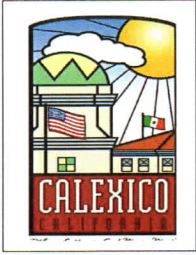


**AGENDA  
ITEM**

**14**



# AGENDA STAFF REPORT

**DATE:** August 17, 2022

**TO:** Mayor and City Council

**APPROVED BY:** Esperanza Colio Warren, City Manager

**PREPARED BY:** Denise Garcia, Human Resources/Risk Management Manager

**SUBJECT:** Adoption of the Job Description and Setting Forth a Pay Range for the Position of Fuel Lineman

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**Recommendation:**

Adopt the Job Description and Set Forth a Pay Range for the Position of Fuel Lineman.

**Background:**

The City allocated two (2) part time permanent Fuel Lineman positions for the fiscal year 2022/23. There is not a properly approved job description or salary range for the position of Fuel Lineman currently on file. For auditing purposes and to reduce exposure to liability, it is necessary for City Council to formally approve all job descriptions and salary ranges. This will also allow supervisory staff to set performance measures and organize accountability with the position, easing the completion of annual evaluations.

**Discussion & Analysis:**

An approved job description and salary range must be approved prior to the recruitment and/or hiring process being initiated.

**Fiscal Impact:**

None.

**Coordinated With:**

City Administration.  
C.M.E.A. Representatives.

**Attachment:**

- 1. Exhibit A Fuel Lineman Job Description.





## EXHIBIT A

### CITY OF CALEXICO

#### **CLASS TITLE: FUEL LINEMAN (AIRPORT)**

**SALARY: \$2,652 - \$3,479**

**RANGE: G-10**

#### **BASIC FUNCTION:**

Under the direction of the Public Works Manager and guidance from the Utility Services Coordinator, perform a variety of clerical and typing duties; operate Unicom unit and complete fuel service to aircraft when needed; maintain general and simple financial records, operate office machines and credit card terminals; compile sales and expenditure information; daily and monthly inventory; input data. Perform grounds maintenance and gardening duties. Clean, disinfect, restock, and maintain facilities.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform daily inspections on fuel trucks and Underground Storage Tanks.

Inspect runway, terminals and airplane hangars for maintenance and safety issues; communicate with appropriate department for maintenance needs.

Complete fuel service to aircraft and check oil levels on airplanes based on established laws and regulations.

Check tenant hangar areas and verify airplane security.

Perform grounds maintenance and gardening of grounds and landscaped areas.

Clean and disinfect drinking fountains and restroom facilities.

Maintain supplies in restroom facilities.

Perform minor plumbing duties; inspect and repair leaks, obstructions, and general system failures.

Maintain general and simple financial records; operate office machines and maintain credit card terminals.

Compile sales and expenditure information for monthly and annual reports; process bank slips and deposits.

Operate office machines including computer equipment and Unicom radio unit.

Perform a variety of clerical duties related to airport operations.

Respond to inquiries and provide information related to the airport, facilities, fees, and services.

Work varying shifts, including weekends, and respond to after hours.

##### **OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Airport regulations and terminology.
- Aircraft fueling procedures.
- Occupational hazards and safety precautions applicable to fueling and working around aircraft.
- Operation of a computer and data entry techniques.
- Modern office practices, procedures, and equipment.
- Oral and written communication skills.
- Laws, rules, and regulations related to assigned activities.
- Standard tools, equipment, materials, methods, and techniques used in general construction, maintenance, and repair.
- Basic grounds landscaping and maintenance techniques and procedures.
- Appropriate safety precautions and procedures.
- Operation of hand and power tools and equipment.
- Proper lifting techniques.
- Legal and defensive driving practices.

ABILITY TO:

- Perform manual labor.
- Follow written and verbal instructions and communicate effectively both orally and in writing.
- Calculate and measure to determine fuel needs.
- Maintain tools and equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain routine records and prepare reports.
- Operate a computer to enter data, maintain records and generate reports.
- Quickly adapt to evolving safety and environmental conditions
- Operate motor vehicles safely and observe legal and defensive driving practices.
- Operate landscape, irrigation, and maintenance tools, machinery, and equipment safely.

**EDUCATION AND EXPERIENCE:**

Graduation from high school supplemented by one year clerical experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

ENVIRONMENT & HAZARDS:

- Working on ladders or scaffolding.
- Indoor and outdoor working environment.
- Exposure to excessive weather conditions.

Working around moving objects or vehicles.

Excessive noise from equipment and aircraft operations.

Emergency call-out.

Exposure to dust, fumes, gases, electricity, chemicals, oils, uneven surfaces, poor lighting, and vibrations.

Contact with dissatisfied or abusive customers.

**PHYSICAL DEMANDS:**

Driving a vehicle to conduct work.

Climbing up to 8 ft. heights.

Sitting and operating a keyboard to enter data into a computer for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Walking, sitting, and standing for extended periods of time.

Heavy (45 pounds and over) lifting and carrying, pushing, and pulling.

Reaching overhead, above the shoulders and horizontally.

Bending, kneeling, stooping, and crouching.