

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM  
3.9  
(ID # 9432)

**MEETING DATE:**

Tuesday, April 16, 2019

**FROM :** HUMAN RESOURCES AND Department of Waste Resources :

**SUBJECT:** HUMAN RESOURCES: Classification and Compensation recommendation to establish the classification of Commercial and Heavy Equipment Training Officer; grant salary adjustment to the Equipment Maintenance Worker classification; and amend Ordinance No. 440 pursuant to Resolution No. 440-9111 submitted herewith, All Districts. [Cost - \$0]

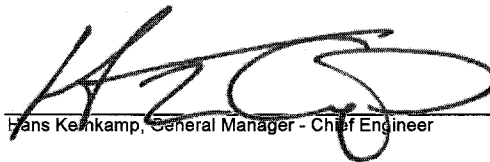
**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the recommendation to establish the Commercial and Heavy Equipment Training Officer classification;
2. Approve the salary adjustment for Equipment Maintenance Worker; and
3. Amend Ordinance No. 440 pursuant to Resolution No. 440-9111.

**ACTION:**Policy

  
Brenda Diederichs, Assistant CEO / Human Resources Director

4/1/2019

  
Hans Keenkamp, General Manager - Chief Engineer

4/2/2019

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9111 is adopted as recommended.

Ayes: Jeffries, Washington, Perez and Hewitt  
Nays: None  
Absent: Spiegel  
Date: April 16, 2019  
xc: Waste, HR

Kecia Harper-Ihem  
Clerk of the Board

By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment:</b>	<b>No</b>
			<b>For Fiscal Year:</b>	<b>18/19</b>

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

The Department of Waste Resources employs approximately 200 employees. More than half of these employees are working in support of six active landfills and/or the maintenance of 32 closed or inactive landfills, which require significant resources to maintain them. Employees that operate light or heavy construction equipment or operate a commercial vehicles as a main function of their day to day work are expected to demonstrate a high level of proficiency and performance in the execution of their duties. In order to provide the highest level of safety to both the employees of the department and to the visitors of its facilities, the employees receive training on how to execute their duties while protecting themselves and others from serious injury and death.

The Department has developed an Equipment Operator Training Program (EOTP) to enhance overall safety at Riverside County landfills. This training applies to all employees that operate light and heavy construction equipment and commercial vehicles. The Department is focused on expanding and enhancing their internal training program to include a designated Training Officer which will be responsible to develop standardized curriculum, including classroom, hands-on, and video training materials for the various types of light and/or heavy construction equipment and commercial vehicles that are being utilized at the Riverside County landfills.

**Commercial and Heavy Equipment Training Officer**

The Commercial and Heavy Equipment Training Officer directs, develops, maintains, implements, facilitates, documents and oversees the Equipment Operator Training Program (EOTP) relative to commercial vehicles and heavy construction equipment operation, safety, efficiency, safety inspections, routine maintenance and the utilization of specialized and new equipment.

The Commercial and Heavy Equipment Training Officer is an advance journey level classification and is characterized by having the responsibility of exercising considerable judgment and independence in performing assignments that require comprehensive knowledge of commercial and heavy equipment operations and establishes a safety framework for all equipment operators to work within. Incumbents will be responsible for providing task supervision, coaching and mentoring a variety of personnel operating commercial vehicles and heavy construction equipment. The Commercial and Heavy Equipment Training Officer will facilitate training in accordance with Department of Transportation's (DOT) mandated training, incorporating safety and risk compliance pursuant to California Occupational Safety and Health Administration (Cal/OSHA) standards and ensure adherence to all departmental training

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requirements, policies and procedures.

**Equipment Maintenance Worker**

The Department of Waste Resources proposes to utilize the Equipment Maintenance Worker (EMW) job classification to ensure regular maintenance services of light and heavy construction equipment. The Department submitted a Classification Study Request to the Human Resources Department's Classification and Compensation Unit to conduct a comparison review to determine if the current salary range of the EMW is competitive with the standard benchmark counties. The results of the market survey found the EMW job classification salary range is behind market at the minimum salary rate by 30.46% and at the maximum salary rate by 2.99% (Attachment C). A parity adjustment is recommended for this classification in order to maintain competitiveness with the market.

**CLASSIFICATION ADDITIONS**

**Commercial and Heavy Equipment Training Officer:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade SEU 433/L18 (\$49,054 - \$77,333). This request is only to add the classification and there is no immediate financial impact associated with this request. The new class specification is attached. (Attachment B)

**SALARY PARITY ADJUSTMENTS**

**Equipment Maintenance Worker:** It is recommended to adjust this classification salary plan/grade from UPE 305/L20 (\$32,607 - \$53,974) to salary plan/grade UPE 477/L11 (\$42,650 - \$55,640). There are no incumbents in this classification.

The Human Resources Department has met with the Department of Waste Resources and they concur with the suggested adjustments.

**Impact on Residents and Businesses**

Approval of the proposed classification will have no direct impact on residents and businesses.

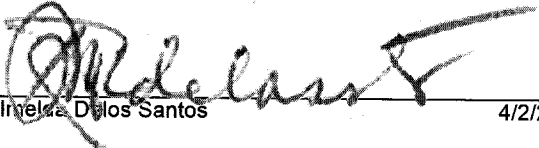
**ATTACHMENTS:**

Attachment A: Resolution No. 440-9111

Attachment B: Commercial and Heavy Equipment Training Officer

Attachment C: Equipment Maintenance Worker Market Survey

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Invela Dulos Santos 4/2/2019

RESOLUTION NO. 440-9111

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on April 16, 2019, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
74999	+	Commercial and Heavy Equipment Training Officer	SEU 433/L18

BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
62920	Equipment Maintenance Worker	UPE 305/L20	UPE 477/L11

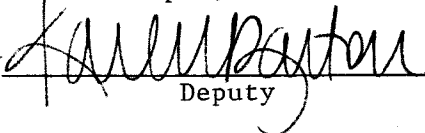
ROLL CALL:

Ayes: Jeffries, Washington, Perez and Hewitt  
Nays: None  
Absent: Spiegel

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

/kc  
03/28/2019  
440 Resolutions\KC

Kecia R. Harper, Clerk of said Board

By  Deputy



## COMMERCIAL AND HEAVY EQUIPMENT TRAINING OFFICER

Class Code: 74999

Bargaining Unit: SEIU - Supervisory

COUNTY OF RIVERSIDE  
Established Date: Apr 11, 2019  
Revision Date: Apr 11, 2019

### **SALARY RANGE**

\$23.58 - \$37.18 Hourly  
\$4,087.86 - \$6,444.38 Monthly  
\$49,054.30 - \$77,332.53 Annually

### **CLASS CONCEPT:**

Under direction, develops, maintains, implements, facilitates, documents and oversees the Equipment Operator Training Program (EOTP) relative to commercial vehicles and heavy construction equipment operation, safety, efficiency, safety inspections, routine maintenance, utilization of specialized and new equipment and performs other related duties as required.

The Commercial and Heavy Equipment Training Officer is an advance journey level classification that reports to an appropriate manager level position. This class is characterized by having the responsibility of exercising considerable judgment and independence in performing assignment that requires comprehensive knowledge of commercial and heavy equipment operations and establishes a safety framework for all equipment operators to work within. Incumbents will be responsible for providing task supervision, coaching and mentoring over a variety of personnel operating commercial vehicles and heavy construction equipment.

**REPRESENTATION UNIT:** SEIU - Supervisory

### **EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Plan, coordinate, develop and maintain commercial vehicles and heavy construction equipment training criteria, curriculum, learning modules, materials and manuals; modify existing training designs and procedures to meet newly identified learning needs or improve present training strategies.
- Develop specialized training and course material to meet specific needs of staff members and the department; coordinate and administer the training schedule for staff based on departmental operations; facilitate and lead training sessions in various work environments utilizing a variety of training methods and techniques (i.e. digital, on-site landfill, construction zone or classroom).
- Serve as a subject matter expert in operating commercial vehicles and heavy construction equipment: including but not limited to, water tanker trucks, dump trucks, roll-off trucks, equipment service trucks, dozers, landfill compactors, scrapers, motor graders, front-end loaders, excavators, backhoes, skidsteers, screening plant, horizontal grinder, and trommel screen; provide training to other

department designees assigned to assist in the departmental training program; may collaborate with internal or external agencies in the coordination of enhancements to the training program.

- Conduct evaluations of commercial and heavy equipment operators in accordance with the department's training schedule and Federal Motor Carrier Safety Act (FMCSA) requirements; engage in supplemental training with employees as needed; conduct evaluations of equipment operators involved in work-related accidents in accordance with departmental policies, procedures and California Occupational Safety and Health Administration (Cal/OSHA) requirements.

- Facilitate compliance with Department of Transportation (DOT) training requirements and drug testing for commercial license holders with the appropriate Department of Waste Resources/County of Riverside Safety Division designee, incorporating safety and risk compliance pursuant to Cal/OSHA standards; ensure adherence to all departmental training requirements, policies and procedures.

- May coordinate the administrative operations of the training program; prepare training logs; process reports and maintain files and database on training program in accordance with the departmental records retention schedule.

### **RECRUITING GUIDELINES:**

#### **OPTION I**

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a qualifying score on a G.E.D. examination.

Experience: Three years of working in a lead or supervisory capacity with commercial vehicles and/or heavy construction equipment training.

#### **OPTION II**

Education: Graduation from high school, possession of a Certificate of Proficiency issued by the California State Board of Education, or attainment of a qualifying score on a G.E.D. examination.

Experience: Five years of operating commercial vehicles and/or heavy construction equipment at a construction site, landfill or comparable public works industrial setting.

#### **ALL OPTIONS**

Knowledge of: Relevant and diverse operations of on and off road commercial vehicles/heavy construction equipment used in construction or landfill operations; basic maintenance and repair of commercial vehicles and heavy construction equipment; procedures to execute pre-trip inspections, air brake tests, and CDL driving essentials (i.e. straight-line backing, 90 degree alley-docking and parallel parking – right side/blind side); Cal/OSHA requirements for heavy equipment safety and other essential Cal/OSHA risk mitigation and compliance methods; basic methods and techniques of evaluating training program effectiveness; principles of public administration, rules, laws, ordinances, policies, procedures and regulatory processes, the application to a governmental DOT work environment.

Ability to: Provide training and instructions in a variety of operating environments (i.e. classroom, landfill or construction site); communicate and collaborate with all levels of personnel both verbally and in writing; measure and evaluate training needs of staff members at different work experience levels; develop an engaging training program that fosters a continuous learning work environment; plan, organize, conduct and evaluate training programs; write instructional manuals; develop visual aids and instructional materials to accommodate training needs; operate and instruct using manual and

automatic transmission on various construction and landfill heavy equipment; operate Windows based PC and Microsoft Office products; establish and maintain effective working relationships.

**OTHER REQUIREMENTS:**

License/Certificate (Depending on Assignment):

Possession of a valid California Driver's License may be required.

Possession of a valid California Commercial Class A or B Driver's License.

California Department of Motor Vehicle (DMV) Endorsements for Tanker, Passenger and Hazardous Materials, with no Air Brake Restriction.

Department of Waste Resources: For those positions designated by the Department of Transportation (DOT) as safety-sensitive, applicants are required to complete a DOT mandated alcohol and drug screening records check. Reference checks from former DOT regulated employers are also required. (A positive test or refusal to test during the past two (2) years will disqualify an applicant from consideration for County employment). Applicants for safety-sensitive positions must submit an H-6 Department of Motor Vehicles driving history before hire.

Employees in safety-sensitive positions are subject to DOT alcohol/drug testing on a random basis or for reasonable suspicion.

Depending on assignment, additional licensing, certifications or endorsements may be required.

**Physical Requirements:** Independent body mobility to stand, bend and squat; walk on uneven ground or wet surfaces; upper body strength to reach and move items from above shoulder level; ability to lift and carry materials weighing up to 50 lbs.; physical capability to wear personal protective equipment if required by the department; strength to lift and carry tools or personal protection equipment weighing up to 25 lbs.; ability to read standard text, labels, monitoring equipment display screens on commercial vehicles and heavy construction equipment.

**Environmental Requirements:** Will be required to work in an office and outside in construction sites or waste-handling facilities environments (such as landfills), be exposed to inclement weather conditions; ability to tolerate very hot and cold temperatures; work with hazardous materials/wastes including dust, odors and fumes from disposal operations; walk, stand or sit for extended periods of time; walk over refuse and rough terrain; bend or stoop repeatedly or continually over time; operate commercial vehicles or heavy construction equipment at construction sites or landfills.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



# External Market Survey Data

## Equipment Maintenance Worker

Riv Co Class Code: 62920

Jurisdiction	Title	Min Salary	Max Salary	Spread
Los Angeles County	<u>Equipment Maintenance Worker</u>	\$48,319	\$56,852	17.66%
San Bernardino County	<u>Maintenance Worker II (Special Districts Dept)</u>	\$42,286	\$55,370	30.94%
Ventura County	<u>Heavy Equipment Mechanic I</u>	\$50,058	\$54,700	9.27%
	County Mean:	\$46,888	\$55,640	18.67%
	County Median:	\$48,319	\$55,370	14.59%
<b>Riverside County</b>	<u>Equipment Maintenance Worker</u>	<b>\$32,607</b>	<b>\$53,974</b>	65.53%
	Dollar Difference from Mean:	-\$14,281	-\$1,666	
	Percentage difference from mean:	-30.46%	-2.99%	
	Dollar difference from median:	-\$15,712	-\$1,395	
	Percentage difference from median:	-32.52%	-2.52%	

Notes: The job classifications surveyed have a similar to comparable work scope to Riverside's Equipment Maintenance Worker job classification.

Run Date: 1/24/2019

Date Prepared/Revised: 1/24/2019

By: VN