



# Town of Yountville

6550 Yount Street  
Yountville, CA 94599

## Staff Report

**Agenda Item #:** {{section.number}}B

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### Yountville Town Council Staff Report

**DATE:** May 6, 2025

**TO:** Mayor and Town Council

**FROM:** Brad Raulston, Town Manager

**PREPARED BY:** Brad Raulston, Town Manager  
Ashley Ray, Human Resources Analyst

#### **RECOMMENDATION:**

Adopt Resolution Number 25-4355 approving job description and salary range for Lead Maintenance Worker.

#### **DISCUSSION/BACKGROUND**

In accordance with the Yountville Municipal Code and the Yountville Personnel Rules and Policies, the Town Manager is responsible for the administration of the Town's personnel system, including the maintenance of the Town's employee Classification Plan. The Classification Plan is a listing of approved positions, a salary schedule of the ranges and steps for each position, and Job Descriptions that detail the requirements of each position. All three elements are administrated by the Town Manager and approved by the Town Council. Part of the duties of the Town Manager is to recommend changes to the personnel system for Council consideration.

The Town Manager proposes to create a new classification in the Maintenance Worker Series of Lead Maintenance Worker. This new classification will aid in supporting Town operations as well as the future planning and development of Town staff.

A new job description reflecting the proposed job duties and assignments performed by the Lead Maintenance Worker has been drafted and is included for the Town Council to review. Town staff collaborated with consultants from Municipal Resources Group (MRG) and Regional Government Services (RGS) when creating this new job description and determining the appropriate salary range.

The proposed Lead Maintenance Worker salary is set at 11% above the top step of Maintenance Worker II. Creating a new job description separate from the Maintenance Worker series helps to outline the specific indirect supervisory duties of the Lead Maintenance Worker and clarify the role of this position at the lead level.

The recommended salary range for the new position is shown below:

Lead Maintenance Worker -	Step A	Step B	Step C	Step D	Step E
	\$6,727.20	\$7,081.27	\$7,453.96	\$7,846.28	\$8,259.24

Current Maintenance Worker series salary range (for illustrative purposes):

Maintenance Worker I -	Step A	Step B	Step C	Step D	Step E
	\$5,036.20	\$5,288.00	\$5,552.39	\$5,830.03	\$6,121.53

Maintenance Worker II -	Step A	Step B	Step C	Step D	Step E
	\$6,121.53	\$6,427.61	\$6,748.99	\$7,086.44	\$7,440.76

Filling the Lead Maintenance Worker position at this proposed level can be accommodated by the salary and benefit amounts already established with the Fiscal Year 2025/2026 budget.

The decision of whether the proposed Lead Maintenance Worker position will be added to a bargaining unit and, if so, to which bargaining unit, is governed by a separate process outlined in the EERR. That document states that modifications to existing units can be initiated by a group of employees, the Town, or a bargaining unit. This process has been followed and the position will be added to the Yountville Employee Organization (YEA) bargaining unit.

### **ENVIRONMENTAL REVIEW**

Not Applicable.

### **FISCAL IMPACT**

Is there a Fiscal Impact? Yes

Is it Currently Budgeted? Yes

Where is it Budgeted? Multiple operating departments based on staff allocation.

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? Nominal

### **STRATEGIC PLAN GOAL**

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Exceptional Town Services and Staff:** The Town supports its talented staff who deliver high quality municipal programs and services while maintaining public infrastructure for the benefit of the community.

### **ATTACHMENTS**

1. Resolution No 25-4355
2. Lead Maintenance Worker Job Description