

AGENDA
CITY OF WATSONVILLE
PERSONNEL COMMISSION MEETING

Opportunity Through Diversity; Unity Through Cooperation.



Working with our community to create positive impact through service with heart.

Patricia Fohrman, District 1

Raquel Mariscal, District 2

Eduardo Montesino, District 3

Richard Dodge, District 4

Amy Newell, District 5

Casey Kraig Clark, District 6

Betty Bobeda, District 7

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1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA

All items appearing on the Consent Agenda are recommended actions which are considered to be routine and will be acted upon as one consensus motion. Any items removed will be considered immediately after the consensus motion. The Chair will allow public input prior to the approval of the Consent Agenda.

A. MOTION APPROVING MINUTES OF DECEMBER 5, 2019 MEETING

Requested by: Deputy City Manager Manning

Attachments: [December 5, 2019 Minutes](#)

4. NEW BUSINESS

A. APPROVAL OF REVISED SOLID WASTE DIVISION JOB DESCRIPTIONS

Requested by: Public Works & Utilities Director Palmisano

Attachments: [Waste and Recycling Center Worker I/II/III Job Description](#)

[Resource Waste Advocate I/II Job Description](#)

[Public Works and Utilities Staff Report](#)

- a) Staff Report
- b) Commissioner Questions & Input
- c) Public Input
- d) Appropriate Action

B. APPROVAL OF NEW AND REVISED FLEET DIVISION JOB DESCRIPTIONS

Requested by: Public Works & Utilities Director Palmisano
Attachments: [Equipment Mechanic I Job Description](#)
[Equipment Mechanic II Job Description](#)
[Equipment Mechanic III Job Description](#)
[Fire Vehicle and Equipment Mechanic Job Description](#)
[Vehicle and Equipment Manager Job Description](#)
[Public Works and Utilities Staff Report](#)

- a) Staff Report
- b) Commission Questions & Input
- c) Public Input
- d) Appropriate Action

C. APPROVAL OF NEW AND REVISED WASTEWATER DIVISION JOB DESCRIPTIONS

Requested by: Public Works & Utilities Director Palmisano
Attachments: [Collection Systems Operator I/II/III Job Description](#)
[Utilities Maintenance Mechanic I/II/III Job Description](#)
[Public Works and Utilities Staff Report](#)

- a) Staff Report

b) Commission Questions & Input

c) Public Input

d) Appropriate Action

D. APPROVAL OF NEW AND REVISED WATER/CUSTOMER SERVICE DIVISION JOB DESCRIPTIONS

Requested by: Public Works & Utilities Director Palmisano

Attachments: [Water Services Supervisor Job Description](#)

[Customer Service Technician I Job Description](#)

[Customer Service Technician II Job Description](#)

[Customer Service Technician III Job Description](#)

[Public Works and Utilities Staff Report](#)

a) Staff Report

b) Commission Questions & Input

c) Public Input

d) Appropriate Action

E. APPROVAL OF NEW AND REVISED PUBLIC WORKS AND UTILITIES ADMINISTRATION JOB DESCRIPTIONS

Requested by: Public Works & Utilities Director Palmisano

Attachments: [Safety and Regulatory Compliance Officer Job Description](#)

[Environmental Sustainability Manager Job Description](#)

[Public Works and Utilities Staff Repor](#)

a) Staff Report

b) Commission Questions & Input

- c) Public Input
- d) Appropriate Action

5. HUMAN RESOURCES DIRECTOR'S REPORT

6. ORAL COMMUNICATIONS

(This time is set aside for members of the general public to address the Personnel Commission on any item not on the Agenda, which is within the subject matter jurisdiction of the Personnel Commission. No action or discussion shall be taken on any item presented except that any Commissioner may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Planning Commission will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Commissioner may place matters brought up under Oral Communications on a future agenda.

7. ADJOURNMENT

MINUTES
PERSONNEL COMMISSION
CITY MANAGER'S CONFERENCE ROOM

December 5, 2019

5:30 P.M.

1. ROLL CALL

COMMISSIONERS PRESENT: Clark, Dodge, Mariscal and Newell

COMMISSIONERS ABSENT: Bobeda, Fohrman and Montesino

OTHERS PRESENT: Michelle Templeton, Assistant Director of Public Works and Utilities, Nathalie Manning, Deputy City Manager and Frances Delfino, Sr. Human Resources Analyst

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

The minutes of September 12, 2019 were approved. Commissioner Casey made the motion and Commissioner Dodge provided the second.

4. NEW BUSINESS

A. ELECTION OF CHAIR AND VICE CHAIR

A motion was made by Commissioner Mariscal, seconded by Commissioner Newell and approved to elect Commissioner Dodge as Chair. A motion was made by Commissioner Dodge, seconded by Commissioner Mariscal and approved to elect Commissioner Clark as Vice Chair.

B. APPROVAL OF REVISED LABORATORY MANAGER JOB DESCRIPTION

C. APPROVAL OF REVISED UTILITIES MAINTENANCE SUPERVISOR DESCRIPTION

Michelle Templeton introduced herself to the Commission as Assistant Director of Public Works and Utilities. She explained that two recruitments for each of the positions have gone out twice without success. She is now proposing revised job descriptions stating that both positions have been vacant for months (7 months for the Supervisor position and 2 months for the Manager position) and that they have not been revised since 2006. Referencing the Supervisor position, she added that there are strict regulations to make sure all systems run smooth. In the new job description, she removed the requirement of the CWEA certificate and added knowledge of OSHA regulations. In regards to the Manager position, she discussed the laboratory primarily functions are to test waters, monitor the City landfill and test drinking water. She reviewed the certification needed and eliminated the CWEA certification (although highly desirable) and allowing for twelve months after date of hire to obtain it.

After further discussion regarding salt water intrusion and education reimbursement (\$1000 maximum), a motion was made by Commissioner Casey, seconded by Commissioner Mariscal and carried for the approval of the revised Laboratory Manager and the revised Utilities Maintenance Supervisor job descriptions.

5. HUMAN RESOURCES DIRECTOR'S REPORT

Manning reported that the City had offered retirement incentives this year and a number of employees took advantage of the incentive, including the Administrative Services Manager and an Administrative Analyst.

6. ORAL COMMUNICATIONS

None.

7. ADJOURNMENT

The meeting was adjourned at 6:10 p.m.

Chairperson

ATTEST:

Personnel Director

**City of Watsonville
Public Works and Utilities**



M E M O R A N D U M

DATE: **October 16, 2020**

TO: **Personnel Commission**

FROM: **Steve Palmisano, Director of Public Works & Utilities
Christian Di Renzo, Assistant Director of Public Works & Utilities**

SUBJECT: **Approval of Updated Miscellaneous Public Works & Utilities Job Descriptions**

AGENDA ITEM: **October 21, 2020** **Personnel Commission**

RECOMMENDATION:

It is recommended that the Personnel Commission approve updated and new job descriptions for the following classifications in the Public Works and Utilities Department, and associated salary changes, where applicable:

Solid Waste Division

- Waste and Recycling Worker I,II,III
- Resource Waste Advocate I,II

Fleet Division

- Equipment Mechanic I,II,III
- Fire Vehicle and Equipment Mechanic
- Vehicle and Equipment Manager-Proposed Salary (\$40.80 - \$54.68 per hour)

Wastewater Division

- Collection Systems Operator I,II,III
- Utilities Maintenance Mechanic I,II,III

Water\Customer Service

- Water Services Supervisor
- Customer Service Technician I,II,III

Public Works Administration

- Safety and Regulatory Compliance Officer-Proposed Salary (\$41.66 - \$55.83 per hour)
- Environmental Sustainability Manager-Proposed Salary (\$54.83 - \$73.48 per hour)

BACKGROUND:

The Public Works and Utilities Department is the largest in the City with over 180 employees in 16 discrete divisions. Many of the job descriptions are outdated and must be updated to include minimum qualifications that reflect current industry standards in certifications, education and expertise. Furthermore, many job descriptions have evolved in scope and duties over time with the implementation of new technologies or changes in operations. Moreover, there is a desire to create additional opportunities and address succession planning in some job classification series by increasing the number of levels to allow for growth and development of staff.

At this time, in most cases we are requesting that the Personnel Commission approve the revised job classifications without any changes to salaries as we anticipate entering into negotiations with Operating Engineers Local No. 3 to discuss appropriate salaries for the entire group. The updated job descriptions and salary study which was conducted a few years ago are expected to be considered when negotiating with the group. The OE3 contract expired in June of 2020; however, due to the pandemic, we postponed negotiations and expect to begin the process in upcoming months. OE3 has reviewed the updated and proposed, new job classifications and they are in agreement with the proposals. Similarly, the positions represented by Management and Mid-Management are in agreement with the updates to the existing and new job classifications.

DISCUSSION:

The following positions are being proposed to be updated or created in various Public Works divisions.

Solid Waste Division***Waste and Recycling Center Worker I,II,III-New***

This new job classification merges the Solid Waste Aide I and II and the Public Drop-Off Attendant I and II into a single all-encompassing, flexible classification in addition to creating a III step allowing for promotional opportunity. Currently, the Solid Waste Aide I and II are performing functions of the Public Drop-Off Attendants (due to staffing shortages and operational needs) and therefore performing many duties out of class. That is being rectified with this new classification.

Resource Waste Advocate I,II-New

This new job classification was particularly written to address the compliance requirements of SB 1383 which establishes a 50% statewide reduction target for organic waste by 2020, using 2014 levels as a standard. By 2025, the state aims for a 75% reduction target. That end date is also the point by which CalRecycle has an additional target of diverting no less than 20% of edible waste for further human consumption. The legislation will compel the City to implement a brand new food waste recycling program at a not insignificant cost and comes replete with a host of inspection and reporting obligations. Currently, two employees will fall under this reclassification and they will

assist the Solid Waste Division in advocacy, inspections, record-keeping, and reporting to CalRecycle. No additional staff is being anticipated for the time being.

The Resources Waste Advocate I, II will be proposed to be equal to the Waste and Recycling Center Worker I and II.

Fleet Division

The Fleet Division underwent a recent operational assessment by a consulting firm resulting in a host of recommendations, some of which affected staffing. The following positions benefited from the evaluation and many of the updates incorporate the consultant's input.

Equipment Mechanic I,II,III-Updated

Efforts were made to modernize the Equipment Mechanic series into job descriptions reflective of the rapid advancements occurring in the automotive industry. In addition to amplified duties, each step requires progressively more certificates in order to advance to the next series. The Equipment Mechanic I requires 1 Automotive Service Excellence (ASE) certification within 6 months of hire; the Equipment Mechanic II requires 2 ASE certifications - an ASE Masters certification in Auto and/or Medium/Heavy Duty Truck being highly desirable, and the addition of a Class B drivers license within 12 months of hire; lastly, the III denotes tank, air brakes, and/or Hazmat endorsements as being highly desirable.

Fire Vehicle and Equipment Mechanic-New

This is a new classification. Individuals in this job assignment would have duties specifically targeting the support and maintenance of fire equipment and vehicles as opposed to the Equipment Mechanic series which would maintain all other City-owned rolling stock and equipment. This would provide for more efficient and skilled support to the Fire Department who are often compelled to transport their fire engines to the valley for maintenance. The position would require either a California State Fire Marshal Level II Fire Mechanic or Emergency Vehicle Technician Level II Fire Mechanic certification. The salary would be commensurate with that of an Equipment Mechanic III.

Vehicle and Equipment Manager-New (Proposed Salary: \$40.80 - \$54.68 per hour)

There is currently no classification for a Vehicle and Equipment Manager. The Fleet Division's 6 mechanics is overseen by a Supervising Equipment Mechanic which was deemed insufficient by a recent independent operations study alluded to above. The Matrix Group study unearthed numerous operation efficiencies and programmatic goals for the Division to achieve which would require a senior manager's oversight to implement effectively. The creation of this management position mimics a similar organizational structure as found in other full-service agencies. The City has over 400 vehicles and rolling stock. The Public Works and Utilities Department does not anticipate adding an additional FTE to the Fleet Division, but rather proposes that a vacant Equipment Mechanic position be upgraded to a Vehicle and Equipment Manager, when the opportunity arises.

Wastewater Division

Collection Systems Operator I,II,III-Updated, addition of III

Updates were made to modernize the Collection Systems Operator I and II job descriptions dating from 2003. Additionally, a third tier, the Collection Systems Operator III, was developed to address the technical and supervisory gap between the Collection Systems Operator I and II and the Collection System Manager. Some of the revisions include: updating the state regulatory agency that administers the certifications, and updating some of the duties performed as the profession's technical expertise requisites have increased over the years. The Collection Systems Operator III job description and requirements reflect those that management would expect of someone serving in this lead position and will require the addition of one FTE for a total of five. These employees are responsible for the maintenance of a 154 mile collection system, over a dozen lift stations as well as the stormwater sewer system.

Utilities Maintenance Mechanic I,II,III-Updated, addition of III

This classification is responsible for the electrical and mechanical maintenance of the wastewater treatment plant. Updates include the addition of a Forklift Certification for the Utilities Maintenance Mechanic II, and a new Grade III tier that allows for senior advancement throughout the series while recognizing the need for a higher degree of skills and aptitude as new equipment and technology modernizes how utilities function. The Utilities Maintenance Mechanic III is a highly skilled tradesman that may serve as a crew leader, exercises independent judgment, performs welding, and is adept in maintaining both process and production equipment of varying kinds. This is a promotional classification that would require a minimum of five years in the field and numerous certifications befitting this level of aptitude. Two employees would be eligible for a Utilities Maintenance Mechanic III promotion in the near future.

Water\Customer Service

Water Services Supervisor-Updated

Minor changes were made to facilitate a more internal competitive recruitment. Namely, the elimination of a two successful evaluations requirement since this is very unorthodox and implied through the candidate selection process. It is planned that Water Services would be overseen by two such positions rather than one. This would lend for a tighter span of control and more direct operational oversight of the crews.

Customer Service Technician I,II,III-Updated, addition of level II and III

This is an update of the Customer Service Technician job description that dates from 1996. This single tier was triaged into a three-tier classification allowing for some internal career advancement, the acquisition of additional expertise and duties, and a commensurate increment to salaries. For instance, the Customer Service Technician III will be required to obtain a D2, Cross Connection Specialist, and Backflow Prevention Assembly Tester certifications.

Public Works Administration

Safety and Regulatory Compliance Officer-Updated (Proposed Salary: \$41.66 - \$55.83 per hour)

Twenty three years have lapsed from the time the current job description was approved and, over the years, both OSHA and Cal-OSHA have enhanced the quantitative and qualitative requirements of both general and construction safety standards. Moreover, technological advancements while having improved efficiencies, has also made job sites riskier thus requiring the development of new safety programs and personal protective equipment (PPEs). These developments have been particularly acute in the public works industry which has necessitated updates to the current job description. While the principal focus of the updates has been geared towards safety compliance, risk-mitigation, training, and pre and post-incident inspection for the Public Works and Utilities Department, this position is expected to assist and train other departments on the City's overall IIPP. The minimum qualifications for this crucial position have been greatly enhanced now requiring five years' experience, a Bachelor's degree and a minimum completion of OSHA 30 training. This salary must be reaffirmed as this position has not been filled in over a decade and is proposed to be equivalent to the Environmental Projects Manager which is comparable in job scope and requirements.

Environmental Sustainability Manager-New (Proposed Salary: \$54.83 - \$73.48 per hour)

This new job classification would serve to advance the City's climate action goals and environmental sustainability efforts. The creation of similar positions has been a trend of late as more and more agencies look to advance sustainable climate action solutions, adopt and promote greener initiatives throughout their communities, and attempt to mitigate anthropogenic impacts on the environment. This position would oversee the management of the City's Climate Action Plan, Urban Greening Plan, LHMP, and may represent the City on such working groups as Monterey Bay Community Power, Waste Task Force, etc. This is a senior management position residing in the Public Works and Utilities Department. This is a new position and is proposed to have a salary equal to the Division Manager positions.

FINANCIAL IMPACT:

At this time, there is no immediate financial impact as there are no current incumbents in the newly created\updated positions and we are not proposing salary increases to currently filled positions. However, the updated job classifications for the OE3 positions will be considered when negotiations take place. Furthermore, the ability for the Public Works and Utilities Department to fill the newly created\updated Management and Mid-Management positions such as the Environmental Sustainability Manager, Safety and Compliance Officer, and Vehicle and Equipment Manager will be dependent on the budget.

ATTACHMENTS:

Updated and new job descriptions for all referenced classifications.

City of Watsonville



Job Description

JOB TITLE: Waste and Recycling Center Worker I/II/III **DATE**

APPROVED:

DEPARTMENT: Public Works and Utilities **SUPERSEDES:** N/A

REPORTS TO: Waste and Recycling Center (WRC) Supervisor, Integrated Waste Supervisor

SUPERVISION: N/A

EMPLOYEE UNIT: OE3

FLSA: Non-Exempt

JOB SUMMARY:

To characterize waste, inspect loads, collect fees, process and perform a variety of related duties necessary to maintain the Waste and Recycling Center and Solid Waste Division in a safe, compliant, and efficient manner. This includes admitting members of the public to the Waste and Recycling Center, and dispose, sort, and process solid waste materials. The Waste and Recycling Center Worker II job classification also includes the ability to operate a roll-off and container truck.

DISTINGUISHING CHARACTERISTICS

Waste and Recycling Center (WRC) Worker I

This is an entry level position in the Solid Waste Division. Employees in this job class are typically assigned to various duties in the Waste and Recycling Center, Container Repair Shop and other Solid Waste Division operations. Employees in this classification may be assigned other duties as necessary. Employees in this classification receive close supervision within a framework of well-defined policies and procedures.

Waste and Recycling Center (WRC) Worker II

This is the second tier within the classification. Employees in this job class may operate a roll-off truck, operate a container truck and perform various duties in the Waste and Recycling Center, Container Repair Shop and other Solid Waste Division operations. Employees in this classification receive supervision within a framework of well-defined policies and procedures. May be assigned, as needed, to operate roll-off, rear-loader, container truck and/or sweeper.

Waste and Recycling Center (WRC) Worker III

This is the third tier within the classification. Employees in this job class perform all the duties and functions of a II and operate a roll-off truck, sweeper, container truck, and rear-loader. Employees will be assigned, on an as needed basis, hauling duties at the landfill and general support activities; and back-fill roll-off, container, and miscellaneous routes. May act as a Lead overseeing the Waste and Recycle Center operations.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Open gates to the Waste and Recycling Center for business and lock gates at end of day
- Inspect all incoming loads for compliance with the City's acceptable materials list
- Operate a computer to verify customer residency, run reports and record waste origin
- Operate a cash drawer for handling money, checks and generating receipts
- Counts money, balances register and completes end-of-day reports, deposits cash at appropriate assigned location
- Sort, move, stack and store recyclable and non-recyclable materials
- Identify materials such as: plastics, paper, metal and wood
- Clean a variety of solid waste equipment including, but not limited to, processing equipment, carts, containers, facility grounds and vehicles
- Perform litter removal, weed abatement, enclosure cleaning, etc.
- Operate a forklift, loader and excavator
- Operate baler
- Identify, sort, label/tag and pack household hazardous waste, tires, oil, electronic waste, recyclables
- Report quantities/volumes of appropriate waste materials
- Greet, handle and direct customers of the Waste and Recycling Center to their appropriate disposal area
- Attend all city mandatory training
- Perform other duties as assigned
- Perform other duties as assigned.

Waste and Recycling Center (WRC) Worker II

(In addition to the above duties and requirements)

- Ability to operate a roll-off truck, rear loader and container truck
- Operate loader, excavator and other solid waste equipment, as necessary

Waste and Recycling Center (WRC) Worker III

(In addition to the above duties and requirements of a I and II)

- May act in a lead capacity, when needed, and will be principally relied on to operate equipment identified in the Distinguishing Characteristic

EMPLOYMENT STANDARDS**Knowledge of:**

- Safe work practices
- Handling procedures for household hazardous waste
- Safe driving skills
- Basic computer operations
- Customer service skills and practices
- Basic records maintenance including manifests, labels, tags, charts

Ability to:

- Communicate effectively to solve customer service challenges in accordance with City standards
- Perform basic mathematical computations accurately
- Count money quickly and accurately
- Operate a cash drawer and receipt system
- Read and write effectively
- Enter data into a computer and generate reports
- Understand and follow oral/written instructions
- Exercise sound judgement
- Safely and effectively perform required duties
- Establish and maintain effective and respectful working relationships with those contacted in the performance of required duties
- working relationships with those contacted in the performance of required duties

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to drive a vehicle, as well as proper entering and exiting of appropriate vehicles
- Ability to climb and descend stairs and ladders
- Ability to perform bending and twisting motions to reach equipment in work areas
- Perform physical labor such as lifting, pulling and pushing up to 50 lbs.
- Bending, squatting, twisting, turning, stooping and reaching overhead to handle materials, equipment and pick-up litter
- Ability to wear proper PPE including: uniforms, hard hat, safety glasses, safety boots, gloves, hearing protection and dust masks
- Ability to walk on uneven surfaces and stand for long periods of time
- Ability to reach above and at shoulder height
- Ability to lift up to 50 lbs.
- Ability to stand for extended periods of time
- Distinguish colors, symbols such as colored medical waste containers and recyclable materials
- Hear and distinguish various sounds such as the voices of the public, co-workers in a noisy environment
- Work outdoors in variable weather conditions for up to 8 hours
- Work in conditions such as: high noise levels, strong and unpleasant odors, vibration from equipment and dust from various materials
- Keep a clean workplace and environment

TRAINING AND EXPERIENCE:

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

- High School Degree or GED
- Fluency in English and Spanish is desirable

Waste and Recycling Center (WRC) Worker II

(In addition to the above duties and requirements)

- Two years' experience as a Waste and Recycling Center Worker I

Waste and Recycling Center (WRC) Worker III

(In addition to the above duties and requirements of a I and II)

- One years' experience as a Waste and Recycling Center Worker II

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's license and a safe driving record
- 40 hr. HAZWOPER Certificate must be attained within 12 months of hire

Waste and Recycling Center (WRC) Worker II

(In addition to the above duties and requirements)

Possess and maintain a valid California Class B driver's license and a safe driving record

Waste and Recycling Center (WRC) Worker III

(In addition to the above duties and requirements of a I and II)

Possess and maintain a valid California Commercial license with a Tanker Endorsement within 12 months of hire and a safe driving record

City of Watsonville



Job Description

JOB TITLE: Resource Waste Advocate I/II

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Senior Integrated Waste Worker or other designated supervisory personnel.

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA: Non-Exempt

JOB SUMMARY:

To safely assist and perform operations with solid waste staff and the public; to advocate for waste reduction, identify and communicate recycling opportunities and perform other duties, as assigned. Resource Waste Advocates assist in the planning, organizing, advocating and conducting of public education for waste reduction, proper recycling practices, household hazardous waste disposal, pollution prevention and related areas.

DISTINGUISHING CHARACTERISTICS

The I is the entry level of the Resource Waste Advocate series. The Resource Waste Advocate is responsible for conducting field inspections, and identifying routes and customers with high cart and container contamination. While the I assists, the II advocates in planning, scheduling and making presentations related to waste reduction and recycling to schools, businesses, multi-family dwellings and community groups. They perform general record-keeping, clerical tasks and provide information to the public. The II also assists in programmatic duties of the food waste program and reporting to CalRecycle as well as assists in ensuring regulatory compliance. Employees in this classification receive close supervision within a framework of well-defined policies and procedures. As knowledge, background and skills increase, promotion to the next higher level class can be reasonably expected (as openings occur).

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Conduct field inspections of customer carts and containers to identify contamination and improper disposal; Inspections are conducted ahead of the collection routes to identify and communicate improper carts/containers; maintains records and prepares notices and correspondence related to improper use; contacts customers in-person, by phone or by providing literature to inform, educate and change behaviors
- Works with collections staff to identify routes and customers with high potential for cart and container contamination
- Develop display materials for special events; assist in identifying locations for possible education/informational displays on reducing waste and recycling; plans and prepares age appropriate displays; staffs display booths to distribute material and answer questions

- Identify creative and effective methods to assist schools, businesses and residents, including multi-family complexes, to identify waste reduction and recycling opportunities; assist in identifying target businesses and groups for outreach efforts; develop presentations and materials for outreach
- Schedule, plan and make presentations related to waste reduction and recycling to schools, businesses, multi-family complexes and community groups; set up meetings to identify appropriate methods and needs for outreach; and develop presentation materials and displays
- Prepare or assist in the preparation of a variety of written materials, including brochures, advertisements, surveys, newsletters, social media, promotional articles and press releases; distribute informational materials and educational brochures related to waste reduction and recycling to the public
- Provide clerical support, answer phones, respond to public inquiries, and make meeting arrangements
- Performs related duties as assigned

Resource Waste Advocate II

(In addition to the above standards)

Duties may include, but are not limited to, the following:

- The II is differentiated from the I in that it performs higher level duties in support of programmatic functions related to the food waste program such as conducting outreach
- Assists management in its effort to ensure compliance with CalRecycle by conducting such tasks as data collection and report generation and may exercise limited oversight over the I, where appropriate

EMPLOYMENT STANDARDS

Knowledge of:

- Safe work practices
- Standard office practices, procedures and equipment
- Proper grammar, punctuation, and business correspondence format
- Safe driving skills
- Solid waste practices
- Industry recycling best practices and regulations

Ability to:

- Communicate effectively to solve customer service challenges in accordance with city standards
- Perform basic mathematical computations accurately
- Count money quickly and accurately
- Operate a cash drawer and receipt system
- Read and write effectively
- Enter data into a computer and generate reports
- Understand and follow oral/written instructions
- Work independently and exercise sound judgement
- Lift up to 50 lbs.
- Stand for extended periods of time
- Distinguish colors, symbols such as colored medical waste containers and recyclable materials

- Hear and distinguish various sounds such as the voices of the public, co-workers in a noisy environment
- Work outdoors in variable weather conditions for up to 8-hours
- Work in conditions such as: high noise levels, strong and unpleasant odors, vibration from equipment and dust from various materials
- Keep a clean workplace and environment
- Operate a camera for documenting contaminated carts and containers
- Safely and effectively perform required duties
- Establish and maintain effective and respectful working relationships with those contacted in the performance of required duties

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Prolonged sitting
- Standing and walking on level and uneven surfaces
- Reaching, twisting, turning, kneeling, squatting and stooping
- Working in various weather conditions outdoors
- Working indoors in various conditions (i.e. dusty, humid, moist, cool, and noisy)
- Ability to sit in front of a computer for prolonged periods
- Ability to generate presentations and marketing material
- Ability to hear and provide phone and personal service
- Ability to lift, drag and push display boards, folding tables, presentation materials, files and documents weighing up to 25 pounds
- Ability to work in odorous, around fumes, noisy, dusty, and slippery conditions inspecting refuse and recycling containers
- Working and walking around heavy equipment, tools and machinery
- Ability to drive motorized vehicles

TRAINING AND EXPERIENCE:

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

- Minimum of one years' experience in the solid waste and recycling industry

Resource Waste Advocate II

In addition to the above standards, the II must possess:

- Two years' experience as a Resource Waste Advocate I

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record
- High School education or GED equivalent
- 40 hour HAZWOPER
- Fluency in both English and Spanish is desirable

City of Watsonville



Job Description

JOB TITLE: Equipment Mechanic I

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: February 2007

REPORTS TO: Supervising Equipment Mechanic

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA: Non-Exempt

JOB SUMMARY:

To service and perform preventative maintenance on City automotive and mechanical equipment; and to assist mechanics in mechanical repair work. Employees in this classification receive general supervision within a framework of standard policies and procedures.

DISTINGUISHING CHARACTERISTICS

This job class is responsible for maintaining safe vehicle operating conditions and assisting mechanics with the repair/servicing of City vehicles and equipment. This classification operates at an apprentice level of classification.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Follows a preventative maintenance schedule to assure City vehicles and equipment are in good repair
- Assists mechanics in performing mechanical maintenance and repair work as assigned
- When assigned, remove, install, and maintain add-on equipment such as racks, winches, bumpers, toolboxes, etc.
- Fills gas tanks; adds and changes oil, lubricates vehicles inspects and fills gear boxes with lubricant
- Washes and steam cleans vehicles and parts
- Test drive and perform safety inspections on vehicles and ensure all repairs have been completed
- Checks and replaces batteries, battery cables, fan belts, air filters, oil filters, wiper blades, and other parts
- Changes, repairs, and balances tires
- Services transmissions; changes filter and fluid
- Inspects and repairs minor electrical problems

- Inspects vehicles for worn or loose parts; checks for hydraulic and exhaust leaks; inspects and/or replaces brake pads and shoes
- Brings need for repairs to the attention of the Equipment Maintenance Supervisor
- Keeps records of parts used and labor performed; maintains inventory of fuel and oil
- Picks up and delivers vehicles and parts
- Maintains the equipment shop in neat, clean, and orderly condition
- Accurately record all maintenance and repairs in a computerized fleet management system; make detailed notes on maintenance and repairs in a fleet management system
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- Basic automotive principles including maintenance and repair of vehicles and equipment, brake work, and electrical systems theory
- Operation and maintenance of a wide variety of hand, power, and shop tools and equipment common to the field
- Oils, gases, lubricating devices, and other tools and materials used in servicing equipment
- Methods and materials used in cleaning and washing automotive equipment
- Safe work practices

Ability to:

- Lubricate a wide variety of mechanical equipment
- Diagnose operating problems in vehicles and equipment, and recommend or complete needed repairs
- Maintain basic time, mileage, and servicing records
- Read manufacturer's lubrication charts
- Identify automotive parts and supplies
- Effectively and tactfully communicate in both oral and written forms
- Operate City equipment
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Provide and maintain the basic tools necessary to perform the work above

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform required duties
- Grasp with right and left hands
- Use fine hand manipulation

- Perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs.
- Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.

TRAINING AND EXPERIENCE:

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

- One year of experience involving the servicing or performance of minor mechanical automotive maintenance

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record
- At least one (1) Automotive Service Excellence (ASE) certification in the area of Automotive or Medium/Heavy Truck within six months of date of hire

City of Watsonville



Job Description

JOB TITLE: Equipment Mechanic II

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: February 2007

REPORTS TO: Supervising Equipment Mechanic or Vehicle and Equipment Manager

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA: Non-Exempt

JOB SUMMARY:

To inspect, diagnose, maintain, and repair the City's automotive, construction, and other power-driven equipment. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class performs skilled mechanical maintenance and repair work on a variety of equipment to include both gasoline and diesel powered engines. This job class functions at a journey level of classification.

DISTINGUISHING CHARACTERISTICS:

This job class performs skilled mechanical maintenance and repair work on a variety of equipment to include both gasoline and diesel powered engines. This job class functions at a journey level of classification.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Performs skilled maintenance and repair work on gas and diesel powered vehicles and other equipment to include automobiles, trucks, tractors, backhoe, loader, grader, and mowers
- Inspects and diagnoses automotive and mechanical defects, and determines corrective action required to repair such defects
- Determines and orders necessary parts, tools, and equipment to complete job
- Overhauls, repairs, and adjusts engines, transmissions, differentials, and clutches
- Performs automotive electrical and computer control system inspection and repair work
- accurately record all maintenance and repairs in computerized fleet management system; make detailed notes on maintenance and repairs in fleet management system
- Tunes-up engines replacing ignition parts and cleaning and adjusting carburetors
- Replaces or repairs faulty parts, including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment
- Repairs and replaces such components as generators, distributors, relays, lights, and switches, air brakes, air valves, shoes and drums

- Performs front-end alignments and repairs
- Repairs and adjusts gasoline generators, water pumps, and air compressors
- Transforms automobiles into police cars; installs equipment such as lights, push bars, gun racks, etc.
- Performs welding work to adapt or fabricates parts and equipment
- Carries out a preventative maintenance program
- Changes and repairs tires; re-aligns wheels
- Maintains work, time, and materials records
- Makes field and emergency repairs as necessary
- May train other shop personnel as assigned
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- Tools, equipment, and procedures used in the overhaul, repair, and adjustment of automotive and other power-driven equipment
- The operation and care of internal combustion engines and their components
Powertrain and emissions control systems
- Braking and suspension systems
- Uses of equipment shop tools and equipment
- Methods use in electric-arc and acetylene welding
- Basic recordkeeping
- Safe work practices

Ability to:

- Inspect automotive and other power-driven equipment to locate malfunctions and estimate the time and cost of repairs perform minor and major mechanical repairs on automotive construction, and other power-driven equipment
- Diagnose and repair mechanical and electrical malfunctions in vehicles, motorcycles, and equipment
- Use a variety of tools with skill and safety
- Maintain shop and repair records
- Read, interpret and comprehend various technical manuals and other related materials
- Understand and follow oral and written directions
- Establish and maintain effective work relationships with those contacted in the performance of required duties
Provide and maintain the basic tools necessary to perform the work above

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform required duties
- Grasp with right and left hands
- Use fine hand manipulation
- Perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs.
- Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.

TRAINING AND EXPERIENCE:

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

- Three (3) years of experience as a vehicle and equipment mechanic diagnosing, repairing, overhauling, and maintaining vehicles, motorcycles, and equipment.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record
- Obtain a Class B California driver's license within 12 months of hire
- At least two (2) Automotive Service Excellence (ASE) certifications in the area of Automotive or Medium/Heavy Truck within six months of date of employment. ASE Masters certification in Automobile and/or Medium/Heavy Truck highly desirable

City of Watsonville



Job Description

JOB TITLE: Equipment Mechanic III

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: February 2007

REPORTS TO: Supervising Equipment Mechanic or Vehicle and Equipment Manager

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA: Non-Exempt

JOB SUMMARY:

To perform a wide variety of inspection, diagnosis, repair, and maintenance work on a variety of gasoline and diesel powered vehicles and other equipment in the City's automotive and equipment repair facility.

DISTINGUISHING CHARACTERISTICS:

This job class functions at a master level of classification and requires technical knowledge and skill in the mechanical trade. This job class may train, direct, and monitor the work of others in a lead capacity in the accomplishment of specific projects as assigned. This job class performs advanced journey level more difficult maintenance and repair assignments related to automotive, construction, and other power driven equipment.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Performs skilled maintenance and repair work on gas and diesel powered vehicles and other equipment to include automobiles, trucks, tractors, backhoe, loader, grader, and mowers
- Inspects and diagnoses automotive and mechanical defects, and determines corrective action required to repair such defects
- Determines and orders necessary parts, tools, and equipment to complete job
- Overhauls, repairs, and adjusts engines, transmissions, differentials, and clutches
- Performs automotive electrical and computer control system inspection and repair work
- Tunes-up engines, replaces ignition parts, and cleans and adjusts carburetors
- Replaces or repairs faulty parts, including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment
- Repairs and replaces such components as generators, distributors, relays, lights, and switches, air brakes, air valves, shoes and drums
- Performs front-end alignments and repairs
- Repairs and adjusts gasoline generators, water pumps, and air compressors

- Transforms automobiles into police cars; installs equipment such as lights, push bars, gun racks, etc.
- Weld metals, using electric arc, mig, tig, and acetylene welding equipment in the shop or at field work sites
- Performs welding work to adapt or fabricates parts and equipment
- Carries out a preventative maintenance program
- Changes and repairs tires; re-aligns wheels
- Maintains work, time, and materials records
- Makes field and emergency repairs as necessary
- May train other shop personnel as assigned
- Performs related duties similar to the above in scope and function as required
- Perform the more difficult and skilled maintenance and repair assignments
- Trains and instructs employees in proper and safe methods and practices of vehicular repair and maintenance and equipment operation
- As assigned, provide guidance, mentoring, and training to Equipment Mechanic I and II incumbents
- Inspects, diagnoses, and repairs automobiles, diesel and gasoline trucks, construction equipment, tools, and other power-driven equipment
- Diagnoses, schedules, and repairs fire apparatus problems
- Writes repair orders; uses computer to track status of repair orders, monitors vehicle maintenance records, and generates a variety of related reports
- Fabricates parts and equipment; operates electrode, arc, wire feed, and oxy-acetylene welders
- Makes emergency repairs on equipment in the field or shop
- Performs periodic safety inspections on large trucks; works with police officers who perform random inspections; corrects cited information
- Oversees execution of a preventative maintenance program; maintains work, time, and materials records
- Establish and maintain effective work relationships with those contacted in the performance of required duties

EMPLOYMENT STANDARDS

Knowledge of:

- Procedures and practices related to the operations of an equipment maintenance and repair shop
- Tools, equipment, and procedures used in the overhaul, repair, and adjustment of automotive and other power-driven equipment, including diesel equipment and hydraulic systems, Heating, Ventilation, and Air Conditioning (HVAC) safety related systems, and applicable safety requirements
- The operation and care of internal combustion engines and their components
- Uses of equipment shop tools and equipment
- Computerized automobile emission control systems
- Methods used in electric-arc and acetylene welding
- Stationary and portable generators and bucket trucks
- Safe work practices

Ability to:

- Inspect automotive and other power-driven equipment to locate malfunctions and estimate the time and cost of repairs
- Perform minor and major mechanical repairs on automotive, construction, and other power-driven equipment
- Use and care for a variety of tools and special equipment with skill and safety
- Maintain shop and repair records
- Perform specialized repair work on diesel engines and hydraulic systems
- Provide and maintain the basic tools necessary to perform the work above
- Understand and follow oral and written directions in an independent manner
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Assist with the general administration of equipment shop functions
- maintain good public relations with people contacted during work assignments

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform required duties
- Grasp with right and left hands
- Use fine hand manipulation
- Perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs.
- Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.

TRAINING AND EXPERIENCE:

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

- Five (5) years of experience as a vehicle and equipment mechanic overhauling, diagnosing, repairing, and maintaining a wide variety of vehicles, motorcycles, and equipment

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record
- Obtain a Class B California driver's license within 12 months of hire
- Tank, air brakes, and/or Hazmat endorsement(s) highly desirable

- At least two (2) Automotive Service Excellence (ASE) certifications in the area of Automotive or Medium/Heavy Truck within six months of date of employment. ASE Masters certification in Automobile and/or Medium/Heavy Truck highly desirable

City of Watsonville



Job Description

JOB TITLE: Fire Vehicle and Equipment Mechanic **DATE APPROVED:**

DEPARTMENT: Public Works and Utilities **SUPERSEDES:**

REPORTS TO: Supervising Equipment Mechanic or Vehicle and Equipment Manager

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA: Non-Exempt

JOB SUMMARY:

To perform a wide variety of responsible preventative maintenance and mechanical repair work related to the maintenance and repair of specialized fire vehicles, heavy fire apparatus, and related mechanical equipment.

DISTINGUISHING CHARACTERISTICS:

This is a single job classification which functions at a journey level.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Determines preventative maintenance needs, maintains and repairs all fire vehicles, including heavy fire apparatus, and equipment
- Checks operating efficiency of fire vehicles, heavy fire apparatus, and fire mechanical equipment
- Determines inventory needs, and orders and maintains replacement parts and supplies
- Repairs and adjusts engines, transmissions, brake systems, hydraulic systems, water pumps and accessories
- Ensures pump systems provide appropriate volumes of water at specified pressures during periodic and required annual pump testing
- Tunes engines, cleans, repairs and replaces carburetors, fuel systems, pumps, strainers, fuel lines, fuel tanks, gauges, wires and reconditions electrical systems
- Performs general maintenance of all fire equipment including oiling and lubricating various components
- Performs heavy vehicle systems and component failure analyses
- Performs inspection and conformity to required DOT standards
- Ensures fire apparatus conforms to commercial DOT and National Fire Protection Association (NFPA) standards
- Responds to emergency callouts and mutual aid requests for mechanic services, and performs emergency field repairs on fire apparatus and related equipment

- Provides input to staff regarding equipment utilization, equipment replacement and equipment needs
- Assists in the development of specifications for new fire apparatus and equipment
- May provide classroom and hands-on instruction to Fire Department personnel pertaining to maintenance and operation of fire apparatus and related equipment
- Assists the Fire Department with the development of specifications for new fire apparatus and equipment
- Attends regular training to maintain basic and advanced skills and certifications
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- Methods and tools used in repair and maintenance of fire vehicle apparatus, including diesel engines, fire pumps, hydraulic, electrical, and pneumatic systems
- Record keeping and work order system procedures
- Working knowledge of diagnostic software as it relates to general automotive fleet, fire apparatus and heavy vehicle equipment
- DOT and NFPA standards for commercial and fire vehicles
- Citywide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring
- Basic computer skills using Microsoft Windows Office Suite applications and computerized fleet work order systems

Ability to:

- Operate and drive a variety of fire vehicles and equipment, including high-pressure water pumps and hydraulic-powered systems
- Repair fire vehicles and apparatus with standard water pumps and power extension/aerial ladders
- Assess, diagnose, and repair modern fire apparatus electrical systems, including computerized engine, transmission and brake systems
- Use mechanic tools and diagnostic equipment with skill and safety
- Establish and maintain effective work relationships with those contacted in the performance of required duties

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform required duties
- Grasp with right and left hands

- Use fine hand manipulation
- Perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs.
- Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.

TRAINING AND EXPERIENCE:

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

- Five (5) years of experience as a mechanic diagnosing and repairing fire apparatus, vehicles and related equipment

LICENSE & CERTIFICATION:

- A valid California Class "B" driver's license with an air brake and tanker endorsement
- California State Fire Marshal (OSFM) Level II Fire Mechanic Certification or Emergency Vehicle Technician (EVT) Level II Fire Mechanic Certification, or equivalent certificate of satisfactory completion

City of Watsonville



Job Description

JOB TITLE: Vehicle and Equipment Manager

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES:

REPORTS TO: Assistant Director of Public Works and Utilities

SUPERVISION: Supervising Equipment Mechanic, Assistant Administrative Analyst

EMPLOYEE UNIT: Management

FLSA: Exempt

JOB SUMMARY:

Under direction plans, organizes, directs, and supervises the repair and maintenance of the City's vehicles and equipment, and fueling facilities; purchases and maintains safe, reliable vehicles and equipment; and ensures compliance with Federal, State and local regulations governing fuel, wastes and service.

The work typically is performed under general direction of the Assistant Director of Public Works and Utilities or designee.

DISTINGUISHING CHARACTERISTICS

This position has responsibility for directing fleet services operations. The incumbent supervises, assigns, reviews and participates in the work of subordinates and administers contracts for both general and specialized work. The position is distinguished from the Supervising Equipment Mechanic class by its full responsibility for management of Fleet Services and development of the budget, goals, objectives, policies and procedures. The incumbent is required to have highly specialized knowledge, skills and experience, and the ability to effectively oversee and direct staff and contractors. Work requires discretion in applying general goals and policy statements and in resolving organizational and service delivery problems. Independent judgment is necessary in administering a complex area of responsibility.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Plans, directs, and coordinates fleet services operations, including the service and maintenance of automobiles, trucks, buses, and other gasoline or diesel powered equipment. Coordinates activities with other City departments; ensures appropriate maintenance of emergency vehicles and equipment
- Plans, directs, and coordinates administrative tasks related to fleet maintenance operations, including long- and short-range planning, budget development and

- management, cost tracking, and policy/procedure development and responding to complaints regarding fleet maintenance
- Plans, assigns, supervises and reviews the work of Fleet staff. Reviews work in progress and completed work for compliance with specifications and work safety regulations
 - Administers the citywide preventive maintenance program for vehicles and equipment; establishes, schedules and implements changes as needed. Oversees the inspection of mechanical difficulties on City vehicles and equipment. Estimates cost and time of repairs. Ensures compliance with a wide variety of regulations and requirements for vehicles, generators and fueling stations
 - Reviews vehicle specifications, coordinates vehicle purchase requests with other City departments to determine appropriateness of vehicle requests. Solicits vehicle purchase prices and plans purchases to meet the short- and long-term goals of the City
 - Determines strategic and tactical goals to support the City's mission. Develops annual work plan to accomplish goals
 - Develops and implements program standards and interfaces with regulatory agencies, utilities and private companies on grants, rebates and other funding sources to minimize impact to the City's general fund budget.
 - Oversees the maintenance and repair of the City's emergency power system generators; ensures they are fully operational at all times
 - Researches and prepares technical specifications for fleet vehicles, equipment and services in coordination with other City departments. Assists in the evaluation of bids for required vehicles. Interacts with suppliers and vendors.
 - Researches prices for parts and supplies. Places orders and receives shipments
 - Oversees the design, fabrication and construction of custom vehicle applications
 - Selects, trains, and evaluates performance of staff. Develops and implements staff development and training activities
 - Oversees record keeping, permitting and compliance for underground fuel storage tanks and related hazardous materials
 - Conducts research, analyzes data and prepares recommendations regarding programs, projects and activities. Researches, writes and presents technical and statistical reports
 - Maintains knowledge of mechanics and maintenance techniques, operation and care of vehicles and equipment, budget, personnel management and maintenance contract administration principles and practices; applicable local, state and federal laws, ordinances and regulations; and safety requirements, practices and procedures
 - Maintains accurate and current vehicle and equipment maintenance cost records using fleet management software
 - Uses a computer to perform job related tasks, input and maintain records, and/or conduct research as needed

EMPLOYMENT STANDARDS

Knowledge of:

- Knowledge of the principles, practices, methods, materials and equipment used in the maintenance and repair of vehicles and power equipment, including forecasting, cost projections, scheduling and funding options
- Knowledge of laws, environmental regulations, and other requirements for the operation and maintenance of City vehicles and equipment
- Knowledge of effective methods of diagnosis of complex vehicle and equipment malfunctions and appropriate methods and techniques for correcting problems
- Knowledge of the principles, practices, and techniques of budget preparation, monitoring and management and contract negotiation and administration. Ability to estimate personnel, materials and equipment needs and capital outlays and to make budget recommendations
- Knowledge of the principles and practices of supervision, organization and employee development, administration, evaluation and management. Ability to manage multiple projects, tasks and priorities to achieve desired goals and to plan, organize, and direct the work of staff
- Working knowledge of the use of computers and related software to maintain records

Ability to:

- Ability to decide the time, place and sequence of operations within an organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations
- Ability to utilize a variety of advisory data and information such as equipment specifications, accident reports, performance evaluations, budget reports, purchase requisitions and invoices, contracts, time sheets, technical operating manuals, project estimates, codes, safety regulations, statutes, procedures, guidelines and non-routine correspondence
- Ability to communicate effectively, orally and in writing, with City staff, vendors, insurance company representatives, attorneys, citizens, contractors, law enforcement personnel, and State and County agency personnel
- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable criteria
- Ability to determine short- and long range priorities for fleet maintenance and repair, taking into consideration health and safety consequences to staff and the public, City liability, future needs, priorities of City Management, City Council, public relations sensitivities, and budget limitations
- Ability to establish and evaluate production and quality control measures and methods of service levels and efficiency measures which meet City goals, user expectations, and budget controls, and meet the expectations of City management and officials
- Ability to use a computer and related software to input, query and maintain data

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to operate equipment and machinery requiring complex and rapid adjustments, such as engine analyzers and diagnostic equipment, lifts, hoists and jacks, electrical test equipment, mechanic's tools, computer terminal/keyboard, motor vehicle, photocopier, fax machine and telephone. Ability to repair complex equipment and machinery
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as assembling
- Ability to exert light to moderate physical effort in light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials and tasks

TRAINING AND EXPERIENCE:

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

- Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with an Associate's Degree in fleet operations or a closely related field and five years of progressively responsible fleet experience preferably in fleet management and operations, including at least two years in a supervisory capacity

LICENSE & CERTIFICATION:

- Possession of a valid Class C California driver's license and a safe driving record
- Possession of a valid Class B California driver's license is required prior to the completion of one year of employment
- Current Master ASE Certification in Automotive or Heavy Duty Truck is preferred

City of Watsonville



Job Description

JOB TITLE: Collection Systems Operator I,II, III

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Collection Systems Manager

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA: Non-Exempt

JOB SUMMARY:

Under supervision performs skilled labor inspecting, maintaining and repairing the City's sanitary and stormwater conveyance systems; and performs a variety of related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Collection Systems Operator I:

This is the entry-level within the series. Under general supervision, incumbents in this classification perform routine semi-skilled tasks and skilled tasks and receive training in performing inspection, construction, maintenance, and repair duties of the City's wastewater and stormwater conveyance systems. Over time assignments become more varied and are performed with greater autonomy. Incumbents generally work as a member of a small crew but may be given independent assignments. Advancement in the series is conditioned upon gaining the experience, certification, licensing, and proficiency required of a Collection Systems Operator II.

Collection Systems Operator II:

This is the journey-level within the series. Under general supervision, incumbents perform a full range of duties required to ensure that City sanitary and stormwater conveyance systems are maintained in a safe and effective working condition. Responsibilities include attending to assigned areas in a timely manner and performing a wide variety of tasks in the inspection, construction, maintenance, and repair of said infrastructure. Incumbents generally work as a member of a small crew but may be given independent assignments and may, under direction, assist with training. This class is distinguished from the Collection Systems Operator III in that the latter is responsible for technical and functional direction over an assigned crew and is capable of performing more complex duties with autonomy.

Collection Systems Operator III:

This is the advanced journey-level classification within the series in which incumbents are expected to independently perform the full scope of assigned duties under general direction. Incumbents may lead Collection Systems I and IIs, temporary workers, and/or contractors.

SUPERVISION RECEIVED & EXERCISED

- Receives direct supervision from the Collection Systems Manager and general supervision from the Wastewater Division Manager or other Public Works and Utilities Division management

EXAMPLES OF ESSENTIAL DUTIES for Collection Systems Operator I / II

Duties may include, but are not limited to, the following:

- Perform physical labor including shoveling, raking, lifting, and digging; clears debris and brush, loads, unloads and operates trucks to transport maintenance supplies and materials
- Places traffic control flags, signs, and cones to direct traffic around work sites; may direct traffic
- Performs occasional simple fabrication and repair of equipment, tools, parts and accessory items using arc and gas welding
- Uses a variety of general carpentry and mechanical hand tools
- Operates equipment such as air compressors, pneumatic hammers, concrete saws, pipe cutters, sprayers, compactors, forklifts, and rollers
- Performs routine maintenance and repair of hand and power tools
- Maintains work area and equipment in a clean and orderly condition, including securing equipment at the end of the day
- Prepares and keeps written records, makes supply and equipment requests
- Operates equipment such as backhoes, front-end loaders, and trucks
- Drives and operates a hydraulic vacuum or flush truck to clean sewer lines
- Operates power rodding equipment
- Operates closed-circuit television equipment to inspect sewer lines and diagnose problems
- Constructs and repairs sewer-related structures such as manholes and cleanouts
- Locates sewer lines by reading maps, drawings, and street markings
- Descends into confined manhole spaces using appropriate safety procedures
- Installs, repairs and replaces sewer mains and laterals
- Applies chemicals and rodent bait to sewer lines
- Performs routine maintenance and repair of sewer pump stations such as cleaning and greasing; adjust and replace packing; change float balls, and replace minor mechanical parts
- Responds during off-hours to emergencies
- Works weekends or holidays when required
- Serves on an on-call status on a rotating basis
- Conducts regular inspections of all lift stations to assure proper operational efficiency
- Lubricates pumps and other mechanical apparatus
- Adjusts valves and controls as necessary to maintain proper flow and treatment of wastewater
- Conducts periodic readings of meters and gauges and records data in the lift station operating logs; maintains detailed and accurate operation and maintenance records
- Adjusts and regulates chemical feeds in pump station wet wells
- Performs a variety of manual tasks involving the handling of equipment exposed to raw sewage including the cleaning and maintenance of clogged pumps, wet wells, sump basins, etc.

- Performs a wide variety of preventative maintenance work and mechanical repair in connection with the repair and upkeep of the pumping facilities
- Performs related duties as assigned

EXAMPLES OF ESSENTIAL DUTIES for Collection Systems Operator III

Duties may include, but are not limited to, the following:

- Assigns, directs, trains, and monitors the work of others in a lead capacity Effectively and efficiently operates, maintains and monitors wastewater collections and stormwater conveyance systems
- Operate and maintain line inspection and video equipment to survey lines; televise underground sewer lines, storm drains and sewer laterals; identify blockages and other issues; review plans and specifications for location of lines
- Effectively and efficiently responds to sewer overflows and blockages and gathers reporting information and provides detailed information to the Collection System Manager
- Work independently and make sound decisions in the performance of a wide range of wastewater collection and stormwater system installation construction, maintenance, and other duties
- Locate underground utilities in accordance with Underground Service Alert (USA) regulations
- Set up and operate traffic area construction zones, including cones, barricades and flagging
- Requisitions maintenance supplies, materials, and equipment
- Repair electrical wiring

EMPLOYMENT STANDARDS

Knowledge of:

- Proper use and care of common hand tools
- Safety procedures for operating equipment and power tools
- Principles, practices, tools, and materials for installing, cleaning and repairing wastewater and stormwater collection systems
- Applicable Federal, State and local laws, codes, and regulations relevant to assigned area of responsibility

Ability to:

- Work effectively as a member of a crew
- Dress appropriately in provided uniform
- Learn and follow department practices and procedures and city policies related to assigned duties
- Skillfully use hand and power tools involved in maintenance, repair, and construction work
- Wear a self-contained breathing apparatus
- Operate equipment such as backhoes, front-end loaders, and trucks
- Work outdoors in adverse weather conditions
- Understand and follow oral and written instructions

- Perform physical tasks involving frequent bending, lifting, carrying, pushing and pulling of weights up to 50 pounds
- Use a keyboard
- Drive an automobile
- Grasp with right and left hands
- Walk on uneven surfaces
- Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.
- Maintain good public relations with people contacted during course of business
- Maintain First Aid and CPR certification
- Speak English with Spanish being highly desirable
- Perform math calculations
- Read and understand material safety data sheet (SDS)
- Employ safety equipment and practices related to the work, including the handling of hazardous chemicals and confined space entries
- Interpret and implement traffic control procedures and sign regulations
- Provide a high level of customer service
- Perform semi-skilled construction, modification, maintenance, and repair work on wastewater collection and stormwater systems infrastructure such as found in the City
- Determine materials and supplies required for repair
- Maintain accurate logs, records and basic written records of work performed
- Organize own work, set priorities and meet critical time deadlines
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Provide needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions

OTHER REQUIREMENTS:

- Within one year of the date of hire or at the end of probation, a residence must be established within a 30-minute response time to the Wastewater Treatment Plant
- Willingness to perform on-call duty assignment and call-back work as required
- Maintain compliance with respiratory requirements

TRAINING AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills, and abilities combined with any required license is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

Collection Systems Operator I:

- Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:
 1. High school diploma or equivalent, and two years of mechanical experience that includes the routine maintenance of standard drive equipment such as motors and pumps
 2. Classroom training with CWEA or other equivalent agencies

Collection Systems Operator II:

- Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
 1. High School graduation or tested equivalent and three years of experience as a Collection Systems Operator I with the City of Watsonville or three years of journey-level experience in mechanical maintenance work which included the maintenance and repair of industrial machinery and equipment

Collection Systems Operator III:

- Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:
 1. High School graduation or tested equivalent and minimum of two years of experience as a Collection Systems Operator II with the City of Watsonville

LICENSES / CERTIFICATES:

Collection Systems Operator I:

- Possession and maintenance of a California Class C driver's license
- Must possess a California Class A driver's license within one year of hire
- Must Possess valid Grade I Collection Systems Maintenance Certificate issued by the California Water Environmental Association (CWEA) within one year of hire
- Must possess First Aid and Cardiopulmonary Resuscitation (CPR) certification within one year of hire

Collection Systems Operator II:

- Possession and maintenance of a California Class A driver's license and a safe driving record
- Possession and maintenance of a Collection Systems Maintenance Grade II Certification issued by the CWEA
- Possession of First Aid and Cardiopulmonary Resuscitation (CPR) certification
- Possession and maintenance of a forklift certification

Collection Systems Operator III:

- Possession and maintenance of a California Class A driver's license and a safe driving record
- Possession and maintenance of First Aid and CPR certification within one year of hire
- Possession and maintenance of a forklift certification
- Possession and maintenance of a Collection Systems Grade 3 certification issued by the CWEA at time of hire
- Possession and maintenance of an Mechanical Technologist Grade I certification issued by the CWEA at time of hire

City of Watsonville



Job Description

JOB TITLE: Utilities Maintenance Mechanic I,II,III

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES:

REPORTS TO: Utilities Maintenance Supervisor

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA:

JOB SUMMARY:

To perform a wide variety of mechanical, electrical, and plumbing repair and maintenance of various machinery and equipment belonging to the City's utilities including wastewater, water, materials processing, stormwater, and sewer pump station machinery and equipment, and related facilities.

DISTINGUISHING CHARACTERISTICS

Utilities Maintenance Mechanic I:

This job class functions at an entry-level of classification and requires technical knowledge and skill at the semi-skilled level related to the operation, maintenance, and repair of basic machinery and equipment.

Utilities Maintenance Mechanic II:

This job class functions at a journey level of classification and requires advanced technical knowledge and the skill level related to the operation, maintenance, and repair of complex machinery and equipment, and may train and monitor the work of others in the accomplishment of specific projects as assigned. The job class exercises responsibility for performing a wide variety of maintenance tasks at the skilled level.

Utilities Maintenance Mechanic III:

This job class is the advanced journey level classification of the Utilities Maintenance Mechanic series in which incumbents are expected to independently perform the full scope of assigned duties under general direction. Incumbents lead Utilities Maintenance Mechanics I/IIs, Utility Electrical/Instrumental Tech I/IIs, temporary workers, and/or contractors. This classification is distinguished from the next lower classification of Utilities Maintenance Mechanic II in that the latter performs the less complex mechanical maintenance work. This classification is distinguished from the next higher classification of supervisors who have a wider scope of programmatic duties, supervisory responsibilities, and project management.

EXAMPLES OF ESSENTIAL DUTIES for Utilities Maintenance Mechanics I / II – Duties may include, but are not limited to, the following:

- Performs journey level maintenance and repair work to mechanical and electrical equipment and instrumentation systems in the City's utilities and related facilities
- Detects malfunctions in machinery and equipment; makes appropriate repairs and adjustments
- Inspects pumps, valves, and related mechanical apparatus for proper operation; makes mechanical and electrical repairs to pumps, motors, compressors, engine generators, filters, valves, flights, clarifiers, boilers, meters, condensers, and other similar equipment
- Lubricates and adjusts machinery and equipment
- Performs a wide variety of preventative maintenance work in connection with the upkeep and repair of machinery and equipment including, but not limited to, rough carpentry, concrete, plumbing, and pipefitting, hydraulics, pneumatics, welding, and metal fabrication
- Maintains detailed and accurate records related to maintenance and repair operations
- Prepares and paints equipment as necessary
- Installs, maintains, and repairs electrical lighting and power circuits, fixtures, controls, motors, and other related electrical equipment
- Maintains and troubleshoots instrumentation systems
- Assists in fabrication used to maintain Wastewater and Water facilities and equipment
- Safely and effectively repair and maintain process equipment and related components with a basic understanding of process equipment purpose and function
- Perform related duties similar to the above in scope and function as required

EXAMPLES OF ESSENTIAL DUTIES for the Utilities Maintenance Mechanic III - Duties may include, but are not limited to, the following:

- Develops and carries out an on-going inspection and preventive maintenance program to ensure adequate mechanical operation of the treatment and pumping facilities
- Troubleshoots equipment as referred by work orders or verbal directions; determines necessary repairs; makes recommendations to supervisor regarding actions needed, and performs such work as feasible and appropriate
- Removes, repairs, and completely overhauls pumps, motors, sludge centrifuge gear drives, mechanical bar-screens, chlorinators, gas compressors, boilers, valves, blowers, and other types of equipment related to water or wastewater treatment plants and pumping facilities
- Services and maintains motors and internal combustion engines
- Performs basic mechanical maintenance and troubleshooting on a variety of electrical equipment related to pumping systems, including motors, manual and automatic control centers, panel-boards and switch indicators, and remote control equipment; troubleshoots and performs minor mechanical repairs on electric motors, coordinating work with electrical technicians as required
- Utilizes a variety of mechanical, welding, plumbing, and machinist tools to fabricate, rebuild, strengthen, and maintain various parts and pieces of plant equipment
- Fabricate, assemble, and install special structures and equipment from blueprints, schematics, drawings, or construction diagrams, including rough and finished carpentry work as needed for repair or remodel
- Performs maintenance on large pipes, valves, and related fittings with diameters up to 54 inches

- Maintains accurate work records and preventative maintenance records and computer-directed preventative maintenance records as required
- Uses computerized monitoring and operating systems
- Participates in and provides lead work direction to small crews of maintenance workers in maintenance work assignment
- Participates and leads in skills and safety training programs; learns and implements safety rules, regulations, and emergency procedures
- May order supplies and materials as required for completion of various work assignments; prepares and maintains related documents and records
- May be required to perform duties related to confined space entry and rescue
- Performs other related duties as assigned

Minimum Qualifications for Utilities Maintenance Mechanic I / II:

Knowledge of:

- Maintenance requirements of pumps and pumping systems
- Electrical motor controls, lighting and power circuits
- Principles of instrumentation systems
- Plumbing, pipefitting, and mechanical repair work
- Proper welding and metal fabrication procedures
- Basic engine principles and basic engine maintenance
- Cal-OSHA safety standards

Ability to:

- Detect malfunctions in machinery and make necessary repairs and adjustments
- Perform general maintenance and repair to electrical and mechanical equipment and instrumentation systems
- Weld and fabricate metalwork
- Interpret and work from technical sketches and blueprints
- Safely use and care for a variety of tools and special equipment
- Safely perform duties in potentially hazardous situations
- Understand oral and written instructions
- Meet the physical requirements necessary to safely and effectively perform required duties
- Grasp with right and left hands
- Use fine hand manipulation
- Perform manual labor involving frequent bending, pulling, pushing, lifting, and climbing
- Carry weights up to 50 lbs.
- Maintain good public relations with people contacted during work assignments
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Perform assigned duties while wearing respiratory protection equipment

Minimum Qualifications for Utilities Maintenance Mechanic III:

Knowledge of:

- Techniques, tools, and materials used in the maintenance and repair of industrial machinery and equipment including large capacity pumps, motors, valves, gearboxes, centrifuges, compressors, boilers, and generators
- Multi-position welding with acetylene and arc welders
- Heating, cutting and bending materials
- Material estimation
- Electrical operation and troubleshooting of pumps, motors, and generators, to determine problems and service equipment
- Cal-OSHA safety standards

Ability to:

- Lead and provide work direction to a small crew of employees
- Perform the most complex maintenance tasks on wastewater, water, and stormwater equipment
- Learn more complex principles, practices, techniques, and regulations pertaining to plant maintenance work
- Make sound decisions, assimilate, and communicate that information in a manner consistent with the essential job functions
- Maintain, adjust, and repair industrial machinery and equipment
- Operate hand and power tools used in mechanical maintenance work
- Interpret and explain policies, safety practices, and standard operational procedures
- Recognize unusual or dangerous operating conditions and make sound judgments within established guidelines
- Read schematics, blueprints, drawings, and construction diagrams
- Perform mathematical calculations
- Follow oral and written instructions
- Communicate effectively orally and in writing
- Complete and maintain accurate records
- Establish and maintain effective working relationships with others
- Act in a courteous and tactful manner with members of the public
- Observe safety principles and work in a safe manner
- Safely handle hazardous materials
- Perform assigned duties while wearing respiratory protection equipment
- Operate a boom truck, dump trucks, and other similar equipment

Other Requirements:

- Must successfully complete the City's respirator fit testing protocols; may be required to be clean-shaven
- Willingness to work flexible hours, including holidays, evenings, weekends, and overtime as assigned
- Willingness to perform call back work and standby duty as required; must remain available to be contacted by phone or pager and be able to report to work within thirty (30) minute period when standing duty

- Willingness to wear a uniform

Utilities Maintenance Mechanic I:

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

- High school diploma or equivalent, and two years of mechanical experience that includes the routine maintenance of standard drive equipment such as motors and pumps
- Classroom training with CWEA or other equivalent agencies

Utilities Maintenance Mechanic II:

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

- High School graduation or tested equivalent and three years of experience as a Utilities Maintenance Mechanic I with the City of Watsonville or three years of journey-level experience in mechanical maintenance work which included the maintenance and repair of industrial machinery and equipment

Utilities Maintenance Mechanic III:

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

- High School graduation or tested equivalent and minimum two years of experience as a Utilities Maintenance Mechanic II with the City of Watsonville

LICENSES/CERTIFICATES:

Utilities Maintenance Mechanic I:

- Possession of a valid Class C California Driver's License and a safe driving record
- Possession of a CWEA Mechanical Technologist Certificate Grade I within 12 months of hire

Utilities Maintenance Mechanic II:

- Possession of a valid Class B California driver's license and a safe driving record
- Possession and maintenance of a CWEA Mechanical Technologist Certificate Grade II at time of hire
- Possession and maintenance of forklift certification

Utilities Maintenance Mechanic III:

- Possession and maintenance of a Class B driver's license and a good driving record
- Possession and maintenance of First Aid and CPR certification within one year of hire
- Possession and maintenance of a Crane Operator Certification
- Possession and maintenance of a CWEA Mechanical Technologist Grade 3 certification at time of hire

City of Watsonville



Job Description

JOB TITLE: Water Services Supervisor

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES:

REPORTS TO: Water Division Manager

SUPERVISION: Exercise direct supervision over work crews as assigned

EMPLOYEE UNIT: Mid-Management

FLSA: Exempt

JOB SUMMARY:

Assist in the planning, organizing, directing, coordination, and supervision of the maintenance, operation, construction, repair, and development of City water distribution system streets, if necessary sewers mains and/or storm drains. Assist with the development and preparation of operational and capital improvement budgets.

DISTINGUISHING CHARACTERISTICS

This job class functions at the full supervisory working level and requires a thorough knowledge of street services methods, materials, and procedures for ensuring that water mains, hydrants, and service lines are properly installed and maintained.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Plans, schedules, organizes, directs, coordinates, and supervises the maintenance, operation, construction, and development of the City street system
- Supervises and normally evaluates the work of water services personnel
- Prioritizes projects; determines and requisitions needed personnel, equipment, and materials for various projects
- Supervises the use of a variety of heavy equipment including backhoe, dump truck, and compaction equipment, loader, and truck crane
- Supervises the excavation, installation, and repair of main pipelines and fittings; new water mains, hydrants, and service lines; makes various system changes
- Reads job plans and organizes work schematics
- Maintains records of work hours, equipment, and materials used on jobs; prepares related reports and correspondence
- Trains employees in safe and proper work methods and practices
- Responds to emergency calls
- Assists in budget preparation
- Initiates and carries out improvement projects; prepares and administers contracts for minor projects

- Reviews street, water, and drainage plans
- Oversees proper maintenance of equipment and machinery
- Prepares cost estimates and submits final cost reports; oversees maintenance of project costs for work hours, equipment hours, and materials used; prepares other reports and correspondence as needed
- Inspects facilities for proper completion of work assignments
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- Use of materials, tools, and equipment related to water system construction and maintenance
- Work scheduling systems
- Principles and techniques of supervision including staffing, employee development, and planning and organizing work
- Methods, materials, equipment, and techniques used in public works maintenance, repair, and construction, particularly as applied to streets, sewer systems, storm drains, and the installation and servicing of water distribution systems
- Laws, rules, ordinances, and regulations related to public works maintenance, construction, and repair
- Designing, planning, and developing specifications for public works maintenance and construction projects
- Long range planning for public works facilities
- Safe work practices

Ability to:

- Plan, assign, direct, and coordinate assigned public works maintenance, construction, and repair activities
- Direct and inspect the technical details of project completion
- Prepare estimates of time, material, and equipment needed to perform projects
- Assist in developing specifications and effective recommendations for expansion of public works facilities and ensuring the proper completion of minor contract work
- Assist with the preparation of operating and capital improvement budgets and control of expenditures
- Research and prepare comprehensive and complete reports
- Effectively represent the Public Works and Utilities Department with public groups, other agencies, and organizations as directed
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Work from plans and specifications
- Train, direct, and formally evaluate the work of others
- Maintain accurate schedules and records
- Make minor repairs and alterations in equipment
- Deal tactfully with the public and private construction representatives

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Meet the physical requirements necessary to safely and effectively perform required duties
- Hear and distinguish various sounds, such as voices of co-workers in noisy environments and sounds of operating equipment
- Walk on uneven surfaces
- Work outside in inclement weather
- Climb up and down ladders and stairs
- Grasp with right and left hands
- Drive an automobile
- Hear adequately to converse on the telephone, radio, cellular phone, and in person
- Use a computer keyboard
- Intermittently bend and twist to reach equipment surrounding desk, perform minor equipment repairs, and get in and out of a truck

TRAINING AND EXPERIENCE:

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

- Must possess (8) years experience in water utilities construction and distribution system maintenance. Five (5) of those should be equivalent to a Water Services Crew Leader with the City of Watsonville

For internal recruitments:

- Five (5) of those eight (8) years experience should be as a Water Services Crew Leader or equivalent

LICENSE & CERTIFICATION:

A valid Class A California Driver's license with the following endorsements: tankers, double-trailer and airbrake is preferred

- Possession of a Grade IV State Water Resource Control Board Water Distribution Operator Certification

The licenses and certifications above must be maintained as a condition of employment.

City of Watsonville



Job Description

JOB TITLE: Customer Service Technician I

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Customer Service Manager

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA: Non-Exempt

JOB SUMMARY:

To perform a wide variety of duties in relation to customer service, water meter activities, and support for other divisions within the Public Works and Utilities Department. Serve as a first response in investigating non-life threatening emergencies.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive supervision within a framework of well-defined policies and procedures. The job class supports functions within the Customer Service Division by performing semi-skilled maintenance, small construction tasks, and administrative support in the field and at times in the office. This job class is the entry and training level classification in the Customer Service Technician series and requires limited experience in related areas.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Acts as the City's first responder for non-life threatening emergencies
- Turns water services on and off as needed during the day for new, closing, or delinquent accounts and repairs from the office or the field
- Obtains meter reads for opening/closing accounts in Customer Information systems and/or work order systems
- Locks off or removes water meters as needed to prevent illegal water usage
- Responds to customer inquiries in person, or over email and phone, and takes appropriate action; may create or close out work-orders and service requests for proper recordkeeping and/or dispatching
- Performs different techniques which at time includes small hand-tools to verify 'stuck' water meters
- Informs the public about policies and procedures; may create work-order or service requests to appropriate divisions and/or departments
- Uses Customer Information databases via computer in vehicles or office to access customer information; inputs information into customer accounts and work-order systems

- Provides public education regarding water meter operation, water production, and water conservation rules and regulations
- Supports and assists with the utility account shut-off process; delivers past due notices, disconnects services for non-payment
- Installs and activates meter reading equipment; including using electronic equipment
- Adjusts water meter reading registers
- Uses map books and GIS to identify service locations to process service requests and work-orders
- Performs water meter box locating
- Safely inspects broken or missing utility box lids or exposed wires in utility boxes
- Takes photos for GIS information, and input those records into data systems
- May perform meter repairs; minor repairs to curb-stops and plumbing, maintains meter boxes
- May make adjustments or modifications to meter boxes, which may involve small power tools
- May perform meter reading; walk by, drive-by radio, and AMI computer assisted
- May safely use an oxygen acetylene torch or other welding equipment
- May assist in leak repairs
- May be directed to safely assist in removing debris on public right-a-ways
- May perform first response inspections to sewer overflow; including safely lifting manhole covers to determine flow levels
- May assist in water meter testing
- Ensures proper use of equipment, supplies and materials
- May assist in other field and administrative functions as needed in the Customer Service Division
- Assists in reporting of unusual water consumptions using reading systems, and dispatching work in the field using work order systems.
- May be trained to assist others in safely setting up traffic zones for minor meter repairs and work

EMPLOYMENT STANDARDS

Knowledge of:

- Safe work practices
- Proper customer relations techniques
- Basic mathematics
- Recordkeeping
- Basic use of electronics such as cell phone, keyboard - data inputting.
- Basic office practices

Ability to:

- Learn and operate basic computer systems used to support the department
- Work independently on assignments and stay focused on being on productive
- Effectively work in a team environment when deemed necessary by supervisors
- Interact and maintain effective good working relations with external and internal customers, including maintaining professional appearance

- Use various electronic equipment to retrieve water meter readings
- Learn the City Public Works and Utilities services, operations and programs
- Work outdoors in adverse weather conditions
- Work outdoors six to eight hours; nine to ten hours when opting for flexible schedule
- Understand and carry out oral and written directions
- Learn map books and GIS systems to locate basic City utilities such as water, sewer, and stormwater
- Retrieve information from internal and external customers, and relay the information using emails and or work order systems
- Learn materials, methods and tools used in the repair of water meters and services
- Learn basic methods and tools used in general construction and maintenance around water meter boxes
- Use a telephone and communicate via radio and hear radio dispatch
- Deal effectively with dogs that may be encountered when water meter activities occur
- Read and interpret water meter readings in the field
- Use AMI meter reading systems from computer and interpreting data
- Investigate and correct water service problems
- Maintain the cleanliness and safety of a warehouse facility
- Investigate customer complaints regarding water, streets, sewer, solid waste and public works; determine the correct response and personnel required

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Lift 25 lb. water meters; intermittently bend, twist, work below and above shoulder level; climb in and out of a truck; and perform equipment repairs
- Hear and distinguish various sounds, such as voices of co-workers in noisy environments and sounds of operating equipment
- Drive an automobile
- Sit or stand at a workstation, including a vehicle to obtain, submit or create work orders and service requests

TRAINING AND EXPERIENCE:

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

Two (2) years' experience dealing with customer relations; or
 One (1) year with construction and/or similar work; or
 Equivalent experience and/ or education that would indicate an ability to perform the essential functions

LICENSES / CERTIFICATES:

- Possession of a valid California Class C Driver's License and a safe driving record

- Possession of a Grade I Distribution Operator Certification issued by the SWRCB is required within 12 months of hire
- Technologist Grade I certification issued by the CWEA at time of hire

City of Watsonville



Job Description

JOB TITLE: Customer Service Technician II

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Customer Service Manager

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA: Non-Exempt

JOB SUMMARY:

To perform a wide variety of duties in relation to customer service, water meter activities, and support for other divisions within the Public Works and Utilities Department. Serve as a first response in investigating non-life threatening emergencies.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive supervision within a framework of well-defined policies and procedures. The job class supports functions within the Customer Service Division by performing skilled maintenance, small construction tasks related to water; assists with the City's Cross-Connection Program, and administrative support in the field and at times in the office. This job class is the journey level classification in the Customer Service Technician series and requires two (2) years of experience in related areas.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Acts as the City's first responder for non-life threatening emergencies
- Turns water services on and off as needed during the day for new, closing, or delinquent accounts and repairs from the office or the field
- Obtains meter reads for opening/closing accounts in Customer Information systems and/or work-order systems
- Locks off or removes water meters as needed to prevent illegal water usage
- Responds to customer inquiries in person, or over email and phone, and takes appropriate action; may create or close out work-orders and service requests for proper recordkeeping and/or dispatching
- Performs different techniques which at time includes small hand-tools to verify 'stuck' water meters
- Informs the public about policies and procedures; may create work-order or service requests to appropriate divisions and/or departments
- Uses Customer Information databases via computer in vehicles or office to access customer information; inputs information into customer accounts and work-order systems

- Provides public education regarding water meter operation, water production, and water conservation rules and regulations
- Supports and assists with the utility account shut-off process; delivers past due notices, disconnects services for non-payment
- Installs and activates meter reading equipment; including using electronic equipment
- Adjusts water meter reading registers
- Uses map books and GIS to identify service locations to process service requests and work-orders
- Performs water meter box locating
- Safely inspects broken or missing utility box lids or exposed wires in utility boxes
- Takes photos for GIS information, and input those records into data systems
- Perform meter repairs; repairs to curb-stops and plumbing, maintains meter boxes
- Makes adjustments or modifications to meter boxes, which may involve small power tools
- Perform meter reading; walk by, drive-by radio, and AMI computer assisted
- Safely use an oxygen acetylene torch or other welding equipment
- Assist in leak repairs
- May be directed to safely assist in removing debris on public right a ways
- Performs first response inspections of sanitary sewer overflow including safely lifting manhole covers to determine flow levels
- Safely operates water main valves
- Performs water meter testing
- Ensures proper use of equipment, supplies and materials
- Assists in other field and administrative functions as needed in the Customer Service Division
- Assists in reporting of unusual water consumptions using reading systems, and dispatching work in the field using work-order systems.
- Safely set up traffic zones for minor meter repairs and work
- May use trailer mounted equipment to maintain meter boxes
- May assist in with cross-connection surveys
- Test Backflow devices
- May collect water samples
- Operate a forklift

EMPLOYMENT STANDARDS

Knowledge of:

- Safe work practices
- Proper customer relations techniques
- Basic mathematics
- Recordkeeping
- Basic use of electronics such as cell phone, keyboard - data inputting.
- Basic office practices
- Backflow devices
- Meter types and applications of them
- Variety of hand tools
- Welding and drilling equipment

Ability to:

- Learn and operate basic computer systems used to support the department
- Work independently on assignments and stay focused on being on productive
- Effectively work in a team environment when deemed necessary by supervisors
- Interact and maintain effective good working relations with external and internal customers, including maintaining professional appearance
- Use various electronic equipment to retrieve water meter readings
- Learn the City Public Works and Utilities services, operations and programs
- Work outdoors in adverse weather conditions
- Work outdoors six to eight hours; nine to ten hours when opting for flexible schedule
- Understand and carry out oral and written directions
- Learn map books and GIS systems to locate basic City utilities such as water, sewer, and stormwater
- Retrieve information from internal and external customers, and relay the information using emails and or work-order systems.
- Learn materials, methods and tools used in the repair water meters and services attached
- Learn basic methods and tools used in general construction and maintenance around water meter boxes
- Use a telephone; communicate via radio and hear radio dispatch
- Deal effectively with dogs that may be encountered when water meter activities occur
- Read and interpret water meter readings in the field
- Use AMI meter reading systems from computer and interpreting the information given
- Investigate and correct water service problems
- Maintain the cleanliness and safety of a warehouse facility
- Investigate customer complaints regarding water, streets, sewer, solid waste and public works; determine the correct response and personnel required
- Support Customer Service Technician I's when projects and tasks require Journey level support

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Lift 25 lb. water meters; intermittently bend, twist, work below and above shoulder level; climb in and out of a truck; and perform equipment repairs
- Hear and distinguish various sounds, such as voices of co-workers in noisy environments and sounds of operating equipment
- Drive an automobile
- Sit or stand at a workstation, including a vehicle to obtain, submit or create work orders and service requests

TRAINING AND EXPERIENCE:

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

- Two (2) years' experience as a Customer Service Technician I or similar; or

- Three (3) years' with water construction and/or similar work; or
- Equivalent experience and/ or education that would indicate an ability to perform the essential functions

LICENSES / CERTIFICATES:

- Possession of a valid California Class C driver's license and a safe driving record
- Possession of a basic Forklift Certification recognized by OSHA
- Possession of a basic Traffic Control & Flagger Certification recognized by OSHA
- Possession of a Grade I Distribution Operator Certification issued by the SWRCB is required at time of hire
- A CA-NV AWWA Backflow Prevention Assembly Tester certification or certificate recognized by the California Department of Health Services is required at time of hire

City of Watsonville



Job Description

JOB TITLE: Customer Service Technician III

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Customer Service Manager

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA: Non-Exempt

JOB SUMMARY:

To perform a wide variety of duties in relation to customer service, water meter activities, and support for other divisions within the Public Works and Utilities Department. Serve as a first response in investigating non-life threatening emergencies.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive supervision within a framework of well-defined policies and procedures. The job class supports functions within the Customer Service Division by performing skilled maintenance, small construction tasks related to water, field lead in the City's Cross-Connection Program, and administrative support in the field and at times in the office. Provide lead support to Customer Service Technician I/II. This job class is the advanced journey level classification in the Customer Service Technician series and requires five (5) years of experience in related areas.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Acts as the City's first responder for non-life threatening emergencies
- Turns water services on and off as needed during the day for new, closing, or delinquent accounts and repairs from the office or the field
- Obtains meter reads for opening/closing accounts in Customer Information systems and/or work-order systems
- Locks off or removes water meters as needed to prevent illegal water usage
- Responds to customer inquiries in person, or over email and phone, and takes appropriate action; may create or close out work-orders and service requests for proper recordkeeping and/or dispatching
- Performs different techniques which at time includes small hand-tools to verify 'stuck' water meters
- Informs the public about policies and procedures; may create work-order or service requests to appropriate divisions and/or departments

- Uses Customer Information databases via computer in vehicles or office to access customer information; inputs information into customer accounts and work-order systems
- Provides public education regarding water meter operation, water production, and water conservation rules and regulations
- Supports and assists with the utility account shut-off process; delivers past due notices, disconnects services for non-payment
- Installs and activates meter reading equipment; including using electronic equipment
- Adjusts water meter reading registers
- Uses map books and GIS to identify service locations to process service requests and work-orders
- Performs water meter box locating
- Safely inspects broken or missing utility box lids or exposed wires in utility boxes
- Takes photos for GIS information, and input those records into data systems
- Performs meter repairs; repairs to curb-stops and plumbing, maintains meter boxes
- Makes adjustments or modifications to meter boxes, which may involve small power tools
- Perform meter reading; walk by, drive-by radio, and AMI computer assisted
- Safely use an oxygen acetylene torch or other welding equipment
- Assist in leak repairs
- May be directed to safely assist in removing debris on public right-of-ways
- Performs first response inspections of sanitary sewer overflow including safely lifting manhole covers to determine flow levels
- Safely operates water main valves
- Performs water meter testing
- Ensures proper use of equipment, supplies and materials
- Assists in other field and administrative functions as needed in the Customer Service Division
- Assists in reporting of unusual water consumptions using reading systems, and dispatching work in the field using Work-Order Systems.
- Safely set up traffic zones for minor meter repairs and work
- May use trailer mounted equipment to maintain meter boxes
- Test Backflow devices
- May collect water samples
- Operate a forklift
- May ensure staff completes work assignments
- Will act as a backup for the Customer Service Technician I/II in their absence
- May support supervisors with calendars and scheduling as needed
- May collect timesheets in the absence of supervisors
- Will tactfully and professionally respond to complex customer inquiries
- Be proficient with the city utility meter reading systems, trouble shoot communications between meters and MXUs
- Assists with training of new and existing employees with duties and responsibilities
- Assist and supports with staff meetings and ensure standard operating procedures (SOPs) are implemented and followed
- Support and coordinate with Utility Billing and Customer Service Office
- Assist with employee appraisal evaluations
- Performs cross-connection surveys

EMPLOYMENT STANDARDS

Knowledge of:

- Safe work practices
- Proper customer relations techniques
- Basic mathematics
- Recordkeeping
- Basic use of electronics such as cell phone, keyboard - data inputting
- Basic office practices
- Backflow devices
- Diverse meter types and applications
- Variety of hand-tools
- Welding and drilling equipment

Ability to:

- Learn and operate basic computer systems used to support the department
- Work independently on assignments and stay focused on being on productive
- Effectively work in a team environment when deemed necessary by supervisors
- Interact and maintain effective good working relations with external and internal customers, including maintaining professional appearance
- Use various electronic equipment to retrieve water meter readings
- Learn Public Works and Utilities services, operations and programs
- Work outdoors in adverse weather conditions
- Work outdoors six to eight hours; nine to ten hours when opting for flexible schedule
- Understand and carry out oral and written directions
- Learn map books and GIS systems to locate basic City utilities such as water, sewer, and storm-water
- Retrieve information from internal and external customers, and relay the information using emails and or work-order systems
- Learn materials, methods and tools used in the repair water meters and services attached
- Learn basic methods and tools used in general construction and maintenance around water meter boxes
- Use a telephone; communicate via radio and hear radio dispatch
- Deal effectively with dogs that may be encountered when water meter activities occur
- Read and interpret water meter readings in the field
- Using AMI meter reading systems from computer and interpreting the information given
- Investigate and correct water service problems
- Maintain the cleanliness and safety of a warehouse facility
- Investigate customer complaints regarding water, streets, sewer, solid waste and public works; determine the correct response and personnel required
- Deliver and exchange solid waste containers when required
- Direct Customer Service Technician I and II when projects and tasks require journey level support

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Lift 25 lb. water meters; intermittently bend, twist, work below and above shoulder level; climb in and out of a truck; and perform equipment repairs
- Hear and distinguish various sounds, such as voices of co-workers in noisy environments and sounds of operating equipment
- Drive an automobile
- Sit or stand at a workstation, including a vehicle to obtain submit or create work-orders and service requests

TRAINING AND EXPERIENCE:

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

- Three (3) years' experience as a Customer Service Technician II or similar; or
- Five (5) years' with water construction and/or similar work; or
- Equivalent experience and/ or education that would indicate an ability to perform the essential functions

LICENSES / CERTIFICATES:

- Possession of a valid California Class C driver's license and a safe driving record
- Possession of a basic Forklift Certification recognized by OSHA
- Possession of a basic Traffic Control & Flagger Certification recognized by OSHA
- Possession of a Grade I State Water Resource Control Board Water Distribution Operator Certification is required at time of hire
- A CA-NV AWWA Backflow Prevention Assembly Tester certification or one recognized by the California Department of Health Services is required at time of hire
- A CA-NV AWWA Cross Connection Specialist certification or one recognized by the California Department of Health Services is required at time of hire

City of Watsonville



Job Description

JOB TITLE: Safety and Regulatory Compliance Officer

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: March 1997

REPORTS TO: Director of Public Works and Utilities

SUPERVISION: None

EMPLOYEE UNIT: Management

FLSA: Exempt

JOB SUMMARY:

Designs, coordinates, implements, and oversees the administration of the Public Works and Utilities Department Safety Program by ensuring regulatory compliance with all federal, state, and local safety regulations, preventing employee injury, identifying safety improvement opportunities, and reducing department liability. Maintains an organizational culture that values an accident-free workplace; coordinates assigned activities with the programs and activities of the City-wide Safety Program; and provides assistance to the City's Safety Manager.

DISTINGUISHING CHARACTERISTICS:

This job class functions at a program management level of classification and is the designated safety representative for the Public Works and Utilities Department responsible for directing and coordinating the Department's Injury & Illness Prevention Program to reduce employee injury and ensure Cal-OSHA compliance with safety standards.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Designs, develops, and oversees the Public Works and Utilities Department Safety Program; recommends and participates in the development and implementation of goals, objectives, policies, and procedures for the safety program; identifies resource needs; and works with department management to develop a safety program strategic plan
- Provides technical advice to the department in establishing safety standards and in ensuring compliance with State and Federal OSHA requirements; advises departments and employees on changes in laws and regulations related to safety in the workplace
- Responds to emergencies involving employee or public injury or damage related to the Public Works and Utilities Department; investigates employee accidents to determine cause, effect, liability, and prevention methods; analyzes accident reports to determine frequency, loss trends and recommends methods/procedures for mitigation

- Assists departments in determining proper safe work practices and procedures, identifies appropriate safety equipment for new and existing positions and processes
- Establishes and implements a safety training plan; provides and/or coordinates staff training; develops new safety programs as needed that align with industry practices to ensure Cal-OSHA compliance
- Attends and participates in professional group meetings; attends safety committees; maintains awareness of new trends and developments in the field of safety and health as well as new Cal-OSHA regulations and requirements; incorporates new developments as appropriate
- Compiles monthly and annual statistics, prepares and presents written and verbal reports, creates and implements written safety standards and policies
- Develops safety promotional events that highlight priority concerns for employee health and safety
- Identifies safety improvement opportunities with respect to work processes and procedures; review with appropriate management and staff; implement improvements and/or ensure that improvements are made by respective department staff
- Reviews, interprets, and applies complex safety/health regulations; oversees department safety/health regulatory actions; accompanies regulatory agency personnel on investigation and enforcement inspections
- Manages the department safety incident investigation process; reviews, interprets, and applies safety/health laws to injuries, accidents, and incidents involving employees and the general public; conducts incident investigations; ensures that investigations are completed within a timely manner in accordance with management's directive
- Develops and manages contracts for safety contractors to conduct training of department staff
- Develops and administers the safety program budget; estimates additional funding needed for equipment, materials, training and supplies; recommends adjustments as necessary

EMPLOYMENT STANDARDS

Knowledge of:

- Federal and state safety regulations (OSHA/Cal-OSHA)
- Principles and techniques of accident prevention and individual safety including hazardous materials handling
- Research methodology, report writing, and basic statistics
- Computer word processing, database management and spreadsheet software programs
- Federal and state regulations relating to air pollution, wastewater treatment, water treatment and integrated waste management
- Effective safety education programs and training methods
- Principles of contract administration
- Methods of oral and written report presentation

Ability to:

- Read, interpret and correctly apply appropriate laws, codes and regulations
- Judge risk and assemble effective and efficient response plans
- Investigate and analyze accidents and safety hazards, determine proper course of action, and communicate and implement recommendations
- Foresee accident-causing conditions and develop proactive prevention measures.
- Organize, assemble and interpret statistical data
- Establish and maintain cooperative working relationships with all City employees and the general public
- Present workshops and tail-gate training sessions
- Interact with members of federal and state regulatory agencies dealing with air pollution, wastewater treatment, water treatment and integrated waste management
- Plan and schedule training
- Use independent judgment to identify and analyze problems and recommend and implement solutions
- Focus on multiple tasks simultaneously
- Sit at a desk and in meetings for long periods of time on a continuous basis
- Intermittently twisting to reach equipment surrounding desk, and perform simple grasping and fine manipulation
- See adequately to read text, correspondence, charts, forms and fine print
- Hear adequately to converse on a telephone and in person
- Create and maintain an effective record keeping system for safety and safety training program records
- Manage a program or contract within budget constraints
- Use a copy machine, calculator, telephone, and write or use a keyboard
- Work indoors using near vision for prolonged periods
- Drive an automobile
- Organize and implement safety and disaster preparedness promotional events

PHYSICAL REQUIREMENTS:

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Prolonged sitting
- Standing and walking on level and uneven surfaces
- Reaching, twisting, turning, kneeling, squatting and stooping
- Working in various weather conditions outdoors
- Working indoors in various conditions (i.e. dusty, humid, moist, cool, and noisy)
- Ability to sit in front of a computer for prolonged time
- Ability to hear and provide phone and personal service
- Ability to lift, drag and push display boards, folding tables, presentation materials, files and documents weighing up to 25lbs.
- Ability to work in odorous, around fumes, noisy, dusty, and slippery conditions
- Working and walking around heavy equipment, tools and machinery

TRAINING AND EXPERIENCE:

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

- Five years of increasingly responsible experience in the development and administration of a safety and loss prevention program including experience with safety requirements
- Bachelor's degree from an accredited college or university with major course work in occupational health, industrial hygiene, business administration or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record
- Completion of OSHA 30-hour training course within 12 months of employment

City of Watsonville



Job Description

JOB TITLE: Environmental Sustainability Manager **DATE APPROVED:**

DEPARTMENT: Public Works and Utilities **SUPERSEDES:** N/A

REPORTS TO: Environmental Sustainability Manager

SUPERVISION: Source Control Manager, Laboratory Manager, Environmental Projects Analyst

EMPLOYEE UNIT: Management

FLSA: Exempt

JOB SUMMARY:

Under direction plans, coordinates, and directs the activities of the Environmental Sustainability Division; establishes policies for the administration of the division; directs the implementation and coordination of City-wide policies and programs relating to environmental affairs.

The work typically is performed under general direction of the Director of Public Works and Utilities.

DISTINGUISHING CHARACTERISTICS

The Environmental Sustainability Manager is responsible for planning, directing, and coordinating the work of the Environmental Sustainability Division. In addition to the administrative and supervisory responsibilities associated with the management of a division, the Environmental Sustainability Manager has a primary role in addressing environmental problems and issues resulting from City-wide departmental operations and keeping abreast of closely related legal and regulatory developments.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Plans, coordinates, and directs the activities of the Environmental Sustainability Division
- Establishes Division policies, defines and interprets policies for subordinates
- Directs the preparation of and administers the Division budget
- Confers with representatives of private industry, regulatory agencies, citizen organizations, and staff members on environmental affairs and issues
- Directs the preparation of reports and presents staff findings and recommendations to the City Manager, City Officials, and officials and representatives of other governmental and community agencies

- Directs the preparation of advice, policies, programs, and recommendations for enhancing the quality of the City's environment with respect to air, water, stormwater, land use, pollution prevention, power, and flood control
- Determines courses of action for the control and elimination of various types of pollution
- Develops information on legislation and judicial decisions regarding environmental matters
- Directs the review of proposed City policies, programs, and projects to advise on their environmental impact
- Manages and implements the City's Phase II MS4 stormwater permit; manages and oversees the stormwater Industrial General Permit for City-owned facilities
- Oversees coordination activities and plan implementation of the Local Hazard Mitigation Plan, Climate Action Plan, and Monterey Bay Power Community
- Coordinates City responses to environmental documents, reports, impact statements when multiple City departments are concerned
- Directs efforts of the Public Works and Utilities laboratory functions and ensures compliance with current and future TNI regulations
- Assists the Public Works and Utilities Director and City Manager's Office in representing the City before regional, state, and regulatory agencies
- Directs grant procurement and administration
- Oversees environmental grant application and administration efforts

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of public administration applicable to the management of a City division including budget preparation, control and human resource management
- Issues, problems, sources, and corrective programs related to air pollution, water, wastewater, and stormwater pollution, land use, and hazardous material management
- Monitoring techniques and investigative measures used by regulatory and compliance agencies
- Court decisions and various local, State, and Federal laws and regulations pertaining to environmental protection
- Organization of local, State, and Federal government, with particular reference to those agencies and offices having responsibility for environmental regulation compliance, preparation of environmental impact reports, and issuance of permits based on environmental impact declarations

Ability to:

- Develop and interpret compliance plans and programs designed for environmental pollution mitigation
- Prepare, plan, direct, and coordinate the preparation of clear and comprehensive technical and administrative reports
- Plan, organize, coordinate, direct and review the work of subordinate staff

- Develop and maintain cooperative relationships with governmental officials and agencies, civic organizations, and private industry
- Represent the Department and City effectively at hearings before regulatory agencies and at conferences with public officials and representatives concerned with environmental affairs
- Analyze and evaluate administrative problems and make appropriate recommendations for action
- Make oral presentations to City Council, Commissions, Boards, and community groups
- Prepare clear, concise, and accurate reports and correspondence

TRAINING AND EXPERIENCE:

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

- Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration or business administration and broad and extensive work in budget management, program management, grant writing and administration, and at least five years' experience in the field of regulatory affairs with respect to water, sewer, and stormwater compliance and enforcement. Supervisory experience is preferred

LICENSES / CERTIFICATES:

- Possession of a valid California Class C driver's license and a safe driving record