

Pursuant to Assembly Bill 361, Governor Newsom's Proclamation of a State of Emergency on March, 4, 2020, and the Order of the Health Officer of the County of Los Angeles Department of Public Health (revised September 28, 2021), members of the Civil Service Commission and staff will participate in this meeting via teleconference or other electronic means.

PARTICIPATE BEFORE THE MEETING by emailing CivilServiceCommission@TorranceCA.Gov and write "Public Comment – Employee Relations Committee" in the subject line. In the body of the email include the item number and/or title of the item with your comments.

MEMBERS OF THE PUBLIC MAY VIEW AND PARTICIPATE IN THE MEETING via Zoom by using the following link or by calling in with the phone number listed below: <https://bit.ly/3dBZ1T6>
Phone number: 1-669-900-9128
ID: 857 3095 1581
Passcode: 390588

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-2967 or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

The Civil Service Commission is an advisory body to the City Council that meets on the second and fourth Mondays of each month at 6:00 p.m. in the Council Chambers and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session.

**TORRANCE EMPLOYEE RELATIONS COMMITTEE
(CIVIL SERVICE COMMISSION)
MONDAY, DECEMBER 13, 2021
6:00 P.M. VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS**

**EMPLOYEE RELATIONS COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

1. CALL MEETING TO ORDER

ROLL CALL: Dean, Hamada, Chair Adelsman

2. REPORT OF THE CITY CLERK ON THE POSTING OF THE AGENDA

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Friday, December 10, 2021

3. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

4. ORAL COMMUNICATIONS

This portion of the meeting is reserved for public comment on items on the agenda or on topics of interest to the general public. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 3 minutes per speaker. Your comment to the Commission meeting will be recorded as part of the meeting. By staying in the meeting and making public comment during the meeting, you are agreeing to have your comment recorded.

5. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.

No Business to Consider

6. ADMINISTRATIVE MATTERS

6A. Determine Unit for the New Classifications of Senior Transit Mechanic, Transit Mechanic, and Transit Equipment Attendant.

Recommendation of Human Resources Staff that your Honorable Body approve the attached Resolution assigning the Senior Transit Mechanic, Transit Mechanic and Transit Equipment Attendant to the Crafts and Trades Unit.

7. COMMISSION ORAL COMMUNICATIONS

8. ADJOURNMENT

8A. Adjournment of Employee Relations Committee Meeting to Date to be Determined.

Honorable Chairperson and Members
of the Employee Relations Committee
City Hall
Torrance, California

Honorable Members:

SUBJECT: DETERMINE UNIT FOR THE NEW CLASSIFICATIONS OF SENIOR TRANSIT MECHANIC, TRANSIT MECHANIC, AND TRANSIT EQUIPMENT ATTENDANT

RECOMMENDATION

Recommendation of Human Resources Staff that your Honorable Body approve the attached Resolution assigning the Senior Transit Mechanic, Transit Mechanic and Transit Equipment Attendant to the Crafts and Trades Unit.

BACKGROUND

Staff created the proposed classifications of Senior Transit Mechanic, Transit Mechanic and Transit Equipment Attendant with an emphasis on appropriate levels of qualified staff, development of a broadly skilled workforce and opportunities to acquire skills in preparation for promotion within the Transit Department. Implementing these proposed classifications will enhance productivity and cost effectiveness in the delivery of services to the public. Additionally, the class series focuses on training and certification to support the latest technology in maintenance and repair of Transit Vehicles, provides a career path for employee development and creates promotional opportunities for staff.

Anticipating approval by your Honorable Body, a recommendation for unit determination for the proposed class specifications for Senior Transit Mechanic, Transit Mechanic and Transit Equipment Attendant is being submitted. Notice was provided to Employee Groups regarding this recommendation and no requests were received to meet.

ANALYSIS

The determination of the appropriate unit is based on Torrance Municipal Code Section 14.8.11 (f) (2) which states that "the principal criterion shall be whether there is a community of interest among the employees" (Attachment D). An analysis of factors relative to determining unit assignment indicates that the appropriate representation unit for Senior Transit Mechanic, Transit Mechanic and Transit Equipment Attendant is the Crafts and Trades Unit.

- **Fullest Freedom in the Exercise of Rights**

These classifications will be grouped with like classifications and will be responsible for performing duties that are similar in nature and level and therefore share a common interest. They will share common interests within the Crafts and Trades Unit, which will assure the Senior Transit Mechanic, Transit Mechanic and Transit Equipment Attendant the most latitude in exercising rights under the Employee Relations Section of the Torrance Municipal Code.

- **History of Employee Relations in the Unit**

The Craft and Trades Unit has traditionally represented classifications that are similar in nature and level and is therefore appropriate that the Senior Transit Mechanic, Transit Mechanic and Transit Equipment Attendant be designated to this unit.

- **Effect on the Efficient Operation to the City**

Designating the Senior Transit Mechanic, Transit Mechanic and Transit Equipment Attendant to the Crafts and Trades will have a beneficial effect on efficient operations of the City and sound employer-employee relations in that these classifications will be grouped with other City classifications performing similar tasks and would share similar work interests and concerns.

● **Common Skills, Working Conditions, Job Duties, and Educational Requirements**

The Senior Transit Mechanic, Transit Mechanic and Transit Equipment Attendant will work in a setting similar to other classifications in the Crafts and Trades Unit such as the Senior Mechanic, Mechanic and Equipment Attendant.

● **Job Duties**

The Senior Transit Mechanic will perform duties similar to other classifications in the representation unit, such as:

- Performing skilled advanced journey-level mechanical work in the diagnosis, maintenance and repair of Transit vehicles;
- Performing the most complex repairs that include rebuilding, overhauling equipment and building and fabricating specialized parts;
- Providing technical direction to lower level classifications.

The Transit Mechanic will perform duties similar to other classification in the representation unit, such as:

- Performing skilled journey level mechanical work in the maintenance and repair of Transit vehicles;
- Assisting other mechanics in more complex assignments;
- Providing technical direction to Transit Equipment Attendants.

The Transit Equipment Attendant will perform duties similar to other classification in the representation unit, such as:

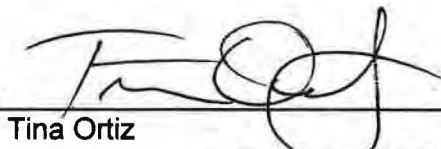
- Performing routine and preventative maintenance and inspections on Transit vehicles;
- Lubricating, fueling and cleaning Transit vehicles;
- Assisting Transit Mechanics and Senior Transit Mechanics with mechanical repair work.
-

● **Effect on the Existing Classification Structure of Dividing a Single Classification Among Two or More Units.**

This does not apply as these classifications are proposed to be in a single unit.

Respectfully submitted,

By



Tina Ortiz

Acting Human Resources Senior Management Associate

CONCUR:



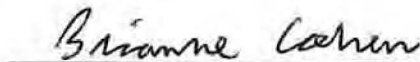
Hedieh Khajavi

Human Resources Manager



Aram Chaparyan

City Manager



Brianne Cohen

Civil Service Manager

- Attachments:
- A) Class Specification Senior Transit Mechanic
 - B) Class Specification Transit Mechanic
 - C) Class Specification Transit Equipment Attendant
 - D) Torrance Municipal Code Section 14.8.11 (f) (2)
 - E) Crafts and Trades Unit Classifications
 - F) Resolution

SENIOR TRANSIT MECHANIC

DEFINITION

Under direction, performs skilled advanced journey level mechanical work in the diagnosis, maintenance and repair of Transit vehicles; assists other mechanics in more complex assignments; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Distinguished from a Senior Mechanic in that an incumbent performs maintenance and repairs on primarily Transit vehicles. Distinguished from a Transit Mechanic in that an incumbent performs advanced level mechanical work. At this level, incumbents work with only occasional instruction or assistance; work requires incumbents to exercise judgment in selecting appropriate guidelines to follow; significant deviations require prior approval.

This classification is distinguished from the classification of Fleet Services Supervisor who has full supervisory responsibility for the performance of crews engaged in the work of their division.

SUPERVISION EXERCISED/RECEIVED

Supervision is received from the Fleet Services Supervisor. Senior Transit Mechanics may provide technical direction to lower level classifications.

EXAMPLES OF ESSENTIAL DUTIES

The following duties represent the principal job duties however; they are not all-inclusive.

- Diagnoses of vehicle malfunctions, determines probable cause, and recommends necessary remedial action to Transit Fleet Services Supervisor for prioritization and assignment.
- Repairs or removes and replaces dysfunctional components of major coach systems including, but not limited to, wheelchair lifts and air-conditioning units.
- Removes and replaces entire engine packages.
- Overhauls and tunes diesel and gasoline engines.
- Performs acceptance testing and pre-service preparations to newly acquired motor coaches.
- Operates brake lathe machine and performs brake reline overhauls.
- Disassembles, cleans, inspects, and rebuilds engine systems and their mechanical and electrical components.
- Leads employees by assigning and reviewing work and providing training.
- Examines damaged vehicles/equipment to determine extent of repairs needed and prepares estimates of cost to repair;
- Installs, maintains, troubleshoots and repairs communications and electronic equipment used on Transit vehicles and amenities;
- Moves parts and components with approved hoists, lifts and dollies to perform maintenance and repair of Transit vehicles.
- Conducts vehicle safety inspections.
- Repairs minor damage to interior or exterior of coach including, but not limited to, torn seats, broken windows and windshields, minor dents, and cosmetic paint damage
- Responds to road failure situations and performs necessary repairs to return motor coaches to the operating division.
- Maintains, supports, and promotes a safe work environment while complying with all safety rules, policies, and procedures.

- Maintains paper and electronic records of repairs and maintenance; enters repair orders and maintains records of time spent, materials and parts used and type of work performed in an automated system.
- Maintains parts inventory and computer inventory records.
- Maintains and cleans equipment and tools; maintains a clean and orderly workplace; disposes of hazardous waste in accordance with City guidelines.
- Disposes of recyclable parts or materials in accordance with City guidelines.
- Repairs damage and performs incidental routine repairs to maintain the appearance of Transit vehicles.
- Locates, adjusts, replaces, rebuilds and repairs components for computerized or microprocessor based systems and mechanical components.
- Fabricates and installs special electronic testing systems.
- Keeps current with new technology by participating in various training.

EXAMPLES OF OTHER DUTIES

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- May drive vehicles into and out of service bays and perform road tests.
- Responds to emergency calls during work and after normal working hours.
- May maintain field reports, and work orders.
- Performs other related duties

QUALIFICATION GUIDELINES

Knowledge of

- Methods, materials, equipment and procedures utilized in the maintenance and repair of Transit vehicles and all their major systems including diesel, gasoline or alternative fuels engines, electrical systems, electronic systems, fueling systems and other systems found in transit and other vehicles.
- Overhaul procedures related to transmissions, brakes and rear axles;
- Techniques and procedures of mechanical tune-up, emission control devices, general repair and maintenance practices;
- Lubrication and preventive maintenance.
- Operations of various hand and power tools and equipment, including wrenches, cutting torches, welding equipment, hydraulic jacks and sanders;
- Proper use of tools and equipment including computer aided and electronic diagnostic tools;
- Procedures for handling and disposing of hazardous waste;
- Safety rules and precautions related to the use of tools, vehicles and equipment;
- Methods, materials, equipment and procedures utilized in the installation and maintenance of analog and digital electronic equipment and electrical systems found on Transit vehicles and equipment;
- Computerized diagnostic equipment including hand held and Microsoft Office based software;
- Safety rules and precautions related to the use of tools, vehicles and equipment;
- Effective customer service techniques;
- City and Department Mission including strategic goals and objectives;
- General City operations.

Ability to

- Diagnose and make appropriate adjustments and/or repairs to systems and components of diesel and alternative fuel powered vehicles and equipment;
- Learn and repair alternate bus propulsion systems such as compressed natural gas engines (CNG) and Hybrid high voltage systems;

- Troubleshoot, maintain and repair all vehicle and equipment systems including but not limited to mechanical, electrical, hydraulic and pneumatic components;
- Use computer aided diagnostic equipment requiring the use of some independent judgment to diagnose and determine cause of mechanical problems;
- Read and interpret diagnostic codes, maintenance manuals, electrical diagrams, vehicle emission control standards and related specification manuals;
- Use tools and equipment proficiently such as brake lathe, engine scan tool, battery, starter, cooling system and voltage testers;
- Operate a motor coach safely and properly;
- Operate various hand and power tools and equipment, including wrenches, cutting torches, welding equipment, hydraulic jacks and sanders;
- Read design specifications, parts and repair manuals, and blueprints;
- Assess and resolve technical equipment problems and breakdowns;
- Install, maintain and repair electronic and computerized systems and equipment of fare collection equipment and systems, including but not limited to electronic fare boxes, video surveillance systems and other related equipment.;
- Safely operate a variety of hand and power tools;
- Read and understand electronic schematic diagrams, electrical and mechanical drawings and equipment specifications;
- Prepare work orders and keep records of service performed using automated tracking and inventory system;
- Establish and maintain effective working relationships with co-workers;
- Meet competing deadlines;
- Follow verbal and written instructions and procedures;
- Communicate effectively both orally and in writing;
- Provide effective customer service.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that would have provided the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Four years of experience as a heavy equipment or automotive mechanic with at least two years as a bus mechanic. Successful completion of a six-month full-time training program from an accredited school in automotive/truck maintenance and repair may be substituted for up to two years non-bus experience performing repair, maintenance, and troubleshooting of transit vehicles utilizing digital electronics and microprocessors

LICENSE OR CERTIFICATE:

A valid Class B California driver's license is required.

Successful completion of ASE certification tests (H) Series Transit Certifications in H1-- Compressed Natural Gas (CNG), H3-Drive Train, H4-Brakes, H5-Suspension/Steering, H6-Electrical/Electronics, H7 - Heating Ventilation and Air Conditioning (HVAC) and H8 - Preventive Maintenance and Inspection (PMI); or ASE-Certified Master Transit Bus Technician is highly desirable.

SPECIAL REQUIREMENTS

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Must provide own mechanic hand tools, up to one inch, to perform job duties.

Requires the mobility to stand, stoop, reach and bend, and mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires the ability to frequently lift, carry, push, pull or otherwise move objects which may weigh up to 70 pounds. Work is performed around moving objects, vibrations, noise, dirt, dust, chemicals, odors, oil, fuels including diesel, gasoline, and various natural gases (NG). Work requires exposure to various seasonal weather conditions, slippery surfaces, unsanitary condition, high elevations and working in cramped positions. May be required to work around moving mechanical parts and electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in inclement weather without effective protection from sun, cold, and rain.

Positions in this classification are considered safety sensitive under Federal Transit Administration (FTA) drug and alcohol regulations.

CAREER LADDER INFORMATION

Experienced gained in this classification may serve to meet the qualification guidelines for the classification of Fleet Services Supervisor.

TRANSIT MECHANIC

DEFINITION

Under general supervision, performs skilled journey level mechanical work in the maintenance and repair of Transit vehicles; assists other mechanics in more complex assignments; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Distinguished from Senior Transit Mechanics in that the incumbent performs routine and preventive maintenance on Transit vehicles. Distinguished from Equipment Attendants in that an incumbent performs journey level mechanical work. Work requires incumbent to exercise some judgment in selecting appropriate established guidelines to follow; significant deviations require prior approval.

SUPERVISION EXERCISED/RECEIVED

Supervision is received from the Fleet Services Supervisor. Transit Mechanics may receive technical direction from Senior Transit Mechanics and provide technical direction to lower level classifications.

EXAMPLES OF ESSENTIAL DUTIES

The following duties represent the principal job duties however; they are not all-inclusive.

- Performs routine and preventive maintenance on Transit vehicles.
- Identifies problems and determines the extent of repairs or adjustments needed for the Transit fleet vehicles.
- Maintains, repairs, overhauls and replaces systems and components including but not limited to: brakes, air conditioning, exhaust systems, diesel, gasoline, CNG, hybrid and other alternative fuel systems, zero emissions systems, automotive and truck hydraulic systems, and related computer-controlled components.
- Maintains and repairs transmissions, engines, and electrical systems.
- Performs brake relines to include checking and replacing worn components, installation of brake shoes, final adjustments of all wheel end components and deceleration testing.
- Assists Senior Transit Mechanics with more complex repairs.
- Moves parts and components with approved hoists, lifts and dollies to perform maintenance and repair of Transit vehicles.
- Conducts vehicle safety inspections.
- Repairs minor damage to interior and/or exterior of buses and/or other vehicles and equipment including but not limited to torn seats, broken windows, door panels and windshields, minor dents, and cosmetic paint damage.
- Responds to in-service road failures, road calls and performs on-site diagnostics and repairs Transit vehicles and equipment.
- Maintains, supports and promotes a safe work environment and complies with all safety rules, policies and procedures.
- Prepares decals for the printing and installs vinyl fleet decals and window film to vehicles.
- Repairs damage and performs incidental routine repairs to maintain the appearance of Transit vehicles.
- Maintains paper and electronic records of repairs and maintenance; keeps and enters repair orders and keeps maintenance records of time spent, materials and parts used and type of work performed in an automated system.

- Maintains and cleans equipment and tools; maintains a clean and orderly workplace; disposes of hazardous waste in accordance with City guidelines.
- Maintains parts inventory and computer inventory records.
- Disposes of recyclable parts or materials in accordance with City guidelines.
- Keeps current with new technology by participating in various training.

EXAMPLES OF OTHER DUTIES

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Maintains and/or assists in maintaining parts inventory, as assigned.
- Assists in the training of new and lower classification employees.
- May drive vehicles into and out of service bays and perform road tests.
- Responds to emergency calls during work and after normal working hours.
- May maintain field reports, and work orders.
- Performs other related duties

QUALIFICATION GUIDELINES

Knowledge of

- Methods, materials, equipment and procedures utilized in the maintenance and repair of transit vehicles and all their major systems including diesel, gasoline or alternative fuels engines, electrical systems, fueling systems and other systems found in transit and other vehicles.
- Overhaul procedures related to transmissions, brakes and rear axles;
- Techniques and procedures of mechanical tune-up, emission control devices, general repair and maintenance practices;
- Lubrication and preventive maintenance.
- Operations of various hand and power tools and equipment, including wrenches, cutting torches, welding equipment, hydraulic jacks and sanders;
- Proper use of tools and equipment including computer aided and electronic diagnostic tools;
- Procedures for handling and disposing of hazardous waste.
- Computerized diagnostic equipment including hand held and Microsoft Office based software;
- Safety rules and precautions related to the use of tools, vehicles and equipment.
- Effective customer service techniques.
- City and Department Mission including strategic goals and objectives.
- General City operations.

Ability to

- Determine and make appropriate adjustments and/or repairs to systems and components of diesel and alternative fuel powered vehicles and equipment;
- Learn and maintain alternate bus propulsion systems such as compressed natural gas engines (CNG) and Hybrid high voltage systems.
- Troubleshoot, maintain and repair all vehicle and equipment systems including but not limited to mechanical, electrical, hydraulic and pneumatic components;
- Use computer aided diagnostic equipment requiring the use of some independent judgment to determine causes of mechanical problems;
- Read and interpret diagnostic codes, maintenance manuals, electrical diagrams, vehicle emission control standards and related specification manuals;
- Operate a motor coach safely and properly;
- Use tools and equipment proficiently such as brake lathe, engine scan tool, battery, starter, cooling system and voltage testers;
- Establish and maintain effective working relationships with co-workers;

- Prepare work orders and keep records of service performed using automated tracking and inventory system;
- Follow verbal and written instructions and procedures;
- Provide effective customer service;
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would have provided the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Three years of experience in the repair and maintenance of diesel, gasoline, alternative fuels or power equipment, at least one of which included experience as a journey level mechanic. Successful completion of a six month full-time training program from an accredited school in automotive/truck maintenance and repair may be substituted for up to 2 years non-bus experience performing repair and maintenance.

LICENSE OR CERTIFICATE

A valid Class B California driver's license is required.

Possession of current ASE (H) Series Transit Certifications in H1-- Compressed Natural Gas (CNG), H3-Drive Train, H4-Brakes, H5-Suspension/Steering, H6-Electrical/Electronics, H7 - Heating Ventilation and Air Conditioning (HVAC) and H8 - Preventive Maintenance and Inspection (PMI) or ASE-Certified Master Transit Bus Technician is highly desirable.

SPECIAL REQUIREMENTS

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Must provide own mechanic hand tools, up to one inch, to perform job duties.

Requires the mobility to stand, stoop, reach and bend, and mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires the ability to frequently lift, carry, push, pull or otherwise move objects which may weigh up to 70 pounds. Work is performed around moving objects, vibrations, noise, dirt, dust, chemicals, odors, oil, fuels including diesel, gasoline, and various natural gases (NG). Work requires exposure to various seasonal weather conditions, slippery surfaces, unsanitary condition, high elevations and working in cramped positions. May be required to work around moving mechanical parts and electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in inclement weather without effective protection from sun, cold, and rain.

Positions in this classification are considered safety sensitive under Federal Transit Administration (FTA) drug and alcohol regulations.

CAREER LADDER INFORMATION

Experienced gained in this classification may serve to meet the qualification guidelines for the classification of Senior Transit Mechanic.

TRANSIT EQUIPMENT ATTENDANT

DEFINITION

Under general supervision, lubricates, fuels and cleans Transit vehicles; performs routine and preventative maintenance and inspections; assists with mechanical repair work; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Distinguished from the Transit Mechanic in that the incumbent is not responsible for performing unassisted, skilled mechanical repair work on vehicles or equipment. Assignments are generally limited in scope and require the incumbent to make choices or decisions within established procedures and/or policies.

SUPERVISION EXERCISED/RECEIVED

Receives general supervision from the Fleet Services Supervisor, may receive technical or functional supervision from the Transit Mechanic or Senior Transit Mechanic.

EXAMPLES OF JOB DUTIES

The following duties represent the principal job duties however; they are not all-inclusive.

- Oils, lubricates and checks fluid levels on Transit buses, vehicles and equipment in accordance with manufactures specifications.
- Fuels Transit buses and vehicles with Compressed Natural Gas (CNG), unleaded gasoline, and other alternative fuels.
- Replaces, repairs and balances tires and tubes.
- Inspects and adjusts air and hydraulic brake systems.
- Checks, repairs or replaces lights, mirrors, wiper blades, oil, air and fuel filters, and other vehicle parts requiring routine maintenance.
- Performs simple mechanical work such as headlights, ground straps, wiper blades, and interior grab straps.
- Assists Transit Mechanics and Senior Transit Mechanics in more complex service and repair of vehicles and equipment.
- Performs road repairs such as exchanging buses and transit vehicles, changing flat tires, and replacing lights.
- Enters repair orders and keeps records of work completed in automated system.
- Records amounts of fuel, oil, water and fluid added to Transit vehicles.
- Performs daily cleaning and maintenance of the fuel island and bus wash areas.
- Cleans, vacuums, washes and parks transit buses daily; ensures Transit buses are ready for operation.
- Cleans Transit bus undercarriages, engines and other parts using hot water and steam pressure washers, and wash rack equipment.
- Steam cleans, washes and polishes vehicles and equipment.
- Services vehicle cash box, sweeps and cleans vehicle interior and shop floors.

EXAMPLES OF OTHER DUTIES

The following duties represent duties that are generally performed by this position, but are not considered principal job duties:

- Maintains and/or assists in maintaining parts inventory, as assigned.
- May assist in orienting and training new employees.
- May drive vehicles into and out of service bays and perform road tests.
- Responds to emergency calls during work and after normal working hours.
- Performs other related duties

QUALIFICATION GUIDELINES

Knowledge of

- Routine maintenance and lubrication procedures for vehicles and equipment;
- Application and uses of oils, greases and other lubricants;
- General operating features of busses, automobiles, trucks and equipment;
- Basic cleaning methods and practices;
- Steam cleaning methods and steam cleaning apparatus;
- Safety rules and precautions related to the use of tools, vehicles and equipment;
- Operation of various hand and power tools and equipment, including wrenches, cutting torches, welding equipment, hydraulic jacks and sanders;
- Proper use of tools and equipment;
- Procedures for handling and disposing of hazardous waste;
- Safety rules and precautions related to the use of tools, vehicles and equipment;
- Effective customer service techniques;
- City and Department Mission including strategic goals and objectives;
- General City operations.

Ability to:

- Perform routine mechanical repairs and assist in more complex repairs and service;
- Safely operate vehicles and equipment, including buses, trucks and forklifts;
- Repair, change and balance tires;
- Read, understand and work from lubrication charts, maintenance and specification manuals;
- Operate a bus safely and properly;
- Learn the proper use of cleaning chemicals, solutions and tools, including power cleaning equipment;
- Follow oral and written instructions and procedures;
- Prepare work orders and keep records of service performed using an automated tracking and inventory system;
- Establish and maintain effective working relationships with co-workers;
- Provide effective customer service;
- Communicate and work effectively with co-workers.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would have provided the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Two (2) years of experience in lubrication, tire repair, general vehicle and equipment maintenance or repair.

Experience in the maintenance or repair of buses is preferred.

No specific minimum education is required, however, vocational training in the overall repair of vehicles is desirable.

LICENSE OR CERTIFICATE

A valid Class C California Driver's license is required. Must obtain a Class B California Driver's license with appropriate medical certification within 6 weeks of hire date.

Possession of current ASE (H) Series Transit Certifications in H1-- Compressed Natural Gas (CNG), H3-Drive Train, H4-Brakes, H5-Suspension/Steering, H6-Electrical/Electronics, H7 - Heating Ventilation and Air Conditioning (HVAC) and H8 - Preventive Maintenance and Inspection (PMI) is highly desirable.

SPECIAL REQUIREMENTS

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Requires the mobility to stand, stoop, reach and bend, and mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Requires the ability to frequently lift, carry, push, pull or otherwise move objects which may weigh up to 70 pounds. Work is performed around moving objects, vibrations, noise, dirt, dust, chemicals, odors, oil, fuels including diesel, gasoline, and various natural gases (NG). Work requires exposure to various seasonal weather conditions, slippery surfaces, unsanitary condition, high elevations and working in cramped positions. May be required to work around moving mechanical parts and electrical equipment in a safe manner. Tasks require color and visual perception and discrimination, as well as oral communications ability. May be required to work in inclement weather without effective protection from sun, cold, and rain.

Positions in this classification are considered safety sensitive under Federal Transit Administration (FTA) drug and alcohol regulations.

CAREER LADDER INFORMATION

Experienced gained in this classification may serve to meet the qualification guidelines for the classifications of Transit Mechanic or Mechanic.

TORRANCE MUNICIPAL CODE

SECTION 14.8.11. f) 2) ESTABLISHMENT OF REPRESENTATION UNITS.

2) In the determination of appropriate representation units the principal criterion shall be whether there is a community of interest among the employees. The following factors, among others, are to be considered in making such determination:

- i) which unit will assure employees the fullest freedom in the exercise of rights set forth under this Code;
- ii) the history of employee relations, in the unit, among other employees of the City, and in similar public employment;
- iii) the effect of the unit on the efficient operation of the City and sound employer- employee relations;
- iv) the extent to which employees have common skills, working conditions, job duties or similar educational requirements;
- v) the effect on the existing classification structure of dividing a single classification among two (2) or more units; provided, however that no unit shall be established solely on the basis of the extent to which employees in the proposed unit have organized.

Positions Represented by the Crafts & Trades Unit

Air Conditioning & Heating Technician
Airport Worker
Auto Parts Storekeeper
Building Maintainer
Bus Operator
Cement Finisher
Telecommunications Technician
Wireless Technician
Construction Equipment Operator
Custodian
Electrician
Electrician Helper
Equipment Attendant
Groundskeeper
Heavy Equipment Operator
Lead Bus Operator
Lead Traffic Painter
Light Equipment Operator
Mechanic
Park Equipment Operator
Pest Control Applicator
Refuse Truck Operator
Refuse Worker
Semi-Skilled Laborer
Senior Building Maintainer
Senior Custodian
Senior Groundskeeper
Senior Mechanic
Senior Tree Trimmer
Senior Welder
Sewer Maintenance Worker
Sprinkler & Backflow Technician
Storekeeper
Street Construction Leader
Street Maintenance Leader
Traffic Painter
Tree Trimmer
Water Service Technician I
Water Service Technician II
Water Service Technician III

RESOLUTION NO. _____

A RESOLUTION OF THE EMPLOYEE RELATIONS COMMITTEE OF
THE CITY OF TORRANCE APPROVING THE ASSIGNMENT OF THE
CLASSIFICATION OF SENIOR TRANSIT MECHANIC, TRANSIT
MECHANIC, TRANSIT EQUIPMENT ATTENDANT
TO THE CRAFTS AND TRADES UNIT

WHEREAS, the Employee Relations Committee is responsible for the assignment of all job classifications to an appropriate employee representation unit; and

WHEREAS, the Human Resources Division has created a new Civil Service job classifications of Senior Transit Mechanic, Transit Mechanic, and Transit Equipment Attendant; and

WHEREAS, the City Manager has recommended the classification of Senior Transit Mechanic, Transit Mechanic, and Transit Equipment Attendant be assigned to the Crafts and Trades Unit; and

WHEREAS, the Senior Transit Mechanic, Transit Mechanic, and Transit Equipment Attendant shares a number of common duties and working conditions with current members of the Crafts and Trades Unit; and

WHEREAS, membership in the Crafts and Trades Unit will afford the Senior Transit Mechanic, Transit Mechanic, and Transit Equipment Attendant the fullest freedom in exercise of the employee relations rights granted by the Torrance Municipal Code;

NOW, THEREFORE, BE IT RESOLVED, that the Employee Relations Committee of the City of Torrance hereby assigns the new classification of Senior Transit Mechanic, Transit Mechanic, and Transit Equipment Attendant to the Crafts and Trades Unit.

INTRODUCED, APPROVED AND ADOPTED this _____ day of December, 2021.

Chair, Employee Relations Committee

ATTEST:

Brienne Cohen
Civil Service Manager

APPROVED AS TO FORM:

PATRICK SULLIVAN
CITY ATTORNEY

By _____