



ADMINISTRATION COMMITTEE

Administration Building
10844 Ellis Avenue
Fountain Valley, CA 92708
(714) 593-7433

Agenda Report

File #: 2024-3863

Agenda Date: 10/9/2024

Agenda Item No: 6.

FROM: Robert Thompson, General Manager
Originator: Laura Maravilla, Director of Human Resources

SUBJECT:

POSITION CHANGE REQUEST FOR FISCAL YEAR 2024-25

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION: Recommend to the Board of Directors to:

Approve the upgrade of one vacant Lead Facilities Worker (Salary Grade LOC66) position to Building Maintenance Technician (Salary Grade LOC67) position for FY 2024-25.

BACKGROUND

The Orange County Sanitation District (OC San) has evaluated its operations and identified a need for a position change to meet its building maintenance and repair requirements. The upgrade of the vacant Lead Facilities Worker position to Building Maintenance Technician is necessary to support the maintenance and repair of OC San’s new Headquarters Building, the future Operations and Maintenance Complex at Plant No. 2, and the upcoming new Laboratory building, as well as other OC San buildings and facilities as needed. These modern buildings incorporate complex energy control, environmental control, and automation systems to meet new efficiency and safety requirements. These complex systems require a higher-level technician to properly maintain and operate them.

The Building Maintenance Technician will perform, coordinate, and oversee skilled maintenance and repair duties in a variety of functional areas, including but not limited to mechanical, electrical, heating, ventilation, and air conditioning (HVAC), plumbing, and fire systems.

RELEVANT STANDARDS

- Ensure the public’s money is wisely spent
- Protect OC San assets
- Maintain a culture of improving efficiency to reduce the cost to provide the current service level or standard

PROBLEM

Organizational staffing needs have arisen that were not anticipated in preparation of the adopted FY 2024-25 budget.

PROPOSED SOLUTION

Approve the proposed vacant position upgrade, to take effect immediately.

TIMING CONCERNS

Staff recommends approval of the position upgrade for the current fiscal year to ensure timely and comprehensive maintenance and repair of all OC San facilities.

RAMIFICATIONS OF NOT TAKING ACTION

Deferring action on the requested position upgrade would require existing staff to cover the increased workload and would not allow for a dedicated resource at the appropriate level to provide comprehensive maintenance and repair of OC San’s buildings and facilities.

PRIOR COMMITTEE/BOARD ACTIONS

N/A

ADDITIONAL INFORMATION

The Lead Facilities Worker position was vacated on May 30, 2024, following a retirement. OC San’s Board approved Fiscal Year 2024-25 budget included a total of 663.5 full-time employees (FTE). The current request would not change the approved FTE count.

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with authority levels of OC San’s Purchasing Ordinance. The upgraded position would result in increased salary and benefit costs of approximately \$2,746 annually. The FY 2024-25 Budget is sufficient for the recommended action.

ATTACHMENT

The following attachment(s) may be viewed on-line at the OC San website (www.ocsan.gov) with the complete agenda package:

N/A