates for skilled, qualified carpenters (Attachment B).

Recognizing the evolution of the Site Crew's role at ReGen, staff intends to evaluate future and ongoing building maintenance needs during the budget process for FY 2024/25 and include a more permanent solution for routine buildings and site beautification work. This approach is aimed at optimizing our facility management strategies and ensuring that our internal spaces receive the required attention for their upkeep. The intent is to establish a role that will exclusively concentrate on the maintenance needs of our internal structures, allowing the Site Crew to concentrate on their specialized responsibilities related to landfill and site operations.

FINANCIAL IMPACT

The addition of the new classification as discussed above is estimated to result in an increase of approximately \$30K to the FY 2023/24 staffing budget for the addition of one part-time, limited-term position. The cost is within the overall staffing budget and can be paid with funds from vacant positions.

CONCLUSION

Staff requests the Board's approval of a new classification of Facilities Maintenance Technician and related pay schedule to ensure ReGen Monterey is adequately staffed to meet current building maintenance upkeep and site beautification needs.

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Job Description

Position:	Facilities Maintenance Technician	FLSA Status:	Non-Exempt
Department:	Engineering & Compliance	Type:	Limited Term / Part-Time
Reports to:	Project Manager	Created:	January 2024

DEFINITION:

Under supervision, the Maintenance Technician is responsible for the upkeep and maintenance of ReGen buildings and grounds; performs highly diversified duties to include but not limited to general building maintenance requiring hand tools, power tools, carpentry skills, working from verbal instructions.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level support role requiring intermediate carpentry skills with general knowledge of building maintenance, electrical and plumbing practices, and capable of accomplishing work assignments with minimal direction and supervision. **This is a limited-term, part-time position with expected duration of six (6) months and not eligible for benefits.** Work is scheduled as needed. The incumbent receives direction and supervision by the Project Manager.

ESSENTIAL FUNCTIONS:

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Fixes and installs glass in windows, doors, partitions, etc.
- Replaces damaged ceiling tile, carpet and floor tile, base boards, and window coverings.
- May build cabinets and other wooden equipment in carpenter shop, using woodworking machines, such as saws, shaper, and jointer.
- May install items, such as shelving, window shades, blinds, screens, curtain rods, ceiling fans, wall art or frames, door locks, handles, knobs, etc.
- Complete jobs requiring intermediate electrical skills, such as installation of light switches, electrical power outlets, garbage disposals, etc.
- Complete miscellaneous building repairs to include: sheetrock walls, patch and texture, metal siding, stucco siding and cement bumper guards, and other similar repair jobs.
- Provides support services, such as moving and hauling furniture, and other duties as assigned.
- Adhere to an assigned work schedule and meet ReGen's attendance standards.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other ReGen employees, and have regular and reliable attendance and timeliness. Must always show cooperation and respect to fellow employees and supervisors.
- Needs to possess own tools to complete basic miscellaneous repairs.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge and adherence to CalOSHA safety practices and standards.
- Excellent understanding of carpentry techniques and methods of installation and construction.
- Proficient in using electrical and manual equipment and measurement tools (powered saws, hammers, rulers etc.)

- Apply shop mathematics to solve problems.
- Plan work and select proper tools.
- Compare and see differences in the size, shape, and form of lines, figures, and objects.
- Picture solid objects from drawings or diagrams
- Perform a variety of duties which may change often; and rate information using standards that can be measured or checked.
- Ability to lift and/or pull 50lbs., climb ladders, work off ladders, man lifts or other equipment.
- Ability to maintain a standing position for extended periods of time, fully squat, bend or kneel while wearing a tool belt.
- Capable of working in a variety of weather conditions
- Adhere to all OSHA and Swinerton safety practices and procedures.

EDUCATION AND EXPERIENCE:

Incumbent must meet ONE of the following options:

- Successful completion of a state-accredited four-year Carpenter Apprenticeship Program.
- Seven years of full-time experience in all phases of work as a journey-level Carpenter.

REQUIRED LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

- Possession of a valid and current California Driver's License.
- Incumbent must provide own hand and power tools.

PHYSICAL AND SENSORY REQUIREMENTS:

Physical Demands - While performing the duties of this class, employees are regularly required climb and maintain balance on scaffolds and ladders, reach for, handle, and manipulate objects and materials, lift, and carry objects weighing up to 50 lbs., stoop, kneel, crouch, and crawl, and have a good vision either naturally or with correction. Additionally, lift objects and materials weighing up to 50 lbs.

Mental Demands - While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve policy and operational issues; use math and mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of District management and personnel, and the public.

Work Environment – Normally, work is performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to exposure to dirt, dust, fumes, noise, garbage, foul odors; potential exposure to hazardous materials and chemicals, moderate exposure often works around fast-moving vehicles and equipment; constant contact with staff and the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Name (Print)

Date

Employee Signature

**Monterey Regional Waste Management District
Pay Schedule for Limited-Term Classification
Effective January 19, 2024**

Board Approved: January 19, 2024	
CLASSIFICATION	Hourly Rate
NON-EXEMPT Facilities Maintenance Technician Part-Time	\$40.00