



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Honor, Integrity, Cooperation & Professionalism

MEMORANDUM

Date: 02/06/2020

To: Board Directors

Attn: Mike Del Puppo
President

From: Fire District Staff

Subject: Fleet Service Technician Position

BOARD OF DIRECTOR'S BRIEFING PAPER

ISSUE:

Staff is asking to create a Fleet Service Technician position with a corresponding wage range in policy 1004, Schedule C Employee Salary and Wage Ranges. Staff is also asking to advertise and fill the Fleet Service Technician position.

BACKGROUND:

District vehicles and fire apparatus are purchased without vinyl graphics or District Logos. For several years, the District has used a local vendor to design, create and apply the vinyl graphics to new vehicles and update worn or damaged graphics on older fleet vehicles. Several if not most of the public safety agencies in Fresno county use this same vendor. Staff were recently made aware that the local vendor is considering closing his business.

DISCUSSION:

After discussions with some local fire agencies, staff is proposing to create a Fleet Service Technician position to handle all the vehicle vinyl graphics for the District's fleet as well as provide the service for a fee to other public safety agencies. The Fleet Service Technician would also have other duties such as helping the shop staff with apparatus transportation, incident support and plasma CAD support.

The proposed wage range for the Fleet Service Technician allows for six (6) 5% wage steps.

ALTERNATIVES:

1. Make no changes.
2. Propose developing a different wage range than proposed.

IMPACTS *(Consider potential consequences related to each of the following areas of concern for proposed alternatives):*

- Fiscal –The current District budget has identified funding (6200-17 Fleet Services Technician) for the position.
- Operational – The Fleet Services Technician would help the shop handle the increased demand for services.
- Legal – No known Impacts
- Labor – No known Impacts
- Sociopolitical – No known Impacts
- Policy – Revised Policy 1004, Schedule C Employee Salary and wage Ranges.
- Health and safety – No known Impacts
- Environmental – No known Impacts
- Interagency – No known Impacts


RECOMMENDATION:

Staff is recommending that the District Board of Directors approves the revised Policy 1004 as presented. Staff is also recommending that the District Board of Directors approve staff to advertise and fill the Fleet Services Technician position. It is also recommended that any Board Member makes a motion to approve revising Policy 1004 and filling of the Fleet Services Technician position.

APPROVED:



Josh I. Chrisman, Administration Officer



Date



Fresno County Fire

Protection District

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

Working Title of Position	Fleet Services Technician
Division and/or Subdivision	Del Rey Shop
Location of Headquarters	Sanger
Class Title of Position	Fleet Services Technician
Position Number	N/A
Effective Date	February 20, 2020

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
80%	Under general supervision of the Forestry Equipment Manager, the Fleet Service Technician will perform a wide variety of supervised work. *Design, create and apply vehicle graphics. Create large-scale computer generated vinyl and/or full color graphics output that can be weeded, cut and applied or printed and mounted to a substrate. Operate and maintain printers and vinyl plotters. Operate and maintain digital routing and cutting equipment. Develop and maintain an image library file. Submit proofs/layouts for project approval. Maintain a job assignment schedule. Estimate hour requirements for completion of job assignments. Establish or adjust work procedures to meet job assignments. Read, process, comprehend, and follow detailed written/verbal instructions. Work with other public safety agencies providing the same highest degree of satisfaction as to the District. Prepare vehicles for graphics application. Maintain billable hour information for other agencies. Maintain inventory of supplies and parts. Maintain a clean and orderly work space. Travel to and from installation work sites. Abide by all District policies and procedures.
10%	* Assist shop personnel with vehicle transport and pick-up/delivery including towing of out of service vehicles utilizing flatbed trailers, and pick-ups while utilizing safe tie down and loading procedures. Operates vehicles to deliver and or pick up parts and supplies. Washing and detailing of District vehicles.
10%	*Other duties as required and or assigned May be subject to long work hours, weekends and/or hazardous work locations and conditions
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Job qualifications and/or conditions of employment: valid California Driver's License with a Firefighter Endorsement or the ability to obtain a firefighter endorsement within 3 month of employment.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

Fresno County Fire Protection District
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature

Date

Supervisor Signature

Date



FRESNO COUNTY FIRE PROTECTION DISTRICT

FLEET SERVICES TECHNICIAN

SALARY RANGE

\$28.00 - \$35.74 Hourly
\$4,853.33 - \$6,194.93 Monthly
\$58,240.00 - \$74,339 Annually

DESCRIPTION:

Under supervision, designs, creates and applies computer generated vinyl and/or full color graphics to public safety vehicles.

The Fleet Service Technician reports to the Fire Equipment Manager.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

- Design, create and apply large-scale computer generated vinyl and/or full color graphics to vehicles and various substrates.
- Operate and maintain printers and vinyl printers.
- Operate and maintain digital routing and cutting equipment.
- Develop and maintain an image library file.
- Submit proofs/layouts for project approval while maintaining a job assignment schedule.
- Maintains inventory of supplies and parts.
- Prepare vehicles for graphics application.
- Travel to and from installation work sites.
- Maintain billable hour information for multiple agencies.
- Assist shop personnel with vehicle transport and pick-up/delivery.
- Support emergency incidents by delivering supplies and equipment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Designing, creating, and applying vehicle graphics;
- Machines, tools, materials and processes used in the creation of vehicle graphics;

- Operating and maintaining printers and vinyl plotters;
- Principles and practices of effective customer service.

Skills/Abilities to:

- Learn, understand, and apply department rules, regulations, policies, and procedures;
- Read, comprehend, and follow, detailed written/verbal instructions and work orders;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships at all organizational levels, as well as with other agencies and the public;
- Demonstrate and maintain a high degree of maturity, integrity, accountability, and good judgment;
- Practice appropriate safety precautions and procedures.

Essential duties require the following physical skills and work environment:

Ability to sit, stand, reach, balance, walk, kneel, crouch, stoop, squat, crawl, twist, climb, lift 25 lbs.; exposure to cold, heat, noise, mechanical and electrical hazards; work in a confined space; travel to different sites and locations; availability afterhours and weekends.

DESIRED QUALIFICATIONS:

Any combination equivalent to experience and education that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience: Three (3) years of full-time, paid experience in vehicle graphic design, creation and application.

Education: High School or equivalent

PRE-EMPLOYMENT REQUIREMENTS:

License: Possession of a valid California driver's license with a firefighter endorsement, or the ability to obtain a valid California firefighter endorsement within 3 months of employment.

Background Check: All employment offers are contingent upon successful completion of a pre-employment background check.

Schedule C Employee Salary and Wage Ranges

1004.1 SCOPE AND PURPOSE

To provide Fresno County Fire Protection District Administration with guidelines regarding wage ranges for approved Schedule C positions.

1004.2 POLICY

1. This policy shall apply to all Schedule C employees of the District as described in the Personnel Positions Policy.
2. Employees must be hired at a wage level within the range for the position, normally at the minimum wage within the range, except where a higher wage level is justified in the District's discretion due to experience or other factors.
3. Employees will have their performance reviewed annually, in or about October of each year.
4. In conjunction with the performance review, each employee's compensation will be reviewed on an annual basis.
5. Annual wage increases are not guaranteed, but are in the District's discretion considering individual performance and the District's financial condition. Wage increases shall not exceed 5% per year, but under no circumstance shall an employee wage increase beyond the maximum wage for the employees' position.

1004.2.1 WAGE RANGES

The salary and wage ranges are defined in the Schedule C Employee Salary and Wage Ranges Attachment:

[See attachment: Schedule C Employee Salary and Wage Ranges Attachment 2_20.pdf](#)

Attachments

Schedule C Employee Salary and Wage Ranges Attachment 2_20.pdf



FRESNO COUNTY FIRE

PROTECTION DISTRICT

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POLICY NO.: 1004
SUBJECT: Schedule C Employee Salary and Wage Ranges
REVISION DATE: 02/19/2020

Salary and Wage Ranges:

<u>IT Administrator</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.85	\$60,008
Maximum Wage	\$36.82	\$76,588

<u>Facility Repair Coordinator</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.00	\$58,240
Maximum Wage	\$35.74	\$74,331

<u>GIS Analyst</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$23.99	\$49,899
Maximum Wage	\$30.62	\$63,685

<u>Fire Inspector</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$20.33	\$42,286
Maximum Wage	\$24.71	\$51,397

<u>Fire Inspector, Senior</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$23.54	\$48,963
Maximum Wage	\$30.04	\$62,483

<u>Fire Inspector, Part-Time/Temporary</u>	<u>Hourly</u>	<u>Annual</u>
Wage	\$18.00	\$37,440

<u>Administrative Assistant</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$15.00	\$31,200
Maximum Wage	\$19.14	\$39,820

<u>Administrative Officer</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Salary	\$47.45	\$ 98,700
Maximum Salary	\$57.68	\$119,970

<u>Heavy Equipment Mechanic</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.00	\$58,240
Maximum Wage	\$35.74	\$74,331

<u>Equipment Services Assistant</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$18.00	\$37,440
Maximum Wage	\$22.00	\$45,760

<u>Fleet Services Technician</u>	<u>Hourly</u>	<u>Annual</u>
Minimum Wage	\$28.00	\$58,240
Maximum Wage	\$35.74	\$74,331