



Study Session of the City Council
Live Oak Council Chambers
9955 Live Oak Blvd., Live Oak, CA 95953

The Council may take up any agenda item at any time, regardless of the order listed. Action may be taken on any item on this agenda. Members of the public may comment on any item on the agenda at the time that it is taken up by the Council. Requests to speak on the item should be made to the Mayor at the time an item is discussed. We ask that members of the public come forward to be recognized by the Mayor and keep their remarks brief. Absent permission from the Mayor, comments will be limited to three (3) minutes.

Mayor – Gary A. Baland
Vice Mayor – Steve Alvarado
Council Member – Rob Klotz
Council Member – Felicity Clark
Council Member – Diane Hodges

March 1, 2011 **6:00 PM**

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. REPORTS AND MISCELLANEOUS**
 - 1. Classification Changes
- D. ADJOURNMENT**



Date: March 1, 2011
 To: Mayor and Members of the City Council
 From: William P. Lewis, Public Works Director

COUNCIL AGENDA STAFF REPORT

SUBJECT: Water Quality and Maintenance Job Descriptions Creation and Salary Set Points

RECOMMENDATION: Approve Job Descriptions and Organization Chart

FISCAL IMPACTS: Fiscal impact is anticipated in adopted rate structure

Construction of the new wastewater facility is advancing. The most recent contractor provided schedule indicates that start-up testing will begin in May of this year. The state of California classifies wastewater facilities based on size and complexity from Class one (least complex) to five (most complex). The current wastewater treatment facility is a Class One facility, while the new plant will be a Class Four. Facilities must have at least one operator with the same level of state certification as the plant classification and may be operated alone by an operator with one certification level lower than the classification. Current water and wastewater certification level of Live Oak employees is attached.

The adopted budget and proposed position allocations include the following permanent and extra help positions:

Adopted Budget Position Allocation	Proposed Position Allocation
Permanent	Permanent
1 - Public Works Director or Principal Engineer or Associate Engineer	1 - Public Works Director or Principal Engineer or Associate Engineer
1 - Public Works Facilities Manager	1 - Public Works Facilities Manager
	1 - Chief Plant Operator
5 - Water Quality Control Operator or Maintenance Worker I/II/III	3 - Water Quality Control Operator III/II
	3 - Facility & Maintenance Worker I/II/III
7 Total Permanent Positions	9 Total Permanent Positions
Extra Help	Extra Help
	0.5 - Electrician/Instrumentation Technician
2 - Maintenance Worker	2 - Maintenance Worker
1 - Administrative Assistant	1 - Administrative Assistant
3 Total extra help positions	3.5 Total extra help positions

California requires that a person be designated Chief Plant Operator and that the position have certification matching the facility classification. It is recommended that a new position of Chief Plant operator be created. A draft job description is attached. This position will be responsible for the day to operation and supervision of the water and wastewater treatment systems. This position will require a Grade IV wastewater certification at time of appointment and a Grade T2 and D2 water certification within 18 months of appointment.

A new position title of Water Quality Control Operator I/II/III is recommended to be created. These positions will be responsible for the shift operation of the water and wastewater treatment facilities and pump stations. Appointments at different levels will be based upon wastewater certification levels, experience and City Manager approval.

A new position title of Facility and Maintenance Worker is recommended to be created to replace the current title of Public Works Maintenance Worker. These positions will be responsible for water and sewer pipelines, streets, buildings, parks and other associated duties. The attached draft job description includes duties for both public works and parks departments.

It is recommended that a new part time temporary instrumentation electrician position be created. The new wastewater facility will have extensive computer controlled electronic equipment. The computer control system will be highly sophisticated utilizing several control strategy programs. It is anticipated that these programs will require modifications and enhancements once the new facility is placed on line. It is most cost effective to have City staff available to respond to electronic needs. In addition it is anticipated that the electrical needs of the new plant will require a journey level electrician. It is anticipated that these needs can be met with a half time temporary position. It is anticipated that start-up issues will take 6 to 12 months, after which a long term decision related to the position can be made.

A salary survey for Treatment Plant Operator III was conducted; results are attached. This was an easily comparable position between organizations and is used as the base position upon which other salaries were determined. The median salary for this position was \$70,595. The table below includes current and proposed salary ranges:

Position Title	Control Point A	Control Point B	Control Point C	Pay for Performance
Chief Plant Operator (Proposed)	\$53,384	\$61,391	\$70,600	\$81,190
Water Quality Control Operator I (Proposed)	\$36,696	\$42,200	\$48,530	\$55,810
Water Quality Control Operator II (Proposed)	\$40,366	\$46,420	\$53,384	\$61,391
Water Quality Control Operator III (Proposed)	\$46,420	\$53,384	\$61,391	\$70,600

Instrumentation and Electrical Technician (Part Time Temporary – Proposed)	\$30/Hr		\$60/Hr	
Facility & Maintenance Worker I (Current Salary Range – not including certification incentive)	\$26,904	\$30,939	\$35,580	\$40,917
Facility & Maintenance Worker II (Current Salary Range – not including certification incentive)	\$30,187	\$34,715	\$39,924	\$45,912
Facility & Maintenance Worker III (Current Salary Range – not including certification incentive)	\$33,204	\$38,184	\$43,912	\$50,499

The current Public Works Maintenance Worker positions are entitled to certification of \$75 per certification level per certificate per month. For example if a team member has a wastewater treatment plant operator II, water operator II and distribution operator II they would be eligible for 6 times \$75 per month (\$450 per month, \$5400 per year). It is recommended that this same policy remain for the Facility & Maintenance Worker position. It is recommended that it not apply to the Water Quality Control Operator series.

Recruitment for the Chief Plant Operator would take place as soon as possible; following quickly behind will be an internal recruitment for Water Quality Operator III. When time of the new wastewater facility start-up is better known another open recruitment for one or two Water Quality Operator III/II will take place.

Respectfully submitted,

William P. Lewis

William P. Lewis
Public Works Director

Reviewed By 
Jim Goodwin, City Manager

Name	Wastewater Certification	Water Treatment Certification	Water Distribution Certification
William Lewis	TPO V	T III	D III
Aaron Orr	TPO III	T II	D II
Matthew Jackson	TPO II	T II	D I
Mike McKinley	TPO II	T II	D II
Roy Palmer	TPO I	T II	D I
Larry Teal	TPO III	T I	D II

Live Oak Staff Wastewater and Water State Certification Levels

Salary Survey

Wastewater Operator III	
City	Top Step - Annual
Vacaville	\$78,840
Roseville	\$72,707
Woodland	\$71,844
Davis	\$70,595
Chico	\$70,574
Redding	\$70,262
Yuba City	\$65,724
Median	\$70,595

CHIEF PLANT OPERATOR

DEFINITION

Under general direction of the Public Works Facilities Manager and is an at-will salaried position. Incumbents perform a variety of duties essential to the operation of the Water and Waste Water Treatment Plant; supervises Water Quality Control Operator classifications and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a full journey level position exercising supervision over assigned staff.

EXAMPLES OF DUTIES

This classification specification is intended to present a descriptive list of the range of duties performed by employees in a classification. Class specifications are not intended to reflect all duties performed within the job. Duties may include, but are not limited to, the following:

- Plans, schedules and supervises the work of plant operators.
- Supervises the operation and adjustment of wastewater treatment plant set points, equipment and machinery such as valves, pumps, chlorinators, chemical feeders, motors, motor control panels, and other plant equipment. Establishes process set points.
- Manages process controls to comply with NPDES standards.
- Writes necessary reports to regulatory agencies; communicates with regulatory staff concerning the plant's performance. Prepares monthly reports for submission to the Department of Public Health, Regional Water Quality Control Board and other governmental agencies.
- Supervises the lubrication, packing, cleaning, and adjusting and the making of repairs to pumps, valves, gear cases, reduction units, and other mechanical equipment as required.
- Supervises the cleaning of settling basins.
- Inspects and maintains stations.
- Responds to customer/citizen complaints and comments both verbally and in writing.

- Trains new plant operators and other employees in work operations and job safety.
- Plan, organize, prioritize, assign, supervise, and review work of Department personnel in the operation and maintenance of water and wastewater treatment plant equipment and related facilities.
- Supervises, evaluates, and assigns the work of subordinate personnel.
- Recommend and assist in the implementation of Department goals and objectives.
- Establishes and schedules methods for the operation and maintenance of the water treatment plant equipment and related facilities.
- Provides and coordinates staff training in the proper operation of water treatment plant equipment and related facilities, preventative maintenance procedures, record keeping, and safe operating procedures.
- Oversees and maintains the quality assurance of facilities related analytical equipment.
- Fosters a team environment relationship within the Department and with other city employees in the course of daily activities.
- Develops and maintains positive public relations with emphasis on customer service.
- Performs other duties and assumes other responsibilities as apparent or as delegated.
- May personally engage in work duties and responsibilities of subordinates.
- Gathers data for input in annual department budget.

MINIMUM QUALIFICATIONS

Knowledge of:

The principles of water and wastewater treatment plant operation and maintenance; operating principles of valves, pumps, motors, motor control panels and other water reclamation plant equipment.

Accepted chemical and physical parameters of wastewater processes and effluent.

Basic arithmetic, including fractions, decimals, and proportions and basic algebra.

Common hand and power tools used in plant maintenance.

Basis principles of mechanical, electrical and hydraulic systems.

Federal, state and local regulations and requirements governing wastewater processing, effluent, and record keeping.

Basic chemical tests for wastewater and sludge analysis.

Safety and hazards associated with wastewater treatment including confined space and chemical hazards.

Report writing principles.

Principles of supervision, training and performance evaluation.

Ability to:

Work any shift, holidays and weekends.

Communicate effectively, both orally and in writing.

Carry out policies of the City.

Review, interpret, recommend and implement complex California water policies.

Identify with management and City goals and objectives and understand and support City priorities and needs.

Establish and maintain cooperation and working relationships with those contacted in the course of work.

Maintain discipline and enforce rules, regulations and procedures.
Prepare a budget.

Meet the physical, mental and environmental demands of the job.

Train, motivate, supervise and evaluate subordinate personnel.

Prepare reports and efficiently maintain accurate records.

Communicate clearly and concisely, both orally and written.

Demonstrate continuing effectiveness in maintaining the knowledge and skills required of this position.

Keep abreast of new and changing technology relevant to this position; stay abreast of new products and procedures.

Exercise sound judgment.

Use initiative and independent judgment.

Recognize, prioritize and accomplish needed tasks.

Train and instruct subordinates.

Coordinate the work of others.

Evaluate alternative solutions and present recommendations.

Use a personal computer and job-related software applications.

Read and interpret gauges and recording devices showing plant operation; make adjustments to and maintain a variety of plant equipment, make basic chemical tests.

Recognize, prioritize and accomplish needed tasks.

Collect, analyze, and submit initial budget data.

Maintain records and prepare clean, concise and comprehensive correspondence and written reports.

Respond quickly and effectively in difficult situations.

Maintain confidentiality.

Establish and maintain cooperative working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATES

Required: Possession of a valid Class C California Driver's License. Possession of Grade IV Wastewater Certificate issued by the California State Resource Control Board. Possession of a safe driving record per the City's driving standards and policies.

Desired: Possession of a Grade T2 Water Treatment Plant Operator and D2 Water Distribution Operator certificate as issued by the California Department of Public Health. Within 18 months of appointment must obtain a Grade T2 Water Treatment Plant Operator and D2 Water Distribution Operator certificate as issued by the California Department of Public Health

TRAINING AND EXPERIENCE

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. At least six (6) years of recent, full-time experience in the operation and maintenance of a Wastewater Treatment Plant.

Desired education is completion of at least 15 units of college coursework related in Wastewater treatment, Biology, Chemistry, Electronics or a related field and successful completion of at least six (6) units of management/supervisory courses is. Documented Continuing Education Units may be used to satisfy desired education requirements.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to bend, stoop, twist, and walk over uneven surfaces and climb up stairs in the elements for potentially extended periods of time. The wastewater facility is an elevated facility and requires climbing the equivalent of approximately fifty flights of stairs per day. Manual dexterity sufficient to use hand held devices without experiencing abnormal hand or wrist strain. Strength sufficient to use wrenches and other handheld equipment. Hearing sufficient to understand conversations, both in person and on the telephone. Ability to safely operate and drive a motor vehicle.

TYPICAL WORKING CONDITIONS

Working conditions in the office are free from extremes of temperature and humidity. Working conditions in the plant environment are subject to extreme variations in temperature, humidity and can include wind and rain. The incumbent is subject to dust and other contaminants.

DRAFT

WATER QUALITY CONTROL OPERATOR II/III

DEFINITION

Under direction of the Chief Plant Operator operate and maintain one or more water treatment and supply distribution systems and/or the City's wastewater treatment plant on an assigned shift or in a specified geographic area; to inspect and make minor repairs on water and wastewater facilities and pump station equipment; to assist in the repair and maintenance of water and wastewater equipment and pipelines; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents perform the full range of operations and maintenance duties relating to both water treatment and supply distribution systems and wastewater treatment plant operations having a design complexity requiring advanced operator certification.

This classification is distinguished from classes in the Facility and Maintenance Worker Series, which work in areas including road maintenance, construction, and water and wastewater systems services and pipeline repair, but are is not regularly assigned operator responsibility with respect to water or wastewater treatment plant operation. Level III is considered a journey level and may operate the wastewater facility without onsite direct supervision. Level II must work under supervision of a higher grade operator and may not operate the wastewater facility alone.

EXAMPLES OF DUTIES

This classification specification is intended to present a descriptive list of the range of duties performed by employees in a classification. Class specifications are not intended to reflect all duties performed within the job. Duties may include, but are not limited to, the following:

Makes periodic inspections of water supply and distribution and wastewater; treatment plant equipment such as bar screens, clarifiers, aeration equipment, pumps, meters, valves, motors, secondary filters, UV disinfection, and liquid chemical feed equipment. Performs sampling and testing water/wastewater, adjusting chemicals as necessary, and records results and findings;

- Operates water and wastewater treatment plants and pumping station equipment; lubricates and makes minor repairs and adjustments to plant equipment. Makes daily process control decisions and implements daily changes.
- Records plant readings and process data in an accurate and complete manner

- Conducts process control laboratory and bacteriological analysis
- Flushes, hoses and cleans decks, screens, wells and channels; removes grit and screenings; collects samples and runs laboratory tests on raw and treated water, supplies, raw sewage, effluent and sludge, raw and treated potable water.
- Performs routine and scheduled maintenance of equipment. Maintains maintenance records. May assist Facility and Maintenance Workers in conducting maintenance activities.
- Performs maintenance painting of plant and equipment; maintains plant and grounds in clean and sanitary condition; operates sewer rodding equipment and sewer cleaning tools; performs manual labor such as digging and backfilling trenches.
- Assists in repairs water distribution and sewage collection facilities; keeps records and makes oral and written reports. Replaces broken lines and appropriate pipes; measures, cuts, and threads pipe; maintains and cleans sewer lines; enters manholes to access lines; operates power and hand rodders in the cleaning process.

MINIMUM QUALIFICATIONS

Knowledge of:

Processes and procedures used in the operation and maintenance of wastewater and water supply treatment and distribution systems, pumps, motors, and related mechanical devices.

Common tools and methods of mechanical repair.

The basic principles and methods of water and wastewater treatment.

The procedures involved in operating and maintaining wastewater extended aeration activated sludge, secondary filtration, UV disinfection. The procedures involved in operating and maintaining water system arsenic treatment through chemical coagulation and filtration.

Water and wastewater facility operations, maintenance procedures, policies, practices and regulatory requirements.

Ability to:

Understand and follow a variety of oral and written instructions in an independent manner.

Operate and maintain the City's water/wastewater treatment plant operations and related systems.

Perform heavy manual labor under unpleasant conditions.

Perform standard laboratory tests on water, sewage and sludge.

Give and receive work direction.

Follow oral and written directions.

Keep records and prepare simple records.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Standby on a rotating basis to ensure continuity of operations during evening, nights, weekends and holidays.

Establish and maintain cooperation and working relations with those contacted in the course of work

Promote customer service focus in public relations

LICENSES AND CERTIFICATES

Possession of a valid Class C California Motor Vehicle License. Possession of a safe driving record per the city's driving standards and policies. Obtain a Class B License with Airbrake and Tanker endorsements within one year of appointment.

Level III - Required: Valid Grade III or higher Wastewater Treatment Plant Operator Certificate issued by the state Water Resources Control Board,

Level II - Required: Valid Grade II or higher Wastewater Treatment Plant Operator Certificate issued by the state Water Resources Control Board.

Desired: Possession of (1) a valid Grade II or higher Water Treatment Plant Operator Certificate, issued by the California Department of Public Health; and (2) a Grade II Water Distribution Certificate issued by the California Department of Public Health. Within 18 months of appointment must obtain desired certifications.

TRAINING AND EXPERIENCE

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain these knowledge and abilities would be three years of full time or equivalent experience as a Water Quality

Control Operator in a public facility, and possession of the above knowledge and abilities.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to bend, stoop, twist, and walk over uneven surfaces and walk up stairs in the elements for potentially extended periods of time. The wastewater facility is an elevated facility and requires climbing and descending the equivalent of approximately fifty flights of stairs per day. Ability to climb stairs while carrying up to 25 pounds. Manual dexterity sufficient to use hand held devices without experiencing abnormal hand or wrist strain. Strength sufficient to use wrenches and other handheld equipment. Hearing sufficient to understand conversations, both in person and on the telephone. Ability to safely operate and drive a motor vehicle.

TYPICAL WORKING CONDITIONS

Working conditions in the office are free from extremes of temperature and humidity. Working conditions in the plant environment are subject to extreme variations in temperature, humidity and can include wind and rain. The incumbent is subject to dust and other contaminants.

DRAFT

FACILITY & MAINTENANCE WORKER I/II/III

DEFINITION

This classification may be assigned to work in Public Works Facilities, Water and Waste Water Operations, and/or City Parks Facilities. Under supervision of the Public Works Facilities Manager or Parks and Recreation Director, depending on area of assignment, performs a variety of duties essential to the maintenance of the Water and Wastewater Treatment Plant, public works maintenance, or parks maintenance.

DISTINGUISHING CHARACTERISTICS

Under varying levels of supervision, performs maintenance, and repair of City facilities, roads, parks, grounds, plantings, street trees, recreation areas and facilities, water and wastewater treatment facility; and performs other related work as required. Incumbents may be assigned to work in either Public Works Facilities Department or City Parks Facilities Department performing related but operationally different duties.

Level I: Completion of formal or informal education sufficient to read and write at a level required for successful job performance; and six months of recent work experience in the construction trades or landscape maintenance. This is the entrance level for the Facility and Maintenance Worker series. Incumbents work under immediate supervision and receive detailed instructions and training on assignments. Through these assignments an incumbent is expected to obtain skills and knowledge necessary to advance to Level II. Work is reviewed frequently to ensure compliance with expected results.

Level II: Completion of formal or informal education sufficient to read and write at a level required for successful job performance; and 2 years of recent work experience in the construction trades or landscape maintenance; or one year of experience a level equivalent to Facility and Maintenance Worker I with the City of Live Oak. This is the journey level for the series. Incumbents work within an established framework of set procedures in performing assigned tasks and are expected to perform a variety of journey-level activities with minimal instruction. Work is normally reviewed only on completion and for overall results.

Level III: Completion of formal or informal education sufficient to read and write at a level required for successful job performance; and 3 years of recent work experience in the public works maintenance work relating to streets and water/sewer or 3 years work experience in landscape maintenance two of which must have been in a public park or large private park maintenance program including at least one of experience a level equivalent to Facility and Maintenance Worker II with the City of Live Oak. This level represents the highest level in the series. Incumbents are expected to perform tasks

with limited supervision, assigned technically advanced duties and may be assigned the responsibility for field direction of assigned crews. Incumbents are expected to know the work functions, act independently, and advise supervisors of needed work and approximate time and materials needed to complete the work. Incumbents are expected to have proven skills in the operation of all assigned equipment.

EXAMPLES OF DUTIES

This classification specification is intended to present a descriptive list of the range of duties performed by employees in a classification. Class specifications are not intended to reflect all duties performed within the job. Depending on department and/or area of assignment, duties may include, but are not limited to, the following:

Essential Duties:

- May be assigned to varying work schedules and weekend work.
- Plants, waters, mows, weeds, edges, trims, renovates and fertilizes turfs; maintains and installs irrigation systems; participates in weed and pest control programs.
- Loads and unloads trucks of refuse, trimmings, soil, sand, rock, etc.
- Cleans, and/or maintains ball diamonds, athletic facilities, playgrounds, swimming pool, restrooms and buildings; cleans walks, fields, courts and other facilities.
- Performs basic maintenance work in keeping equipment, tools and other supplies in proper condition.
- Replaces broken and worn parts, paints and performs other maintenance and repair work on buildings, Public Works, Parks and Recreation equipment.
- Removes, installs, constructs park and recreation facilities and equipment.
- Participates in removing, topping, pruning and trimming trees and uses hand and power saws and other equipment to cut up branches and remove tree trimmings and stumps.
- Operates heavy equipment such as dump trucks, front-end loaders and tractors with auger attachments. May be assigned to handle, process, dry and remove bio-solids; performs routine maintenance on that equipment.
- Performs and assists in the maintenance of the water and wastewater treatment facility equipment and facilities.
- Maintains/repairs wastewater ponds and plant storm ponds.
- Maintains repairs and installs water and wastewater pipelines, services and related equipment including water meters and backflow preventers.

- Installs and maintains water meters.
- Backfills trenches and uses asphalt to repair streets after water and sewer line repairs.
- Street repairs including installation of asphalt, pothole repair, curb gutter and sidewalk installation and repairs. Street sign maintenance.
- May conduct USA inspections
- Assist with flushing of water distribution system and cleaning of sewer pipelines with a jet truck or vactor.
- Performs a variety of shop work incidental to assigned maintenance activity.
- May be required to operate and maintain any or all of the following power equipment: dump truck, front engine loader, backhoe, tractors with or without attachments, jackhammer, compressor, fork lift, mower, weed eater, auger, high pressure washer, steam cleaner, portable pumps, generators or sand blasting machine.
- Builds forms, mixes and pours new concrete for sidewalks, curbs, foundations and other similar projects as needed.
- Learns confined space awareness & entry methods and enters or assists in entry for various maintenance projects in confined spaces.
- Operates all hand tools required for the work including: shovels, rakes, picks, hoes, wrenches, drills and saws.
- Standby on a rotating basis to ensure continuity of operations during evening, nights, weekends and holidays.
- Establish and maintain cooperation and working relations with those contacted in the course of work
- Promote customer service focus in public relations

Level II – in addition to duties listed above:

- May provide on-the-job orientation and training to Level I, seasonal or part-time employees assigned to assist in completion of assigned functions, tasks and duties.
- Operation, use and maintenance of heavy equipment such as a street sweeper, backhoe, tractor, Vactor, grader, aerial lift and dump truck at a more complicated and skilled level.

- Safety and hazards associated with water, sewer and street maintenance
- Works at a higher level of efficiency and quality than at Level I

Level III – in addition to duties listed above

- Knowledge of applicable standards, codes and regulations
- Inspects and adjusts equipment before start of work
- Provides lead direction and coordinates the work of others
- Collects field data for use by supervisors
- Prepare department memos and reports as needed
- Evaluate problems and recommend solutions
- Maintains inventory of all equipment including tools, traffic control equipment, spare parts, signs, water meter tracking, vehicle maintenance needs and other related items.

MINIMUM QUALIFICATIONS

Knowledge of:

All Positions:

Safe use, purpose and maintenance of hand and power tools and power equipment used in the execution of assigned duties.

Basic arithmetical calculations quickly and accurately.

Hand and power tool operations.

Personal computers; applications of word processing and computer programs.

Parks Positions:

Landscape maintenance materials and horticulture methods, terminology and tools

Swimming pool materials, maintenance, terminology and practices

Public Works Positions:

General knowledge regarding the use, purpose, care and the hazards associated with certain chemicals used in the water and wastewater field.

General construction and maintenance materials, methods and terminology.

Basic carpentry, plumbing, heating, electrical and mechanical systems.

Ability to:

Maintenance of mechanical, plumbing and electrical systems.

Safe driving practices.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Make basic arithmetical calculations quickly and accurately.

Understand and follow oral and written instructions; work independently in the absence of supervision.

Communicate effectively, both orally and in writing.

Analyze problems and generate alternatives.

Demonstrate a high level of integrity.

Meet the physical, mental and environmental demands of the job.

Exercise sound independent judgment as appropriate.

Accept the input of supervisors and co-workers as well as provide input and be a genuine team player.

Establish and maintain cooperative relationships with those contacted in the course of work.

Work at moderate heights of at least 50 feet.

Safely drive and operate vehicles and equipment.

Perform heavy physical labor including lifting and moving objects weighing up to 50 lbs, and up to 75 lbs. with assistance.

Demonstrate high level of integrity

Operate under deadlines

Learn and perform horticultural gardening and landscaping skills and tasks at a level required by the City.

TRAINING AND EXPERIENCE

Any combination of education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is:

- Facility & Maintenance Worker assigned to Water/Wastewater/Public Works Facilities: Completion of formal or informal education sufficient to read and write at a level required for successful job performance; and experience is described in distinguishing characteristics section.
- Facility & Maintenance Worker assigned to City Parks Facilities: Completion of formal or informal education sufficient to read and write at a level required for successful job performance; and experience is described in distinguishing characteristics section.

LICENSES AND CERTIFICATES

Level I: Possession of a valid California Class C driver's license. Possession of a safe driving record per the City's driving standards and policies. Class B license with Airbrake endorsement is required within six months of appointment and prior to successful completion of probation. Public Works incumbents must obtain a California D-1 Water Distribution Certification prior to successful completion of probation.

Level II: Public Works Department: At time of hire or promotion from Level 1 Facility & Maintenance Worker must possess a California Class B driver's license with Airbrake and Tanker endorsements. A California D-2 Water Distribution Certification prior to successful completion of probation.

Parks Department: At time of hire or promotion from Level 1 Facility & Maintenance Worker must possess a California Class B driver's license with Airbrake endorsement. A California D-1 Water Distribution Certification prior to successful completion of probation. Incumbents must also successfully complete specialized training and certification in Pool Maintenance and pesticide/herbicide best management practices.

Level III: Public Works Department: At time of hire or promotion from Level II Facility & Maintenance Worker must possess a California Class B driver's license with Airbrake and tanker endorsement. Must possess a California D-2 Water Distribution Certification and successful completion of specialized training in Work Zone Traffic Control Safety is required prior to successful completion of probation.

Parks Department: At time of hire or promotion from Level II Facility & Maintenance Worker must possess a California Class B driver's license with Airbrake endorsement. Must possess a California D-1 Water Distribution Certification and successful completion of specialized training in Work Zone Traffic Control Safety is required prior to successful completion of probation.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Working conditions in the office are clean, well lit and free from extremes of temperature and humidity. Working conditions in the field are subject to variations in temperature, and may include wind and rain, and other elements. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs., and up to 75 lbs. with assistance, stand and walk for extended period, climb, bend and stoop, grasp and hold objects or tools with full range of motion in wrists and arms, work on slippery and uneven surfaces, and hearing capacity sufficient to understand conversations. Climb stairs while carrying up to 50 pounds. Also includes exposure to chemicals, biohazards, electrical shock, drowning, heights, confined spaces, weather exposure, trip/fall hazards, power tools and wild animals. Reasonable accommodations will be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

DRAFT