

RESOLUTION NO. 2025-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, UPDATING AND DELETING CERTAIN CLASSIFICATION SPECIFICATIONS IN THE PERSONNEL CLASSIFICATION PLAN AND AMENDING RESOLUTION NO. 2023-052 (FULLERTON MUNICIPAL EMPLOYEES FEDERATION) APPENDIX A1 AND RESOLUTION 2023-053 (FULLERTON MANAGEMENT ASSOCIATION) APPENDIX A1

THE CITY COUNCIL OF THE CITY OF FULLERTON, CALIFORNIA, RESOLVES AS FOLLOWS:

1. City Council adopts the following revised classification specification (attached):

<u>Title</u>	<u>Effective Date</u>
Mechanic Series	May 2025

2. City Council adopts the following revised and retitled classification specifications (attached):

<u>Title</u>	<u>Effective Date</u>
Fleet Supervisor	May 2025
Fleet Manager	May 2025
Fleet Lead Worker	May 2025

3. City Council amends Resolution No. 2023-052 (Fullerton Municipal Employees Federation) Appendix A1 (attached) as follows:

<u>Title</u>	<u>Range</u>	<u>Bottom</u>	<u>Top</u>
Fleet Lead Worker	475	5,925	7,562

4. City Council amends Resolution No. 2023-053 (Fullerton Management Association) Appendix A1 (attached) as follows:

<u>Title</u>	<u>Range</u>	<u>Bottom</u>	<u>Top</u>
Fleet Supervisor	585	6,710	8,564
Fleet Manager	635	7,857	10,027

5. City Council deletes the following superseded or obsolete classification specifications from the classification plan:

<u>Title</u>	<u>Effective Date</u>
Equipment Mechanic Lead Worker	January 2001
Equipment Superintendent	March 2007
Equipment Supervisor	March 2007
Mechanic	May 2001
Mechanic III	December 2018

6. This resolution becomes effective May 20, 2025.

ADOPTED BY THE FULLERTON CITY COUNCIL ON MAY 20, 2025.

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Fred Jung  
Mayor

ATTEST:

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Lucinda Williams, MMC  
City Clerk

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Date

Attachments:

- Attachment 1 – Mechanic Series Classification Specification
- Attachment 2 – Fleet Manager Classification Specification
- Attachment 3 – Fleet Supervisor Classification Specification
- Attachment 4 – Fleet Lead Worker Classification Specification
- Attachment 5 – Fullerton Municipal Employees Federation Appendix A1
- Attachment 6 – Fullerton Management Association Appendix A1

**MECHANIC SERIES****Definition:**

Under various levels of supervision, determines the cause and extent of operational problems in a wide variety of equipment powered by gasoline, diesel, electric or alternative fuel engines; maintains and makes major and minor repairs on automobiles, motorcycles, power tools, trucks, tractors, motor sweepers and various heavy and light equipment power driven machinery and performs related work as required.

**Class Titles**

**Mechanic I  
Mechanic II  
Mechanic III**

**Essential Duties and Responsibilities:**

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

**All levels within the Series**

Performs basic machine shop work incidental to mechanical repairs.

Performs a variety of automotive inspections, to include preventative maintenance inspections.

Operates a variety of shop equipment related to assigned duties.

Cleans and maintains tools and work area.

Records and maintains a variety of routine records.

Makes offsite service calls when needed.

Drives/operates a variety of City vehicles.

Operates a personal computer and uses applicable software to enter and maintain data and produce a variety of reports.

**Mechanic I/II**

Repairs, adjusts, cleans and overhauls gasoline, diesel, electric and alternative fuel vehicles and equipment.

Repairs and adjusts engines, transmissions, clutches, differentials, carburetors, generators, distributors and pumps.

Fits and adjusts bearings, installs axles, fits pistons and rings and straightens and aligns frames, axles and wheels.

Adjusts door latches and locks, installs and adjusts electrical system components, air conditioning systems, brakes and ignition systems.

Diagnoses and troubleshoot electrical and mechanical problems using specialized diagnostic tools; uses diagnostic tools to assess EV battery health, electric drivetrains and onboard systems.

Diagnoses vehicle trouble codes using a scanner to determine the extent of needed repairs.

Maintains, repairs, removes and installs add-on equipment to police motorcycles.

Uses welding equipment to performs a variety of welding tasks to fabricate metal parts/equipment and repair broken parts include acetylene welding, soldering and brazing.

Repairs or replaces tires.

Delivers and retrieves a variety of items including vehicles, equipment and supplies from various vendors.

### **Mechanic III**

Inspects motorized, mechanical and hydraulic equipment.

Tunes and replaces engines, fits and adjusts valves and pistons.

Replaces rods and gears.

Cleans, repairs and replaces a variety of equipment parts to include carburetors, fuel pumps, strainers, fuel lines, fuel tanks, fuel injectors, throttle bodies and gauges.

Wires and reconditions electrical systems to include the testing, repair and replacement of starters, magnetos, generators, distributors, relays, lights and switches.

Relines and adjusts brakes.

Overhauls hydraulic, booster and vacuum systems.

Overhauls, repairs, installs and adjusts engines, transmissions, clutches, differentials, carburetors, generators, distributors and pumps.

Maintains a variety of routine records and may use a computer to input data.

May assist lower-level mechanics.

May act in a lead capacity and assist with the training and work direction of lower-level fleet maintenance

### **All levels within the Series**

Performs basic machine shop work incidental to mechanical repairs.

Performs a variety of automotive inspections, to include preventative maintenance inspections.

Operates a variety of shop equipment related to assigned duties.

Cleans and maintains tools and work area.

Maintains a variety of routine records.

Performs preventative maintenance and other inspections.

Drives/operates a variety of City vehicles.

Operates a personal computer and uses applicable software to enter and maintain data and produce a variety of reports.

May perform smog inspections.

May assist higher level mechanics.

Performs metal fabrication tasks.

Performs other projects/tasks as assigned.

### **Class Characteristics:**

Mechanic I is the entry-level classification in the series. Incumbents work under close supervision and perform the less complicated repairs and adjustments. Mechanic II is the journey level class in the series. Incumbents work with greater independence than Mechanic I and are assigned the more complicated repairs and adjustments. Mechanic III performs journey level work in a specialized field of automotive repair as a major function of the position. The areas of specialization include the repair and maintenance of heavy-duty fire equipment and the diagnosis and correction of particularly difficult operational problems. The required skill level of an incumbent Mechanic III exceeds that which would be expected of a Mechanic II performing only general automotive repair work. The work of an incumbent Mechanic III is performed with considerable independence and is normally reviewed only upon completion.

Positions in Mechanic Series are flexibly staffed; positions at the Mechanic II level are normally filled by advancement from the Mechanic I level. Progression to the Mechanic II level is dependent on (a) the incumbent meeting the knowledge, skills and abilities for the classification including any licenses and certifications; (b) current performance rating of at least "Exceeds Expectation"; (c) at least one year of experience at the Mechanic I level; and (d) City Manager approval for progression to the Mechanic II level.

Positions at the Mechanic III level are normally filled by advancement from the Mechanic II level. Progression to the Mechanic III level is dependent on (a) the incumbent meeting the knowledge, skills and abilities for the classification including any licenses and certifications; (b) current performance rating of at least "Exceeds Expectation"; (c) at least one year of experience at a Mechanic II level; and (d) City Manager approval for progression to the Mechanic III level.

Bargaining Group: FMEF

Mechanic Series

May 2025

Page 3

### **Qualification Guidelines:**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

### **Knowledge of:**

#### **Mechanic I/II**

Operating principals of gasoline/diesel/alternative fuel-powered fleet equipment.

Principals and methods of computer assisted analysis of fuel, electrical, mechanical and hybrid systems.

Preventative maintenance inspection methods.

Fuel systems, hybrid systems, transmissions and all related components.

Tools, equipment and procedures involved in the diagnosis, maintenance and repair of engines and other power-driven equipment.

Fuel, ignition, cooling, air conditioning, mechanical and electrical systems and airbrake systems.

Operation and maintenance of internal combustion engines.

Operation and use of hydraulic and pneumatic equipment.

Electric vehicle systems, including batteries, motors and charging systems.

Small equipment to include chain saws, mowers and hand tools.

Safety precautions and practices as applied to the repair and operation of equipment powered by gasoline, diesel and alternative fuels.

Diagnostic equipment to include scanners, engine analyzers, volt meters and ohmmeters.

Computer applications as they relate to area assigned.

Arc welding techniques.

#### **Mechanic III – In addition to those of Mechanic I/II**

Diagnostic equipment to include scanners, engine analyzers, volt meters and ohmmeters.

Maintenance and operation of heavy-duty fire fighting vehicles and equipment.

Computer engine (DDEC) and computer electronic transmission systems.

Air brake systems.

Chassis overhaul and upgrade.

Fire truck ladder inspection and repair.

**Ability to:**

**Mechanic I/II**

Maintain and repair a variety of motorized and electric equipment.

Operate shop tools, including drills, pressers, grinders, reamers and brake relining machines.

Read and write at the level required for successful job performance.

Read and understand electrical wiring and hydraulic schematics.

Make repairs to power driven equipment.

Request parts as appropriate for the performance of needed repairs.

Adhere to multiple deadlines and handle multiple projects.

Handle job stress and maintain composure.

Learn to operate modern office equipment including computer equipment and specialized software application programs.

Understand and carry out oral and written directions independently.

Communicate effectively orally.

Complete forms and transfer data from one form to another.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Mechanic III – In addition to those of Mechanic I/II**

Diagnose electronic/automotive computer problems.

Properly maintain and repair heavy-duty fire fighting vehicles and equipment.

Operate sophisticated diagnostic equipment.

Act in a lead capacity as needed.

### **Education, Training and Experience:**

Any combination of education, training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

#### **Mechanic I:**

- One year of vocational training in engine and/or automobile maintenance.
- One year of experience in the mechanical repair of automotive equipment.

#### **Mechanic II:**

- Two years of vocational training in engine and/or automobile maintenance.
- Three years of experience in the mechanical repair of automotive and power-driven equipment to include some experience performing maintenance and repairs on EV and alternative fuel vehicles.

#### **Mechanic III:**

- Two years of vocational training in engine and/or automobile maintenance to include power train/differential repair.
- Four years of experience in the mechanical repair of automotive and power-driven equipment, to include experience in mid-range diesel engine repair, engine and chassis overhaul and electronic system repair.
- Some experience performing maintenance and repairs on EV and alternative fuel vehicles.

#### **All Levels Within the Series:**

- Possession of or ability to obtain Level I and II Certifications as a Master Mechanic as issued by the State of California is desirable.
- Possession of or ability to obtain Automotive Service Excellence Certifications for heavy and/or light duty vehicles is desirable.
- Possession of or ability to obtain Automotive Service Excellence Certification for Light Duty Hybrid/Electric Vehicle Specialist is desirable.

### **Special Requirements:**

Valid and appropriate California Driver's License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Shift work is required; incumbents are subject to overtime.

Mechanic I: Possession of a basic set of mechanic's hand tools.

Mechanic II: Possession of a complete set of mechanic's hand tools.

Mechanic Series

May 2025

Page 6



Possession of or the ability to acquire a specialized motor vehicle operator's license within six months of employment in this position. Employees required to obtain and maintain a commercial California Driver's License will be subject to the Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations and subject to random drug and alcohol testing.

Mechanic III: Possession of a complete set of mechanic's hand tools

Possession of or the ability to acquire a specialized motor vehicle operator's license within six months of employment in this position. Employees required to obtain and maintain a commercial California Driver's License will be subject to the Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations and subject to random drug and alcohol testing.

Based on area of assignment, possession of or ability to obtain Fire Mechanic Level I and II Certifications as issued by the California Fire Chief's Association within 12 months of employment in this position.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an open automotive shop environment. Incumbents are exposed to the elements, the noise of machinery and vehicles, fumes, exhaust emissions, grease, engine oils, solvents, chemicals, dust, electrical hazards, mechanical hazards, vehicle hazards and vibration. Incumbents stand and walk on level and slippery/uneven surfaces, twist, bend, push, pull, crouch, climb stairs, reach, bend and crawl, grasp, drag, lift and carry items weighing 50 pounds or less. Incumbents may work above shoulder level with power and/or hand tools weighing 15 pounds or less and in confined spaces. Incumbents drive/operate City vehicles/equipment, assist in the testing of and are exposed to a wide variety of automotive equipment and hand and power tools. Incumbents must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-exempt.

Revised and Retitled May 2025; Includes consolidation of Mechanic I/II Series and Mechanic III  
Revised May 2001  
Revised February 1999

**FLEET MANAGER****Definition:**

Under general direction plans, organizes and manages the activities of the Equipment Division to include all fleet vehicles and equipment; manages the maintenance and repair of City vehicles and equipment; manages capital and operating budgets; develops division objectives; establishes and evaluates work standards and performance; evaluates vehicle and equipment costs and specifications and performs related work as required.

**Essential Duties and Responsibilities:**

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, manages and oversees the daily functions, operations, and activities of the Equipment Division, including maintenance, repair and improvement of all fleet vehicles and equipment.

Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.

Participates in the development, administration and oversight of division budget; determines funding needed for staffing, equipment, materials and supplies; ensures compliance with budgeted funding.

Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

Actively participates in the selection, development, training, motivation and evaluation of assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.

Prepares estimates of the staffing, materials and equipment requirements for projected activities; and provides technical assistance to staff; develops work and plans assignments.

Develops and oversees the City's Fleet Vehicle Replacement Program.

Reviews maintenance and repair records and recommends vehicle maintenance and equipment replacement expenditures and the purchase of new vehicles and equipment.

Prepares applicable government maintenance reports regarding fuel, related hazardous materials and emission control.

Evaluates in-house and contract repair and rental costs; inspects work operations and vehicle/equipment repairs as needed.

Inspects work performed to determine compliance to standards; identifies and reports findings and takes necessary corrective action.

Conducts safety and other meetings and represents the City and/or the department/division at staff, public and professional meetings and conferences.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the area of assignment; researches emerging products and enhancements and their applicability to City needs.

Prepares and presents staff and agenda reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees and boards

Conducts a variety of organizational and operational studies and investigations; recommends modifications to assigned programs, policies and procedures, as appropriate.

Serves as a liaison for assigned functions with other City departments, divisions and outside agencies; provides staff support to commissions, committees and task forces, as necessary.

Reviews and analyzes a variety of records, contracts, reports and other data.

Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.

Receives, investigates and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.

Directs the establishment and maintenance of working and official division files.

Ensures staff compliance with City and mandated safety rules, regulations and protocols.

Operates a personal computer and uses applicable software to compose/prepare a variety of correspondence, presentations, comprehensive reports and other material.

Drives a vehicle on City business.

Performs special projects and tasks as assigned.

Lifts and moves equipment and tools weighing 50 pounds or less.

### **Class Characteristics:**

This is a management classification responsible for planning, organizing, and managing the staff, operations, and activities of the Public Works Equipment Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies,

procedures, goals, objectives, priorities, and standards related to fleet maintenance. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

Bargaining Group: FMA

**Qualification Guidelines:**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

**Knowledge of:**

Principles and practices of employee supervision and public sector labor relations related to the direction, evaluation and training of assigned staff, as well as work planning, assignment review and evaluation, and discipline.

Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.

Principles and practices of budget development and administration.

Principles and practices of leadership.

Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

Applicable federal, state, and local laws, regulatory codes, ordinances and procedures relevant to assigned areas of responsibility.

Organization and management practices as applied to the development, analysis and evaluation of programs, policies and operational needs of the assigned area of responsibility.

Principles and practices of contract administration and management.

Principles, practices, tools and materials as they relate to maintenance and repair of automotive, diesel, electric and hydraulic vehicles and equipment.

Contract management practices in a public agency setting.

Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.

General principles of risk management related to the functions of the assigned area.

Operational characteristics and maintenance of a variety of specialized vehicles, tools and equipment required for the work.

Mathematical principles.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations.

Recent and on-going developments, current literature and sources of information related to the operations of the assigned division.

Methods and techniques of preparing technical and administrative reports, and general business correspondence.

City and mandated safety rules, regulations and protocols.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

English usage, syntax, spelling, grammar and punctuation.

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Principles, practices, methods, materials and equipment used in the maintenance and repair of automotive, diesel, electric and hydraulic vehicles and equipment.

Operating principles of internal combustion and diesel engines and electrical and electronic systems and related components.

Alternative fuel vehicles and vehicle related electronic equipment.

Preventative maintenance scheduling, life cycles of vehicles and equipment and costing techniques; vehicle and equipment performance and maintenance specifications.

Techniques of research and analysis and methods of making effective oral and written presentations.

Customer service and conflict resolution techniques.

**AND**

**Ability to:**

Plan, organize, oversee and manage the Equipment program staff and operations.

Be a self-starter and self-motivated; ability to perform with minimal supervision.

Proactively identify, communicate and address operational, logistic and personnel deficiencies.

Develop and implement goals, objectives, practices, policies, procedures and work standards.

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Provide administrative, management and professional leadership for the division.

Select and supervise staff, provide training and development opportunities, ensure work is performed effectively and evaluate performance in an objective and positive manner.

Understand, interpret and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

Evaluate and develop improvements in operations, procedures, policies, or methods.

Administer complex and technical operations, maintenance and related programs in an independent and cooperative manner.

Read and interpret technical information from manuals, drawings, specifications, layouts, blueprints and schematics.

Perform mathematical calculations.

Respond to complaints or inquiries from citizens, staff and outside organizations.

Prepare clear and concise reports, correspondence, policies, procedures and other written materials.

Research, analyze and evaluate new service delivery methods, procedures and techniques.

Analyze, interpret, summarize and present technical information and data in an effective manner.

Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.

Effectively represent the division and the City in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.

Direct the establishment and maintenance of a variety of filing, recordkeeping and tracking systems.

Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.

Handle job stress and maintain composure in public settings.

Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

Interpret and apply applicable laws and City and division/department rules and regulations.

Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines; make sound decisions in accordance with established procedures and policies.

Understand and carry out oral and written instructions; initiate and carry out required procedural assignments and use independent judgment and initiative.

Adhere to multiple deadlines and handle multiple projects.

Assist in trouble shooting repairs to vehicles and equipment and recommend the purchase of new and/or replacement vehicles and equipment.

Research and prepare performance reports, correspondence and budget recommendations concerning personnel, materials, vehicle and equipment utilization, capital outlays and safety practices.

Read at the level required for successful job performance.

Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

### **Education, Training and Experience:**

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities, is considered qualifying. A typical way to obtain the required qualifications is:

- Bachelor's degree in business administration, public administration or a related field from an accredited college or university.
- Six years of progressively responsible experience in the management of vehicle servicing to include some experience in equipment service management and four years of supervisory experience.

### **Special Requirements Include:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Must be able to work flexible and extended hours to accommodate City needs and be available to respond to emergency calls as needed.

### **Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and in an open automotive shop. The incumbent uses a computer, keyboard and related equipment and drives a vehicle on City business. When work is performed in the automotive shop the incumbent may grasp, lift and move tools and equipment weighing 50 pounds or less, be exposed to heat and cold, machinery/vehicle noise, traffic, vehicles

and mechanical hazards, fumes, exhaust emissions, grease, engine oils, solvents, chemicals, dust, electrical hazards and vibration. The incumbent stands and walks on level and slippery/uneven surfaces, twists, bends, pushes, pulls, reaches, grasps, crouches, climbs stairs, reaches, bends, crawls and assists in the testing of and is exposed to a wide variety of hand and power tools, farm and construction equipment. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt.

Revised May 2025 including title change from Equipment Superintendent

Revised March 2007

Revised June 2000

Revised August 1991



## **FLEET SUPERVISOR**

### **Definition:**

Under general supervision schedules, oversees fleet maintenance in the Equipment Division of the Public Works Department; plans, organizes, supervises and reviews the work of assigned staff; coordinates assigned activities with other divisions, City departments, and outside agencies; assigns work orders and establishes daily priorities; assists in developing division objectives; evaluates work performance and performs related work as required.

### **Essential Duties and Responsibilities:**

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, coordinates and supervises program activities for vehicle and equipment servicing and repair.

Receives and reviews service requests from City vehicle users/departments, initiates work orders and resolves complaints, concerns and technical problems.

Assists in the selection, training, motivation and evaluation of assigned staff; identifies potential areas for training and development; coordinates training as needed.

Establishes daily priorities and assigns work to fleet personnel in coordination with preventative maintenance schedules; oversees daily attendance and time reports and work activity records.

Inspects work in progress and upon completion for compliance with quality and safety standards; performs vehicle and equipment road tests and fuel tank inspections.

Interprets and applies applicable division/department rules and regulations.

Assists in coordinating assigned services and activities with other divisions, departments and outside agencies as needed.

Conducts and participates in staff, safety and management meetings with assigned staff.

Drafts and recommends equipment/fleet maintenance schedules, productivity and quality standards and safety procedures; recommends solutions to operational and technical problems.

Evaluates vehicle/equipment repair costs and compiles vehicle maintenance, repairs and accident investigations reports.

Recommends and drafts orders for materials, supplies and equipment; assists in obtaining quotes for equipment, materials and contracted services; prepares purchasing requisitions and approves purchase orders.

Oversees contractors as applicable, monitors their work and participates in contractor negotiations.

Writes all fleet vehicle and equipment purchase specifications including heavy, light, medium and unique application trucks, passenger vehicles and construction, farm and landscape equipment.

Maintains daily records for personnel, equipment and materials used for each maintenance or repair project; prepares and submits job cost estimates and reports.

Operates a personal computer and uses applicable software to compose/prepare a variety of correspondence and reports including performance, inspection and safety reports.

Lifts and moves equipment and tools weighing 50 pounds or less.

Demonstrates safe work procedures and equipment operation.

Assists with preparation of and monitors the Equipment Division budget which includes staffing, supplies, equipment, parts, materials and contractor support activities.

Drives a vehicle on City business.

May perform smog inspections.

Performs other projects/tasks as assigned.

Acts as Fleet Manager as assigned.

May serve as a division representative at meetings of City staff or other organizations.

**Class Characteristics:**

Fleet Supervisor is a supervisory position in the Public Works Department and has substantial responsibility for the quality of work, efficiency and safety through the effective scheduling and supervision of workers. Assigned duties require independent judgment and initiative.

Bargaining Group: FMA

**Qualification Guidelines:**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

**Knowledge of:**

Principles and practices of employee supervision and public sector labor relations related to the direction, evaluation and training of assigned staff, as well as work planning, assignment review and evaluation, and discipline.

Methods, practices, procedures, equipment and techniques used in the repair of automotive, diesel and hydraulic vehicles and equipment.

Operating principles of internal combustion and diesel engines, electrical and electronic systems and related components.

Alternative fuel vehicles and vehicle related electronic equipment.

Record keeping and report writing techniques.

Math related to area assigned.

Principles and practices of budget administration and monitoring.

Applicable federal, state and local laws, codes and regulations governing fleet operations including automotive/equipment emission health and safety codes.

Safety regulations, practices and procedures related to fleet operations.

Negotiation and conflict resolution techniques.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Contract administration related to area assigned.

English usage, syntax, spelling, grammar and punctuation

Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

## **AND**

### **Ability to:**

Determine work priorities and schedule, organize, assign and coordinate the work of assigned staff.

Assist in the selection of staff; provide supervision, training and development opportunities, ensure work is performed effectively.

Effectively evaluate and constructively address personnel work quality.

Independently organize work, set priorities, meet critical deadlines and follow-up on assignments.

Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines; make sound decisions in accordance with established procedures and policies.

Adhere to multiple deadlines and handle multiple projects.

Read and interpret maintenance and repair manuals.

Initiate and carry out required procedural assignments; understand and carry out oral and written instructions.

Estimate material, equipment and labor costs.

Prepare reports and compose correspondence.

Handle job stress and maintain composure in public settings.

Effectively use computer systems and software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

Read at the level required for successful job performance.

Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

**Education, Training and Experience:**

Any combination of education, training and experience, which provides the required knowledge, skills and abilities is considered qualifying. A typical way to obtain the required qualifications is:

- Associate's degree or equivalent from an accredited college or two years of study towards a bachelor's degree at an accredited college or university in business administration, public administration or related field.
- Four years of progressively responsible experience in the maintenance and repair of vehicles and equipment to include two years of lead or supervisory experience.
- Possession of or ability to obtain a Smog Inspector License as issued by the California Bureau of Automotive Repair is desirable.

**Special Requirements Include:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

Possession of or the ability to acquire a specialized motor vehicle operator's license within six months of employment in this position. Employees required to obtain and maintain a commercial California Driver's License will be subject to the Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations and subject to random drug and alcohol testing.

Must be able to work flexible and extended hours to accommodate City needs and be available to respond to emergency calls as needed.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and in an open automotive shop. The incumbent uses a computer, keyboard and related equipment and drives a vehicle on City business. When work is

Fleet Supervisor

May 2025

Page 4

performed in the automotive shop the incumbent may lift and move tools and equipment weighing 50 pounds or less, be exposed to heat and cold, machinery/vehicle noise, traffic, vehicle and mechanical hazards, fumes, exhaust emissions, grease, engine oils, solvents, chemicals, dust, electrical hazards and vibration. The incumbent stands and walks on level and slippery/uneven surfaces, twists, bends, pushes, pulls, reaches, grasps, crouches, climbs stairs, reaches, bends, crawls and assists in the testing of and is exposed to a wide variety of hand and power tools and farm and construction equipment. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt

Revised May 2025 including title change from Equipment Supervisor

Revised March 2007

Re-established February 2006

## **FLEET LEAD WORKER**

### **Definition:**

Under general supervision, performs a variety of technical, skilled and general duties involved in the maintenance and repair of automobiles, motorcycles, trucks, tractors, motor sweepers and a variety of other power-driven equipment; leads an assigned shift crew involved in the maintenance and repair of heavy and light power-driven equipment; and performs related work as required.

### **Essential Duties and Responsibilities:**

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Inspect, diagnose and repair electric vehicle systems, including batteries, electric motors, controllers and charging systems.

Identify and resolve issues related to charging, regenerative braking and power electronics.

Inspect and service high-voltage battery packs, cooling systems and connectors.

Directs and participates in the maintenance and repair of heavy and light power-driven equipment.

Leads members of a shift/crew involved in the maintenance and repair of heavy and light power-driven equipment.

Trains and schedules assigned employees and reviews timecards.

Inspects/operates motorized equipment and determines necessary repairs.

Oversees and updates the preventative maintenance schedule and ensures that all preventative maintenance work is performed.

Physically inspects work performed for proper repair methods, procedures and parts.

Develops, evaluates and modifies work standards and procedures for power driven equipment testing and repair.

Overhauls, repairs and adjusts engines, transmissions, clutches, differentials, carburetors, generators, distributors and fuel pumps.

Fits and adjusts bearings, fits pistons and rings, installs axles and relines/adjusts brakes.

Installs and reconditions electrical systems, adjusts spark plugs, tests and repairs starters and magnetos and recharges batteries.

Straightens and aligns frames, axles and wheels and performs minor body repair work.

Initiates and processes daily work orders, establishes routine CHP B.I.T inspections where applicable, performs annual opacity testing and smog testing, and submits annual diesel off-road online reporting (DOORS) in compliance with Advanced Clean Trucks regulations

Responds to inquiries from user departments.

Operates a variety of hand and power tools.

Cleans and maintains tools and equipment.

Lifts and/or moves heavy objects.

Operates a personal computer and uses applicable software to enter and maintain data and produce a variety of reports.

Records data, maintains records and completes reports.

Drives a variety of City vehicles for testing/inspection purposes.

Assists with and recommends the ordering of parts, materials and equipment and may meet with vendors.

May assists with employee performance evaluations.

Performs other projects/tasks as assigned.

### **Class Characteristics:**

The Fleet Lead Worker is a classification within the Public Works Department. An incumbent performs a variety of technical and skilled tasks, leads a crew and exercises a substantial degree of responsibility and independent judgment. The Fleet Lead Worker performs duties assigned with a minimum of direction/supervision and is expected to solve work related problems independently.

Bargaining Group: FMEF

### **Qualification Guidelines:**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a reasonable period of time in order to successfully perform the assigned duties:

### **Knowledge of:**

Automotive principles of gasoline, diesel and alternative-fuel powered engines, electrical systems, power train and emissions control systems and braking and suspension systems.

Methods, materials, tools and techniques used in the overhaul, maintenance and repair of a wide variety of equipment and vehicles.

Safety precautions and practices necessary when working with hand and power equipment applicable to the area assigned.

Tools, equipment and procedures used in the overhaul, repair and adjustment of motor equipment.

Repair and adjustment of fuel, ignition, electrical and cooling systems.

Basic crew leadership/directional techniques.

Government regulations and safety standards for high-voltage EV systems.

Basic math.

Care and operation of internal combustion engines and chassis and of applicable parts.

**Ability to:**

Train and direct a crew performing maintenance and repair of repair of power-driven equipment.

Plan, organize and oversee a preventative maintenance program.

Perform mechanical repairs, operate job related equipment and lift and carry heavy objects safely.

Demonstrate safe work procedures and equipment operation.

Understand and follow oral and written directions independently.

Adhere to multiple deadlines and handle multiple projects.

Handle job stress and maintain composure.

Communicate effectively orally and in writing.

Read and write at the level required for successful job performance.

Learn to operate modern office equipment including computer equipment and specialized software application programs.

Perform mathematical calculations with speed and accuracy.

Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

Exercise independent judgment.

Write basic reports, record data and transfer data from one form to another.

Order parts, supplies and materials.



### **Education, Training and Experience:**

Any combination of education, training and experience, which provides the required knowledge, skills and abilities is considered qualifying. A typical way to obtain the required qualifications is:

- Two years of vocational training in engine and/or automobile maintenance to include power train/differential repair.
- Some experience performing maintenance and repairs on EV and alternative fuel vehicles.
- Four years of experience in the mechanical repair of automotive and power-driven equipment, to include experience in mid-range diesel engine repair, engine and chassis overhaul and electronic system repair.
- Some experience directing or leading the work of others

### **Special Requirements:**

Valid and appropriate California Driver's license and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

Possession of or the ability to acquire a specialized motor vehicle operator's license within six months of employment in this position. Employees required to obtain and maintain a commercial California Driver's License will be subject to the Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations and subject to random drug and alcohol testing.

Possession of or ability to obtain a Smog Inspector License as issued by the California Bureau of Automotive Repair within 6 months of employment in this position

Shift work is required; incumbents are subject to overtime.

### **Physical Tasks and Working Conditions Include the Following:**

Work is performed indoors and in an open automotive shop environment. When work is performed in the open automotive shop, incumbents may be exposed to the elements, the noise of machinery and vehicles, fumes, exhaust emissions, grease, engine oils, solvents, chemicals, dust, electrical hazards, mechanical hazards, vehicle hazards/traffic and vibration. Incumbents stand and walk on level and slippery/uneven surfaces, twist, bend, push, pull, crouch, climb stairs, reach, bend and crawl, grasp, drag, lift and carry items weighing 50 pounds or less. Incumbents may work above shoulder level with power and/or hand tools weighing 15 pounds or less. Fleet Lead Workers drive a vehicle on City business, assist in the testing of and are exposed to a wide variety of automotive equipment, hand and power tools, farm and construction equipment and related mechanisms. Indoor office work requires sitting at a desk or table for periods of time and the use of a computer and screen. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-exempt.

Revised May 2025 including title change from Equipment Mechanic Lead Worker

Revised December 2000

Established December 1977

FULLERTON MUNICIPAL EMPLOYEES FEDERATION  
ALLOCATION OF CLASSIFICATIONS TO SALARY RANGES

Sort by Classification Title

<b>Classification Title</b>	<b>Range No.</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Account Clerk I	235	FMEF	
Account Clerk II	275	FMEF	
Account Clerk III	327	FMEF	
Accountant I	468	FMEF	
Accountant II	481	FMEF	X
Administrative Aide/City Council	370	FMEF	
Administrative Analyst I	445	FMEF	
Administrative Analyst II	478	FMEF	
Administrative Assistant I	410	FMEF	
Administrative Assistant II	437	FMEF	
Air Conditioning Mechanic	448	FMEF	
Airport Operations Assistant	410	FMEF	
Airport Operations Lead Worker	448	FMEF	
Airport Service Worker	287	FMEF	
Asset Management Coordinator	490	FMEF	
Assistant City Clerk	478	FMEF	
Assistant Engineer	490	FMEF	X
Assistant Engineer - Water	490	FMEF	X
Assistant Plan Check Engineer - Engineering	490	FMEF	
Assistant Planner	469	FMEF	X
Associate Engineer	498	FMEF	X
Associate Engineer - Traffic	498	FMEF	X
Associate Plan Check Engineer	498	FMEF	X
Associate Planner	485	FMEF	X
Associate Water Engineer	498	FMEF	X
Building Inspector - Trainee	437	FMEF	
Building Inspector I	466	FMEF	
Building Inspector II	476	FMEF	
Building Inspector III	485	FMEF	
Buyer I	405	FMEF	
Buyer II	455	FMEF	
Civil Engineer	499	FMEF	X
Clerical Assistant I	215	FMEF	
Clerical Assistant II	235	FMEF	
Clerical Assistant III	275	FMEF	
Code Enforcement Officer	460	FMEF	
Code Enforcement Officer Trainee	405	FMEF	
Community Liaison Officer	405	FMEF	
Community Outreach Specialist	460	FMEF	
Construction Inspector	476	FMEF	
Construction Inspector - Water	480	FMEF	
Court Liaison Officer	405	FMEF	
Crime Analyst	468	FMEF	
Cultural and Events Operations Assistant	275	FMEF	

<b>Classification Title</b>	<b>Range No.</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Cultural and Events Production Assistant	275	FMEF	
Customer Service Representative	275	FMEF	
Deputy City Clerk	445	FMEF	
Electrician	448	FMEF	
Emergency Preparedness Coordinator	495	FMEF	X
Engineering Aide I	355	FMEF	
Engineering Aide II	405	FMEF	
Engineering Aide III	440	FMEF	
Engineering Drafter/CADD Equipment Operator	445	FMEF	
Environmental Services Coordinator I	445	FMEF	
Environmental Services Coordinator II	478	FMEF	
Equipment and Supply Assistant	235	FMEF	
Equipment Operator	315	FMEF	
Equipment Operator - Water	360	FMEF	
Equipment Service Worker	230	FMEF	
Events Specialist	455	FMEF	
Exhibition/Museum Specialist	455	FMEF	X
Facilities Lead Worker	466	FMEF	
Facilities Specialist	423	FMEF	
Fleet Lead Worker	475	FMEF	
Fleet Maintenance Technician	390	FMEF	
Geographic Information Systems Specialist	485	FMEF	X
Geographic Information Systems Technician	466	FMEF	
Grounds Maintenance Lead Worker	423	FMEF	
Housing and Community Rehabilitation Inspector	485	FMEF	
Housing Programs Assistant	460	FMEF	
Information Systems Assistant	405	FMEF	
Irrigation Specialist	382	FMEF	
Junior Engineer	470	FMEF	X
Lead Customer Service Representative - Utility Services	423	FMEF	
Librarian	445	FMEF	X
Librarian - Adult Services	445	FMEF	X
Librarian - Children's Services	445	FMEF	X
Librarian - Technical Services	445	FMEF	X
Library Clerical Assistant	235	FMEF	
Library Technical Assistant I	275	FMEF	
Library Technical Assistant II	300	FMEF	
Library Technology Assistant	352	FMEF	
Local History Archivist	445	FMEF	
Location Specialist	423	FMEF	
Maintenance Facilities Dispatcher	327	FMEF	
Maintenance Worker (Appointed before 9/25/96)	240	FMEF	
Maintenance Worker (Appointed on or after 9/25/96)	230	FMEF	
Mechanic I	410	FMEF	
Mechanic II	445	FMEF	
Mechanic III	464	FMEF	
Meter Repairer	360	FMEF	
Motor Sweeper Operator	360	FMEF	

<b>Classification Title</b>	<b>Range No.</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Museum Educator	367	FMEF	
Network Specialist	488	FMEF	X
Outdoor Recreation Coordinator	367	FMEF	
Parking Control Officer	285	FMEF	
Parks and Recreation Assistant	275	FMEF	
Parks and Recreation Coordinator	367	FMEF	
Parks and Trails Coordinator	367	FMEF	
Parks Project Specialist	445	FMEF	X
Permit Technician	327	FMEF	
Planning Technician	405	FMEF	
Police Community Service Officer	335	FMEF	
Police Investigation Technician	480	FMEF	
Police Property and Evidence Clerk	385	FMEF	
Police Rangemaster	405	FMEF	
Police Records Clerk	310	FMEF	
Police Records Shift Leader	424	FMEF	
Police Records Specialist	343	FMEF	
Police Services Representative	405	FMEF	
Police Training Assistant	352	FMEF	
Principal Construction Inspector	485	FMEF	
Public Information Specialist	478	FMEF	
Real Property Agent	498	FMEF	X
Reprographic Technician	330	FMEF	
Revenue Specialist	423	FMEF	
Risk Management Specialist	460	FMEF	
Secretary	340	FMEF	
Senior Building Inspector	488	FMEF	
Senior CADD Equipment Operator	466	FMEF	
Senior Citizens Outreach Worker	275	FMEF	
Senior Code Enforcement Officer	475	FMEF	
Senior Customer Service Representative	300	FMEF	
Senior Engineering Aide	405	FMEF	
Senior Maintenance Worker I	287	FMEF	
Senior Maintenance Worker II	315	FMEF	
Senior Maintenance Worker III	345	FMEF	
Senior Permit Technician	405	FMEF	
Senior Traffic Engineering Analyst	498	FMEF	X
Sewer Lead Worker	423	FMEF	
Skilled Maintenance Worker - Building and Facilities	360	FMEF	
Skilled Maintenance Worker - Water I	405	FMEF	
Skilled Maintenance Worker - Water II	425	FMEF	
Solid Waste and Recycling Specialist	485	FMEF	
Source Control Inspector	455	FMEF	
Sports Facility Coordinator	367	FMEF	
Stormwater/Wastewater Compliance Specialist I	480	FMEF	
Stormwater/Wastewater Compliance Specialist II	485	FMEF	
Stormwater/Wastewater Compliance Specialist III	490	FMEF	X
Streets Lead Worker	423	FMEF	

<b><i>Classification Title</i></b>	<b><i>Range No.</i></b>	<b><i>Salary Schedule/Unit</i></b>	<b><i>FLSA Exempt</i></b>
Tiny Tots Teacher	275	FMEF	
Traffic Engineering Analyst I	470	FMEF	
Traffic Engineering Analyst II	490	FMEF	X
Traffic Painter	315	FMEF	
Tree Services Inspector	423	FMEF	
Utility Systems Specialist	352	FMEF	
Water Lead Worker	466	FMEF	
Water Production Operator	442	FMEF	
Water Quality Lead Worker	466	FMEF	
Water Utility Services Lead Worker	423	FMEF	
Webmaster	480	FMEF	X
Youth Services Coordinator	367	FMEF	

FULLERTON MUNICIPAL EMPLOYEES FEDERATION  
ALLOCATION OF CLASSIFICATIONS TO SALARY RANGES

Sort by Range No.

<b>Classification Title</b>	<b>Range No.</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Clerical Assistant I	215	FMEF	
Equipment Service Worker	230	FMEF	
Maintenance Worker (Appointed on or after 9/25/96)	230	FMEF	
Account Clerk I	235	FMEF	
Clerical Assistant II	235	FMEF	
Equipment and Supply Assistant	235	FMEF	
Library Clerical Assistant	235	FMEF	
Maintenance Worker (Appointed before 9/25/96)	240	FMEF	
Account Clerk II	275	FMEF	
Clerical Assistant III	275	FMEF	
Cultural and Events Operations Assistant	275	FMEF	
Cultural and Events Production Assistant	275	FMEF	
Customer Service Representative	275	FMEF	
Library Technical Assistant I	275	FMEF	
Parks and Recreation Assistant	275	FMEF	
Senior Citizens Outreach Worker	275	FMEF	
Tiny Tots Teacher	275	FMEF	
Parking Control Officer	285	FMEF	
Airport Service Worker	287	FMEF	
Senior Maintenance Worker I	287	FMEF	
Library Technical Assistant II	300	FMEF	
Senior Customer Service Representative	300	FMEF	
Police Records Clerk	310	FMEF	
Equipment Operator	315	FMEF	
Senior Maintenance Worker II	315	FMEF	
Traffic Painter	315	FMEF	
Account Clerk III	327	FMEF	
Maintenance Facilities Dispatcher	327	FMEF	
Permit Technician	327	FMEF	
Reprographic Technician	330	FMEF	
Police Community Service Officer	335	FMEF	
Secretary	340	FMEF	
Police Records Specialist	343	FMEF	
Senior Maintenance Worker III	345	FMEF	
Library Technology Assistant	352	FMEF	
Police Training Assistant	352	FMEF	
Utility Systems Specialist	352	FMEF	
Engineering Aide I	355	FMEF	
Equipment Operator - Water	360	FMEF	
Meter Repairer	360	FMEF	
Motor Sweeper Operator	360	FMEF	
Skilled Maintenance Worker - Building and Facilities	360	FMEF	
Museum Educator	367	FMEF	
Outdoor Recreation Coordinator	367	FMEF	

<b>Classification Title</b>	<b>Range No.</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Parks and Recreation Coordinator	367	FMEF	
Parks and Trails Coordinator	367	FMEF	
Sports Facility Coordinator	367	FMEF	
Youth Services Coordinator	367	FMEF	
Administrative Aide/City Council	370	FMEF	
Irrigation Specialist	382	FMEF	
Police Property and Evidence Clerk	385	FMEF	
Fleet Maintenance Technician	390	FMEF	
Buyer I	405	FMEF	
Code Enforcement Officer Trainee	405	FMEF	
Community Liaison Officer	405	FMEF	
Court Liaison Officer	405	FMEF	
Engineering Aide II	405	FMEF	
Information Systems Assistant	405	FMEF	
Planning Technician	405	FMEF	
Police Rangemaster	405	FMEF	
Police Services Representative	405	FMEF	
Senior Engineering Aide	405	FMEF	
Senior Permit Technician	405	FMEF	
Skilled Maintenance Worker - Water I	405	FMEF	
Administrative Assistant I	410	FMEF	
Airport Operations Assistant	410	FMEF	
Mechanic I	410	FMEF	
Facilities Specialist	423	FMEF	
Grounds Maintenance Lead Worker	423	FMEF	
Lead Customer Service Representative - Utility Services	423	FMEF	
Location Specialist	423	FMEF	
Revenue Specialist	423	FMEF	
Sewer Lead Worker	423	FMEF	
Streets Lead Worker	423	FMEF	
Tree Services Inspector	423	FMEF	
Water Utility Services Lead Worker	423	FMEF	
Police Records Shift Leader	424	FMEF	
Skilled Maintenance Worker - Water II	425	FMEF	
Administrative Assistant II	437	FMEF	
Building Inspector - Trainee	437	FMEF	
Engineering Aide III	440	FMEF	
Water Production Operator	442	FMEF	
Administrative Analyst I	445	FMEF	
Deputy City Clerk	445	FMEF	
Engineering Drafter/CADD Equipment Operator	445	FMEF	
Environmental Services Coordinator I	445	FMEF	
Librarian	445	FMEF	X
Librarian - Adult Services	445	FMEF	X
Librarian - Children's Services	445	FMEF	X
Librarian - Technical Services	445	FMEF	X
Local History Archivist	445	FMEF	
Mechanic II	445	FMEF	



<b>Classification Title</b>	<b>Range No.</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Parks Project Specialist	445	FMEF	X
Air Conditioning Mechanic	448	FMEF	
Airport Operations Lead Worker	448	FMEF	
Electrician	448	FMEF	
Buyer II	455	FMEF	
Events Specialist	455	FMEF	
Exhibition/Museum Specialist	455	FMEF	X
Source Control Inspector	455	FMEF	
Code Enforcement Officer	460	FMEF	
Community Outreach Specialist	460	FMEF	
Housing Programs Assistant	460	FMEF	
Risk Management Specialist	460	FMEF	
Mechanic III	464	FMEF	
Building Inspector I	466	FMEF	
Facilities Lead Worker	466	FMEF	
Geographic Information Systems Technician	466	FMEF	
Senior CADD Equipment Operator	466	FMEF	
Water Lead Worker	466	FMEF	
Water Quality Lead Worker	466	FMEF	
Accountant I	468	FMEF	
Crime Analyst	468	FMEF	
Assistant Planner	469	FMEF	X
Junior Engineer	470	FMEF	X
Traffic Engineering Analyst I	470	FMEF	
Fleet Lead Worker	475	FMEF	
Senior Code Enforcement Officer	475	FMEF	
Building Inspector II	476	FMEF	
Construction Inspector	476	FMEF	
Administrative Analyst II	478	FMEF	
Assistant City Clerk	478	FMEF	
Environmental Services Coordinator II	478	FMEF	
Public Information Specialist	478	FMEF	
Construction Inspector - Water	480	FMEF	
Police Investigation Technician	480	FMEF	
Stormwater/Wastewater Compliance Specialist I	480	FMEF	
Webmaster	480	FMEF	X
Accountant II	481	FMEF	X
Associate Planner	485	FMEF	X
Building Inspector III	485	FMEF	
Geographic Information Systems Specialist	485	FMEF	X
Housing and Community Rehabilitation Inspector	485	FMEF	
Principal Construction Inspector	485	FMEF	
Solid Waste and Recycling Specialist	485	FMEF	
Stormwater/Wastewater Compliance Specialist II	485	FMEF	
Network Specialist	488	FMEF	X
Senior Building Inspector	488	FMEF	
Asset Management Coordinator	490	FMEF	
Assistant Engineer	490	FMEF	X

<b><i>Classification Title</i></b>	<b><i>Range No.</i></b>	<b><i>Salary Schedule/Unit</i></b>	<b><i>FLSA Exempt</i></b>
Assistant Engineer - Water	490	FMEF	X
Assistant Plan Check Engineer - Engineering	490	FMEF	
Stormwater/Wastewater Compliance Specialist III	490	FMEF	X
Traffic Engineering Analyst II	490	FMEF	X
Emergency Preparedness Coordinator	495	FMEF	X
Associate Engineer	498	FMEF	X
Associate Engineer - Traffic	498	FMEF	X
Associate Plan Check Engineer	498	FMEF	X
Associate Water Engineer	498	FMEF	X
Real Property Agent	498	FMEF	X
Senior Traffic Engineering Analyst	498	FMEF	X
Civil Engineer	499	FMEF	X

FULLERTON MANAGEMENT ASSOCIATION  
ALLOCATION OF CLASSIFICATIONS TO SALARY RANGES  
Sort by Classification Title

<b>Classification Title</b>	<b>Range No.</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Accounting Supervisor	632	FMA	X
Airport Manager	655	FMA	X
Building and Facilities Superintendent	635	FMA	X
Building and Facilities Supervisor	550	FMA	X
Building and Safety Manager	674	FMA	X
Building Official/Plan Check Engineer	656	FMA	X
Building Permit Supervisor	532	FMA	X
Business Registration Supervisor	530	FMA	X
City Traffic Engineer	675	FMA	X
Code Enforcement Manager	635	FMA	X
Code Enforcement Supervisor	585	FMA	X
Economic Development Manager	665	FMA	X
Facilities Manager	635	FMA	X
Fleet Manager	635	FMA	X
Fleet Supervisor	585	FMA	X
Forensic Supervisor	585	FMA	X
Housing and Homeless Resources Manager	645	FMA	X
Housing Manager	652	FMA	X
Information Systems Project/Programmer Manager	645	FMA	X
Information Technology Manager	658	FMA	X
Jail Supervisor	540	FMA	X
Landscape and Trees Manager	635	FMA	X
Landscape Superintendent	635	FMA	X
Landscape Supervisor I	550	FMA	X
Landscape Supervisor II	585	FMA	X
Library Circulation Manager	534	FMA	X
Library Division Manager	621	FMA	X
Library Division Manager - Adult Services	621	FMA	X
Library Division Manager - Children's Services	621	FMA	X
Library Division Manager - Technical Services	621	FMA	X
Library Services Supervisor	530	FMA	X
Parks and Recreation Manager	640	FMA	X
Parks and Recreation Supervisor I	530	FMA	X
Parks and Recreation Supervisor II	585	FMA	X
Parks Project Manager	621	FMA	X
Plan Check Engineer	645	FMA	X
Planning Manager	674	FMA	X
Police Communications Supervisor	585	FMA	X
Police Records Supervisor	532	FMA	X
Police Technical Services Manager	635	FMA	X
Principal Civil Engineer	670	FMA	X
Principal Civil Engineer - Water	675	FMA	X

Project Manager I	620	FMA	X
Project Manager II	635	FMA	X
Public Works Administrative Manager	635	FMA	X
Purchasing Manager	635	FMA	X
Purchasing Supervisor	600	FMA	X
Revenue Operations Manager	640	FMA	X
Senior Administrative Analyst	600	FMA	X
Senior Civil Engineer	656	FMA	X
Senior Civil Engineer - Water	665	FMA	X
Senior Librarian	583	FMA	X
Senior Planner	632	FMA	X
Sewer Superintendent	635	FMA	X
Sewer Supervisor	585	FMA	X
Street Superintendent	635	FMA	X
Street Supervisor	550	FMA	X
Streets and Sewer Manager	650	FMA	X
Utility Services Supervisor	545	FMA	X
Water Distribution Supervisor	585	FMA	X
Water Production Supervisor	585	FMA	X
Water Quality Supervisor	621	FMA	X
Water Systems Manager	665	FMA	X

FULLERTON MANAGEMENT ASSOCIATION  
ALLOCATION OF CLASSIFICATIONS TO SALARY RANGES  
Sort by Range No.

<b>Classification Title</b>	<b>Range No.</b>	<b>Salary Schedule/Unit</b>	<b>FLSA Exempt</b>
Business Registration Supervisor	530	FMA	X
Library Services Supervisor	530	FMA	X
Parks and Recreation Supervisor I	530	FMA	X
Building Permit Supervisor	532	FMA	X
Police Records Supervisor	532	FMA	X
Library Circulation Manager	534	FMA	X
Jail Supervisor	540	FMA	X
Utility Services Supervisor	545	FMA	X
Building and Facilities Supervisor	550	FMA	X
Landscape Supervisor I	550	FMA	X
Street Supervisor	550	FMA	X
Senior Librarian	583	FMA	X
Code Enforcement Supervisor	585	FMA	X
Fleet Supervisor	585	FMA	X
Forensic Supervisor	585	FMA	X
Landscape Supervisor II	585	FMA	X
Parks and Recreation Supervisor II	585	FMA	X
Police Communications Supervisor	585	FMA	X
Sewer Supervisor	585	FMA	X
Water Distribution Supervisor	585	FMA	X
Water Production Supervisor	585	FMA	X
Purchasing Supervisor	600	FMA	X
Senior Administrative Analyst	600	FMA	X
Project Manager I	620	FMA	X
Library Division Manager	621	FMA	X
Library Division Manager - Adult Services	621	FMA	X
Library Division Manager - Children's Services	621	FMA	X
Library Division Manager - Technical Services	621	FMA	X
Parks Project Manager	621	FMA	X
Water Quality Supervisor	621	FMA	X
Accounting Supervisor	632	FMA	X
Senior Planner	632	FMA	X
Building and Facilities Superintendent	635	FMA	X
Code Enforcement Manager	635	FMA	X
Facilities Manager	635	FMA	X
Fleet Manager	635	FMA	X
Landscape and Trees Manager	635	FMA	X
Landscape Superintendent	635	FMA	X
Police Technical Services Manager	635	FMA	X
Project Manager II	635	FMA	X
Public Works Administrative Manager	635	FMA	X
Purchasing Manager	635	FMA	X

Sewer Superintendent	635	FMA	X
Street Superintendent	635	FMA	X
Parks and Recreation Manager	640	FMA	X
Revenue Operations Manager	640	FMA	X
Housing and Homeless Resources Manager	645	FMA	X
Information Systems Project/Programmer Manager	645	FMA	X
Plan Check Engineer	645	FMA	X
Streets and Sewer Manager	650	FMA	X
Housing Manager	652	FMA	X
Airport Manager	655	FMA	X
Building Official/Plan Check Engineer	656	FMA	X
Senior Civil Engineer	656	FMA	X
Information Technology Manager	658	FMA	X
Economic Development Manager	665	FMA	X
Senior Civil Engineer - Water	665	FMA	X
Water Systems Manager	665	FMA	X
Principal Civil Engineer	670	FMA	X
Building and Safety Manager	674	FMA	X
Planning Manager	674	FMA	X
City Traffic Engineer	675	FMA	X
Principal Civil Engineer - Water	675	FMA	X