



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Implementation of Salary Survey for Maintenance & Operators (M&O) and Adopt Updated M&O Class Specifications

MEETING DATE: April 5, 2000

SUBMITTED BY: Human Resources Director

RECOMMENDED ACTION: That City Council:

- 1) Implement an overall 3.91% compensation increase for members of the M&O unit as listed in the salary adjustments spreadsheet developed by Bryce Consulting effective the pay period in which January 1, 2000 falls (Attachment I).
- 2) Adopt updated class specifications for all Maintenance and Operator positions (Attachment II - these class specifications were provided to City Council March 21 - to avoid adding excessive bulk to the agenda packet, copies for review are available in the City Clerk's Office).

BACKGROUND INFORMATION:

The City of Lodi endeavors to compensate employees in a manner that allows us to recruit - and retain - a talented and proficient workforce. In the Memorandum of Understanding currently in effect between the City of Lodi and the Maintenance and Operators unit, it was agreed that a salary survey would be conducted in July 1999 and negotiations would be reopened to discuss salary. It was also agreed that any salary adjustments will be effective beginning the pay period in which January 1, 2000 falls.

Working with City staff, Bryce Consulting has completed a salary survey of benchmarked Maintenance and Operators positions. After a process that included input, discussion, review and finally agreement with representatives of the Maintenance and Operators unit, the results of this analysis are complete and are now presented in Attachment I. It is recommended that salaries be implemented as shown in the "Recommended Top Step" column.

For those positions where the recommended top step is less than the current top step (in no case is there a decrease greater than 1.8%) the salary (not the salary range), of the incumbent in the position will be "Y-rated" or frozen. A negotiated salary increase of 3.5% will be implemented for all members of the M&O unit on July 1, 2000. All Y-rating will be effectively eliminated at this time.

APPROVED: _____

H. Dixon Flynn - City Manager



CITY OF LODI

COUNCIL COMMUNICATION

In addition, staff is recommending the position of Tree Operations Supervisor be added to the list of positions eligible to receive the \$50 per month Pest Control Advisor License incentive (part of Exhibit B in the Maintenance & Operators MOU) - along with the extension of a Certified Arborist incentive of \$100 per month.

Revised job specifications for all M&O positions are on file in the City Clerk's office. All incumbents in each M&O position were given the opportunity to review and comment on their existing job specification. Comments were then reviewed by the employee's supervisor and Department Head. This input was reviewed by Bryce Consulting and Human Resources staff and changes to specifications were made in accordance with sound classification principles. The updated specifications were then presented to Department Heads as well as representatives of the Maintenance and Operators unit. Consensus amongst these individuals has been achieved, and these updated job specifications are now presented to City Council for their approval.

FUNDING: The cost of this recommendation in FY 1999-2000 is \$62,229.75 which represents an overall salary increase of 3.91% for members of the M&O unit. These funds are available in the current budget.

Vicky McAthie, Finance Director

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joanne M. Narloch".

Joanne M. Narloch, Human Resources Director

cc: Richard Prima, Public Works Director
Ron Williamson, Parks & Recreation Director
Nancy Matulich, AFSCME
Curt Juran, Maintenance & Operators

APPROVED: _____

H. Dixon Flynn – City Manager

ATTACHMENT I

City of Lodi
M and O Internal Salary Relationships

Classification	Current Top Step	Recommended Top Step	\$ Diff	% Diff	Internal Alignment
Park Supervisor	\$3,656	\$3,889	\$233	6.0%	Approx 15% above Sr Bldg Maint Worker
Senior Building Maintenance Worker	\$3,251	\$3,382	\$131	3.9%	Approx 10% above Bldg Maint Worker
Building Maintenance Worker	\$2,888	\$3,074	\$186	6.1%	Approx 5% above Maint Worker II
Park Maintenance Worker III	\$3,057	\$3,068	\$11	0.4%	Approx 10% above Park Maint Worker II
Park Maintenance Worker II	\$2,719	\$2,789	\$70	2.5%	Benchmark; set to market
Park Maintenance Worker I	\$2,430	\$2,535	\$105	4.2%	Approx 10% below Park Maint Worker II
Tree Operations Supervisor	\$3,838	\$4,084	\$246	6.0%	Same as Street Supervisor
Water/Wastewater Supervisor	\$4,030	\$4,459	\$429	9.6%	Approx 15% above Sr P & E Mechanic
Street Supervisor	\$3,839	\$4,084	\$245	6.0%	Approx 5% above Parks Supervisor
Water/WW Maintenance Worker III	\$3,134	\$3,221	\$87	2.7%	Approx 10% above Maint Worker II
Street Maintenance Worker III	\$3,134	\$3,221	\$87	2.7%	Approx 10% above Maint Worker II
Maintenance Worker II	\$2,788	\$2,928	\$140	4.8%	Benchmark; set to market
Maintenance Worker I	\$2,491	\$2,662	\$171	6.4%	Approx 10% below Maint Worker II
Laborer	\$2,259	\$2,420	\$161	6.6%	Approx 10% below Maint Worker I
Street Cleanup Worker II	\$2,719	\$2,789	\$70	2.5%	Approx 5% below Maint Worker II
Street Cleanup Worker I	\$2,430	\$2,535	\$105	4.1%	Approx 10% below Street Cleanup Wkr II
Equipment Maintenance Supervisor	\$4,081	\$4,215	\$134	3.2%	Approx 15% above Lead Equip Mechanic
Lead Equipment Mechanic	\$3,710	\$3,665	-\$45	-1.2%	Approx 10% above Hvy Equip Mechanic
Heavy Equipment Mechanic	\$3,373	\$3,332	-\$41	-1.2%	Benchmark; set to market
Welder-Mechanic	\$3,373	\$3,332	-\$41	-1.2%	Same as Heavy Equipment Mechanic
Equipment Service Worker	\$2,773	\$2,777	\$4	0.1%	Approx 20% below Hvy Equip Mechanic
Parts Clerk	New Class	\$2,644	----	----	Approx 5% below Equipment Svc Wkr
Water Conservation Coordinator	\$2,483	\$2,713	\$230	8.5%	Approx 10% below Lab Tech I
Chief Wastewater Plant Operator	\$3,955	\$4,459	\$504	11.3%	Approx 15% above Sr P & E Mechanc

City of Lodi
M and O Internal Salary Relationships

Classification	Current Top Step	Recommended Top Step	\$ Diff	% Diff	Internal Alignment
Senior Plant and Equipment Mechanic	\$3,709	\$3,878	\$169	4.3%	Approx 10% above P & E Mechanic
Plant and Equipment Mechanic	\$3,371	\$3,525	\$154	4.4%	Benchmark; set to market
Wastewater Plant Operator II	\$3,394	\$3,333	-\$61	-1.8%	Benchmark; set to market
Wastewater Plant Operator I	\$3,033	\$3,030	-\$3	-0.1%	Approx 10% below WW Plant Operator II
Laboratory Services Supervisor	\$3,967	\$4,459	\$492	11.0%	Same as Chief WW Plant Operator
Water/Wastewater Inspector	\$3,606	\$3,878	\$272	7.0%	Approx 15% below Lab Svcs Supervisor
Laboratory Technician II	\$3,278	\$3,283	\$5	0.2%	Benchmark; set to market
Laboratory Technician I	\$2,973	\$2,985	\$12	0.4%	Approx 10% below Lab Technician II

ATTACHMENT II

(Copies of the M&O updated class specifications
are available in the City Clerk's Office)

RESOLUTION NO. 2000-52

A RESOLUTION OF THE LODI CITY COUNCIL
IMPLEMENTING SALARY SURVEY FOR MAINTENANCE
& OPERATORS (M&O) AND ADOPTING UPDATED M&O
CLASS SPECIFICATIONS

=====

BE IT RESOLVED, that the Lodi City Council does hereby implement an overall 3.91% compensation increase for members of the Maintenance and Operators unit as listed in the salary adjustments spreadsheet developed by Bryce Consulting effective the pay period in which January 1, 2000 falls as shown on Attachment I, attached hereto; and

BE IT FURTHER RESOLVED that the Lodi City Council hereby adopts updated class specifications for all Maintenance and Operator positions, as shown on Attachment II.

Dated: April 5, 2000

=====

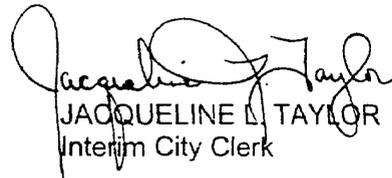
I hereby certify that Resolution No. 2000-52 was passed and adopted by the City Council of the City of Lodi in a regular meeting held April 5, 2000 by the following vote:

AYES: COUNCIL MEMBERS – Hitchcock, Land, Nakanishi, Pennino and Mann (Mayor)

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None


JACQUELINE L. TAYLOR
Interim City Clerk

ATTACHMENT I

City of Lodi
M and O Internal Salary Relationships

Classification	Current Top Step	Recommended Top Step	\$ Diff	% Diff	Internal Alignment
Park Supervisor	\$3,656	\$3,889	\$233	6.0%	Approx 15% above Sr Bldg Maint Worker
Senior Building Maintenance Worker	\$3,251	\$3,382	\$131	3.9%	Approx 10% above Bldg Maint Worker
Building Maintenance Worker	\$2,888	\$3,074	\$186	6.1%	Approx 5% above Maint Worker II
Park Maintenance Worker III	\$3,057	\$3,068	\$11	0.4%	Approx 10% above Park Maint Worker II
Park Maintenance Worker II	\$2,719	\$2,789	\$70	2.5%	Benchmark; set to market
Park Maintenance Worker I	\$2,430	\$2,535	\$105	4.2%	Approx 10% below Park Maint Worker II
Tree Operations Supervisor	\$3,838	\$4,084	\$246	6.0%	Same as Street Supervisor
Water/Wastewater Supervisor	\$4,030	\$4,459	\$429	9.6%	Approx 15% above Sr P & E Mechanic
Street Supervisor	\$3,839	\$4,084	\$245	6.0%	Approx 5% above Parks Supervisor
Water/WW Maintenance Worker III	\$3,134	\$3,221	\$87	2.7%	Approx 10% above Maint Worker II
Street Maintenance Worker III	\$3,134	\$3,221	\$87	2.7%	Approx 10% above Maint Worker II
Maintenance Worker II	\$2,788	\$2,928	\$140	4.8%	Benchmark; set to market
Maintenance Worker I	\$2,491	\$2,662	\$171	6.4%	Approx 10% below Maint Worker II
Laborer	\$2,259	\$2,420	\$161	6.6%	Approx 10% below Maint Worker I
Street Cleanup Worker II	\$2,719	\$2,789	\$70	2.5%	Approx 5% below Maint Worker II
Street Cleanup Worker I	\$2,430	\$2,535	\$105	4.1%	Approx 10% below Street Cleanup Wkr II
Equipment Maintenance Supervisor	\$4,081	\$4,215	\$134	3.2%	Approx 15% above Lead Equip Mechanic
Lead Equipment Mechanic	\$3,710	\$3,665	-\$45	-1.2%	Approx 10% above Hvy Equip Mechanic
Heavy Equipment Mechanic	\$3,373	\$3,332	-\$41	-1.2%	Benchmark; set to market
Welder-Mechanic	\$3,373	\$3,332	-\$41	-1.2%	Same as Heavy Equipment Mechanic
Equipment Service Worker	\$2,773	\$2,777	\$4	0.1%	Approx 20% below Hvy Equip Mechanic
Parts Clerk	New Class	\$2,644	-----	-----	Approx 5% below Equipment Svc Wkr
Water Conservation Coordinator	\$2,483	\$2,713	\$230	8.5%	Approx 10% below Lab Tech I
Chief Wastewater Plant Operator	\$3,955	\$4,459	\$504	11.3%	Approx 15% above Sr P & E Mechanc

City of Lodi
M and O Internal Salary Relationships

Classification	Current Top Step	Recommended Top Step	\$ Diff	% Diff	Internal Alignment
Senior Plant and Equipment Mechanic	\$3,709	\$3,878	\$169	4.3%	Approx 10% above P & E Mechanic
Plant and Equipment Mechanic	\$3,371	\$3,525	\$154	4.4%	Benchmark; set to market
Wastewater Plant Operator II	\$3,394	\$3,333	-\$61	-1.8%	Benchmark; set to market
Wastewater Plant Operator I	\$3,033	\$3,030	-\$3	-0.1%	Approx 10% below WW Plant Operator II
Laboratory Services Supervisor	\$3,967	\$4,459	\$492	11.0%	Same as Chief WW Plant Operator
Water/Wastewater Inspector	\$3,606	\$3,878	\$272	7.0%	Approx 15% below Lab Svcs Supervisor
Laboratory Technician II	\$3,278	\$3,283	\$5	0.2%	Benchmark; set to market
Laboratory Technician I	\$2,973	\$2,985	\$12	0.4%	Approx 10% below Lab Technician II

ATTACHMENT II

CITY OF LODI
MAINTENANCE AND OPERATORS

- Chief Wastewater Plant Operator
- Environmental Compliance Inspector
- Equipment Service Worker
- Facilities Maintenance Worker I/II
- Fleet Services Supervisor
- Heavy Equipment Mechanic
- Laboratory Services Supervisor
- Laboratory Technician I/II
- Laborer/Maintenance Worker I/II
- Laborer/Park Maintenance Worker I/II
- Lead Equipment Mechanic
- Parks Maintenance Worker III
- Parks Program Coordinator
- Parks Supervisor
- Parts Clerk
- Plant and Equipment Mechanic
- Senior Facilities Maintenance Worker
- Sr. Plant and Equipment Mechanic
- Street Cleanup Worker I/II
- Street Maintenance Worker III
- Street Supervisor
- Tree Operations Supervisor
- Wastewater Plant Operator I/II
- Water Conservation Coordinator
- Water/Wastewater Maintenance Worker III
- Water/Wastewater Supervisor
- Welder – Mechanic

CHIEF WASTEWATER PLANT OPERATOR

DEFINITION

Under direction, plans, assigns, supervises, reviews and participates in operational and maintenance duties at the White Slough Water Pollution Control facility; coordinates laboratory and operating activities.

DISTINGUISHING CHARACTERISTICS

This is a first line working supervisor in the Water/Wastewater Division of the Public Works Department. The class is distinguished from other supervisors in the Division by the specialized technical knowledge and certification required to operate a Wastewater Treatment Plant.

SUPERVISION EXERCISED AND RECEIVED

Provides supervision to subordinate treatment plant operation and maintenance personnel. Receives general supervision from the Wastewater Treatment Superintendent.

EXAMPLES OF DUTIES

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

- Performs daily operational tasks in an activated sludge secondary treatment wastewater facility such as inspection and adjustments to primary, secondary and chlorination systems;
- Maintains, adjusts and makes minor repairs to a variety of treatment facility equipment such as replacing pump packings and repairing chlorine analyzers;
- Directs subordinate plant operations staff and assists the facility supervisor in evaluating employee work performance;
- Purchases and maintains adequate inventories for chemicals, lubricants and other expendable materials;
- Assists in planning future facility improvements, purchasing costly equipment and preparing budgets;
- Assists in developing and administering Risk Management Plan and Process Safety Management Plan;
- Assists in monitoring and conducting employee safety activities including tailgate meetings and technical training programs;
- Maintains records such as facility logs, meter readings;
- Administers Preventative Maintenance Program;
- Manages City Biosolids Program and reports results to Environmental Protection Agency and State Water Quality Control Board;

-
- Assists the Assistant Wastewater Treatment Superintendent in coordinating maintenance, landscaping and improvement work to City properties adjacent to the treatment facility;
 - Monitors treatment operations and makes operational decisions to ensure compliance with established wastewater discharge standards and regulations;
 - Reviews testing data with the facility laboratory staff for the purpose of making facility operational changes and adjustments;
 - Performs parameter testing laboratory work;
 - Conducts facility tours for school age children, community groups and government officials.
 - Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operation and maintenance procedures and practices in an activated sludge, secondary treatment facility including primary treatment, aeration and secondary treatment, chlorination/dechlorination systems, and biosolid systems;
- Federal, State and local regulations relating to wastewater treatment, and biosolids;
- Principles of supervision including planning, training and evaluating personnel;
- Safety principles, practices and procedures;
- Chemicals and materials commonly found in a wastewater treatment facility;
- Laboratory procedures equipment and methods used in the analysis of industrial and domestic wastewater;
- Treatment facility equipment such as pumps, electrical panels, and monitoring devices;
- Basic principles of purchasing and budget control;
- Basic computer operations.

Skill To:

- Operate, maintain and make minor repairs to mechanical equipment typically found in a wastewater treatment facility;
- Train, direct and effectively evaluate the work of subordinates;
- Perform and interpret wastewater tests.

Ability To:

- Understand and carry out written and oral instruction;
- Establish and maintain cooperative relationships with other employees, contractors and the general public;
- Analyze operating problems, evaluate alternative solutions and make correct operational decisions.
-

EDUCATION AND EXPERIENCE:

- Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combinations is:

Experience:

- Three years of wastewater treatment plant operations experience.

Education:

- Equivalent to the completion of high school.

LICENSES & CERTIFICATES:

- Possession of a California Grade III Wastewater Treatment Plant Operator's Certificate;
- A valid California Class C drivers license.

ENVIRONMENTAL COMPLIANCE INSPECTOR

DEFINITION

Performs inspections and sampling of industrial, commercial, and domestic wastewater services and ensures compliance with Federal, State, and local regulations; performs laboratory analysis of water and wastewater; collects potable water samples; enforces the cross connection control and grease interceptor and sand/oil trap inspection programs; performs other sampling, inspections, and tasks as required.

DISTINGUISHING CHARACTERISTICS

This position requires the ability to use independent judgment in the field and to interact effectively and tactfully with water and wastewater customers. It requires a journey-level of technical skills in sampling and analysis of water and wastewater.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Laboratory Services Supervisor.

EXAMPLES OF DUTIES

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

- Performs the duties of the Laboratory Technicians as needed plus:
- Inspects and samples industrial, commercial, and residential wastewater services for billing and to assure compliance with all regulations.
- Enforces the cross-connection control program including reports, inspections, notifications, and tests all City-owned back flow devices.
- Inspects grease interceptor and sand/oil traps.
- Cleans, maintains, and repairs sampling and monitoring equipment.
- Assists in preparing reports to Federal and State agencies regarding mandated programs.
- Prepares clear and concise data summaries and written reports.
- Assists in reviewing discharge permit applications, building plans, and specifications for pretreatment and monitoring facilities.
- Prepares industrial and septic permits.
- Assists in calculating billings for industrial customers.
- Prepares and reviews the annual water usage report.
- Performs investigations and monitoring of illegal discharges into the storm and wastewater collection systems.
- Investigates customer complaints.
- Reviews and cross-checks wastewater billings to commercial and industrial customers for appropriate fees due to the City.
- Participates in public education and outreach programs pertaining to water/wastewater.

-
- Collects samples from the City's water and wastewater systems, soil, Lodi Lake, and the San Joaquin Delta as required.
 - Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Chemistry, Microbiology, Mathematics, and the Metric System.
- Safety precautions in the laboratory and in the field.
- Federal, State, and local regulations pertaining to pretreatment, cross-connection control, and other programs.
- Sampling and analysis of water and wastewater.
- General principles of wastewater treatment, wastewater collection and water systems.

Ability to:

- Conduct detailed and accurate inspections and take representative samples of commercial and industrial facilities.
- Work independently and make effective judgments in the field.
- Deal effectively and tactfully with water and wastewater customers.
- Read plans and blueprints.
- Follow oral and written instructions.
- Lift and handle manhole covers and monitoring equipment weighing up to 50 lbs.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Completion of two years of college (A.A. or A.S. degree) including courses in biology, chemistry, and mathematics.

Experience:

- Two years of experience in the water or wastewater field (including laboratory and industrial waste experience) or a related position.

LICENSES AND CERTIFICATES:

- Possession of a valid driver's license issued from the California Department of Motor Vehicles.
- Possession of a Grade I Laboratory Analyst and Grade II Environmental Compliance Inspector certificates issued by CWEA or their obtainment within two years of appointment is required.
- The applicant is also expected to obtain a Backflow Prevention Device Tester certificate issued by the AWWA, California-Nevada Section

EQUIPMENT SERVICE WORKER

DEFINITION

Performs preventive maintenance and minor repair work on vehicles and equipment; assists City mechanics in the performance of maintenance and repairs.

DISTINGUISHING CHARACTERISTICS

This is the entry level for the mechanics class series. Positions in this class perform routine maintenance and repair work and receive training in more complex mechanical tasks.

SUPERVISION EXERCISED AND RECEIVED

Receives immediate supervision from higher level positions for many tasks; receives general supervision for routine tasks after training for these tasks is complete.

EXAMPLES OF DUTIES

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

- Performs preventive maintenance and minor repairs on equipment and vehicles including oil change, lubrication, transmission filter change, brakes, and tire changes;
- Picks up and delivers parts and vehicles in furtherance of maintenance work;
- Assists with inventory control of parts and supplies;
- Maintains and cleans mechanics work area;
- Assists journey mechanics in maintenance and repair work;
- Assists welder-mechanic in fabrication work.
- Cleans vehicles and equipment with high pressure washer and steamer;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic mechanical principles.
- Rules of safety in mechanical working environment.
- Purposes and uses of various hand tools, power equipment, vehicles, and parts.

Ability To:

- Perform routine preventive maintenance and repairs on equipment and vehicles.
- Identify and recognize mechanical problems.
- Complete work records and perform inventory control.

EDUCATION AND EXPERIENCE

- Any combination of experience and education that would likely provide the required knowledges and abilities would be qualifying. A typical combinations is:

Experience:

- Two Years experience in as service station or related maintenance/mechanical position.

Education:

- None required

LICENSES & CERTIFICATES:

- Possession of a valid Class A Driver's License issued from the California Department of Motor Vehicles.

FACILITIES MAINTENANCE WORKER**DEFINITION**

Performs a variety of maintenance tasks involving carpentry, plumbing, electrical, heating and cooling, construction, and repair skills; regularly inspects the condition of City buildings and facilities; responds to calls for maintenance service.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the facilities maintenance class series. It is expected to perform a variety of maintenance tasks and it is distinguished from the Senior Facilities Maintenance Worker in that it does not perform the most technically complex maintenance work and does not have major supervisory responsibility.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from higher level maintenance positions.

EXAMPLES OF DUTIES

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

Public Works

- Conducts daily inspections of heating and air cooling systems;
- Replaces lights, ballasts, and fixtures;
- Repairs locks, cut keys, and rekeys locks;
- Repairs roofs, plumbing, and electrical systems;
- Installs data cabling systems;
- Does preventive maintenance on heating and cooling systems; repairs systems;
- Inspects maintenance and repair work performed by contractors;
- Maintains records of essential maintenance work performed;
- Performs other related duties as required.

Parks/ Community Center

- Installs and repairs automatic sprinkler system, control clocks, electric control valves, sprinkler heads, and pipe lines;
- Repairs electric motors, replaces bearings and pump seals;
- Reads and interprets blue prints for new structures; installs wiring, sprinkling systems, does concrete work, painting, stucco work, restroom fixtures, and tile work.
- Installs and maintains scoreboards for football and baseball;

- Installs and repairs drinking fountains, sewage lines, gas lines, water heaters, sinks, toilets, urinals, filtering systems, chlorine machine for swimming pools, and heaters for swimming pools;
- Constructs and maintains sun shades, bleachers, benches, cyclone fence, gates, backstops for ball diamonds, bar-be-ques, and play ground equipment;
- Does concrete work, places forms, orders amount needed for curbing or building shade area;
- Repairs windows, doors, plumbing, electric outlets, and water mains;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Fundamentals of carpentry, plumbing, electrical and machinery;
- Basic maintenance and repair procedures;
- Purposes and uses of numerous hand tools and power equipment;
- A variety of construction and finishing materials;
- Basic construction methods.

Ability To:

- Perform a variety of construction, maintenance, and repair tasks;
- Learn technically complex maintenance tasks;
- Operate a variety of hand tools and power equipment;
- Work in an organized, neat, and safe manner;
- Read and interpret basic blue prints.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of High School.

Experience:

- Three (3) years experience in the building construction, maintenance, or machinery trades.

LICENSES AND CERTIFICATES

- Possession of a valid (class C) Driver's License issued from California Department of Motor Vehicles.

FLEET SERVICES SUPERVISOR

DEFINITION

Responsible for operations and activities in the Equipment Maintenance Section; supervises mechanics and shop personnel; performs administrative tasks and participates in complex mechanical work.

DISTINGUISHING CHARACTERISTICS

This is a supervisory position class with responsibility for personnel and procedures at the Municipal Service Center vehicle and equipment maintenance shop. It is distinguished from the Heavy Equipment Mechanic class by its supervisory responsibility.

SUPERVISION EXERCISED AND RECEIVED

- Receives general supervision from the Fleet and Facilities Manager.
- Exercises general supervision over subordinate mechanic positions.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Plans, assigns, supervises and reviews the work of subordinate equipment maintenance positions.
- Assists with development of equipment maintenance program;
- Assists in budget development and administration for the Fleet Services Section;
- Assumes responsibility for a variety of personnel actions including performance evaluation, training, and disciplinary actions. Recommends the hiring and suspension of personnel;
- Maintains various records on equipment and vehicle maintenance, parts and labor;
- Prepares parts list and orders parts; orders shop supplies;
- Assists shop personnel with technical maintenance questions and problems;
- Inspects and road tests automobiles, trucks, tractors, gas equipment, and diesel equipment to diagnose malfunctions and determine repair needs;
- Performs journey level mechanical work;
- Works with vendors in ordering parts and minimizing City costs for parts;
- Prepares annual work orders for vehicles and equipment;
- Oversees service contracts for vehicles and equipment repair and maintenance;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Tools, equipment, and procedures used in the overhaul, repair, and adjustment of gas and diesel-powered equipment;
- Single and double stage hydraulic systems;
- Operation and care of internal combustion engines;
- Rules of safety in mechanical working environment;
- Principles and practices of work unit organization and supervision.

Ability To:

- Perform journey level equipment mechanical work including the diagnosis of equipment for both major and minor repairs work;
- Accurately determine mechanical repair needs and estimate the cost and time of repairs;
- Assist in the training and supervision of less experienced personnel;
- Perform tests and correct emission levels using Infra-red analyzer, perform computer tune-ups utilizing engine analyzer;
- Use a variety of tools and equipment with skill;
- Maintain a variety of shop and repair records;
- Understand and carry out oral and written directions;
- Supervise and review the work of others; organize and assign work.
- Use and operate personal computer, related software and peripheral equipment.

EXPERIENCE AND EDUCATION:

- Any combination of experience and education that would likely provide the required knowledges and abilities would be qualifying. A typical combinations is:

Experience:

- Five years experience as a journey level, two of which involved supervision of other mechanics.

Education:

- Equivalent to the completion of high school.

LICENSES & CERTIFICATES:

- Persons assuming this position are expected to have or obtain within six months a Class A Operators License from the California Department of Motor Vehicles.

HEAVY EQUIPMENT MECHANIC

DEFINITION

Performs major and minor mechanical repairs to automotive, and other power driven equipment, maintains and repairs a variety of equipment and vehicles used in Public Works and other departments.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the equipment mechanic series. Positions assigned to this class are expected to perform a full range of skilled mechanical work in the repair and maintenance of powered equipment. Positions in this class work independently and exercise judgment and initiative. The Heavy Equipment Mechanic assists in the supervision and training of less experienced personnel.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Fleet Services Supervisor or Lead Mechanic; exercises technical supervision over subordinate equipment maintenance positions.

EXAMPLES OF DUTIES

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

- Services and maintains City fleet vehicles such as automobiles, trucks, tractors, buses, fire engines, and other powered equipment that operate on a variety of fuels; tune-ups, repair of hydraulic and air brakes, electrical wiring, ignition repair, repairs miscellaneous hydraulic equipment, pumps, generators, air compressors, engines, services and maintains street sweepers, graders, street rollers, loaders, back-hoes, bulldozers, chippers, generators, and various other equipment;
- Maintains an on-going preventive maintenance program; lubricates equipment, checks differentials, batteries, transmissions, reconditions and tunes engines, examines lights and signals;
- Inspects, diagnoses, and locates mechanical difficulties on City automobiles, trucks, generators and a variety of powered equipment; determines extent of necessary repairs;
- Overhauls, repairs, and adjusts engines, transmissions, differentials, and clutches;
- Tunes up engines, replacing ignition parts and cleaning and adjusting carburetors.
- Replaces or repairs faulty parts including wheel bearings, clutches, or 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;
- Performs smog inspections and certifications according to State requirements if certified;
- May fabricate and modify parts and equipment;

Heavy Equipment Mechanic

- Maintains work, time, material, and parts records;
- Assists other mechanics in the performance of mechanical repairs as required;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS**Knowledge of**

- Tools, equipment, and procedures used in the overhaul, repair, and adjustment of powered equipment;
- Operation and care of internal combustion engines;
- Rules of safety in mechanical working environment;
- Operating and repair characteristics of City owned equipment and vehicles.

Ability to

- Perform journey level equipment mechanical work including the diagnosis of equipment for both major and minor repairs work;
- Work productively in the absence of supervision;
- Accurately determine mechanical repair needs and estimate the cost and time of repairs;
- Assist in the training and supervision of less experienced personnel;
- Tune and test engines and electrical systems utilizing engine analyzer scope, infra-red tester and other meter and static timer for diesel engines;
- Use a variety of tools and equipment with skill;
- Maintain a variety of shop and repair records;
- Understand and carry out oral and written directions.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of high school.

Experience:

- Three years experience as a journey level mechanic.

LICENSES AND CERTIFICATES

- Persons assuming this position are required to have or obtain within six months a Class A Operators License from the California Department of Motor Vehicles.

LABORATORY SERVICES SUPERVISOR

DEFINITION:

Plans, assigns, supervises, and reviews the work of the water/wastewater laboratory technicians and water/wastewater inspection personnel. Coordinates test results with water and wastewater operational staff and performs administrative tasks for the laboratory. Coordinates City's Pre-Treatment and Cross Connection Control Programs.

DISTINGUISHING CHARACTERISTICS:

This is a supervisory position in the Water/Wastewater Division of the Public Works Department. This position is responsible for the water/wastewater laboratory and for various State and Federally mandated programs involving water and/or wastewater. It is distinguished from other supervisors in the Division by the special technical knowledge of laboratory procedures, industrial monitoring, pre-treatment regulations, cross connection control regulations, and State and Federal programs.

SUPERVISION EXERCISED AND RECEIVED:

Receives general supervision from the Assistant Wastewater Treatment Superintendent. Exercises general and technical supervision over laboratory and inspector personnel.

EXAMPLES OF DUTIES:

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

- Plans, assigns, supervises, and reviews daily work of laboratory and inspection personnel;
- Performs administrative duties pertaining to the laboratory such as staff scheduling, reporting, participation in personnel actions, record keeping, quality control, and participation in budget preparation and new equipment purchases;
- Reports results of laboratory tests; advises and recommends changes; assists in evaluation of impact of new State and Federal regulations; conducts special studies as assigned;
- Performs and supervises sampling and a variety of chemical and biological qualitative and quantitative tests of water and wastewater, and schedules private laboratory analyses for other samples which cannot be analyzed in the City's laboratory;
- Develops procedures for water and wastewater testing and sampling and for industrial waste monitoring and inspections;
- Assists in investigations of illegal discharges to wastewater and storm systems;
- Prepares a variety of data reports including reporting of State and Federal programs;
- Prepares annual industrial wastewater bills;
- Maintains and repairs laboratory equipment, fixtures and samples;
- Prepares laboratory supply and equipment order lists;
- Conducts training programs for operators, laboratory technicians and inspectors;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Chemistry, microbiology, mathematics, and the metric system;
- Safety precautions in the laboratory and in the field;
- General principles and procedures of wastewater collection, wastewater treatment, and water production and distribution;
- Industrial waste monitoring practices;
- Pretreatment regulations;
- Cross connection control regulations;
- Federal, State, and local regulations pertaining to water, wastewater, and industrial waste, and their reporting requirements;
- Principles and practices of supervisory and communication techniques.

Ability to:

- Perform a variety of technical, chemical, and biological laboratory tests accurately and safely;
- Develop objectives and procedures for water and wastewater sampling and analysis;
- Plan, assign, supervise, and evaluate work of others;
- Analyze and interpret Federal and State regulations pertaining to water and wastewater;
- Use and operate personal computer, related software and peripheral equipment;
- Understand and carry out oral and written instructions.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- A Bachelor's Degree in Biology, Chemistry, Environmental Sciences, or a related field.

Experience:

- Three years of experience in a water or wastewater laboratory including industrial waste monitoring.

LICENSES AND CERTIFICATES:

- Possession of a valid driver's license from the California Department of Motor Vehicles.
- Applicant is required to have or obtain Grade II Laboratory Analyst and Grade II Environmental Compliance (Industrial Waste) Inspection certificates issued by the CWEA within 24 months of appointment.

LABORATORY TECHNICIAN I/II

DEFINITION

Performs chemical and bacteriological analysis of water, wastewater, and related solids and liquids in support of efficient operation of water supply and wastewater treatment operations.

DISTINGUISHING CHARACTERISTICS

Laboratory Technician I – This is the entry level class for the flexibly staffed Laboratory Technician class series. Positions in this class are distinguished from the II level in that they perform narrower range of duties, usually of a less complex nature. The I level positions is expected to have little or no prior directly related working experience.

Laboratory Technician II – This is the journey level of the laboratory technician class series. Positions in this class perform a variety of laboratory tests under structured and standardized conditions. It differs from the Laboratory Services Supervisor class in that it does not exercise technical or functional supervision over other journey level laboratory personnel or perform lead worker tasks such as scheduling, ordering, and administrative reporting.

SUPERVISION EXERCISED AND RECEIVED

Laboratory Technician I – Receives immediate supervision from higher level classes progressing to general supervision with experience.

Laboratory Technician II – Receives general supervision from the Wastewater Treatment Supervisors; receives technical supervision from the Laboratory Services Supervisor. May exercise technical supervision over the Laboratory Technician I.

EXAMPLES OF DUTIES

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

- Performs a variety of chemical and biological qualitative and quantitative tests as required or in conjunction with State permits. Collects samples for analysis; prepares glassware and equipment for lab use.
- Makes mathematical calculations and statistical analysis for test results.
- Prepares a variety of data reports.
- Maintains and repairs lab equipment, fixtures, and samplers.
- Prepares lab supply and equipment order lists.
- Conducts chemical and biological studies as assigned.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Laboratory Technician I

Knowledge of:

- Chemistry and microbiology
- Mathematics
- Metric system
- Safety precautions in a laboratory setting

Ability To:

- Learn how to perform a variety of chemical and biological laboratory tests.
- Learn how to perform technical test procedures and analysis accurately and safely

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledges and abilities would be qualifying. A typical combinations is:

Education:

- High school degree plus college level courses in chemistry, biology, and mathematics.

Experience:

- No directly related experience required

LICENSES & CERTIFICATES

- Possession of a valid Class A Driver's License issued from the California Department of Motor Vehicles.

Laboratory Technician II

Knowledge of:

- Chemistry and microbiology
- Mathematics
- Metric system
- Safety precautions in a laboratory setting
- General principles and procedures of wastewater treatment, wastewater collection, and water systems.

Ability To:

- Learn how to perform a variety of chemical and biological laboratory tests.
- Learn how to perform technical test procedures and analysis accurately and safely

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledges and abilities would be qualifying. A typical combinations is:

Education:

- High school degree plus college level courses in chemistry, biology, and mathematics.

Experience:

- One year of experience in a laboratory or related position.

LICENSES & CERTIFICATES

- Possession of a valid Class A Driver's License issued from the California Department of Motor Vehicles.
- Applicants entering this position are expected to obtain a Grade I Laboratory Analyst Certificate issued by the California Water Environment Association or by the American Water Works Association within 18 months of appointment.

LABORER/MAINTENANCE WORKER I/II**DEFINITION**

Performs a wide variety of maintenance and construction work in either the Street or Water/Wastewater Division of the Public Works Department. Performs a variety of semi-skilled and skilled tasks as assigned; operates light and heavy equipment. These three classes are flexibly staffed such that an individual assuming a Laborer position may reasonably expect to progress to the I level with training, experience, and satisfactory performance. Similarly, a Maintenance Worker I may expect to progress to the II level.

DISTINGUISHING CHARACTERISTICS

Laborer – This is the sub-entry level class in the maintenance worker series. Positions in this class are distinguished from higher level classes in that they are expected to have virtually no experience or technical knowledge in construction and maintenance work. This position performs the most routine work in the Public Works and Parks Departments and never exercises technical supervision over other maintenance workers.

Maintenance Worker I – This is the entry level of the maintenance worker series. Positions in this class are distinguished from the Maintenance Worker II level in that they do not perform as broad a range of technically complex skills, do not operate heavy equipment as frequently, and are not normally expected to lead a field crew. The I level is distinguished from the Laborer in that the Maintenance Worker I's perform more than the most routine tasks. Under the flexible staffing system, positions in this level normally are filled from the Laborer class.

Maintenance Worker II – This is the journey level in the maintenance class series. Positions in this class are fully trained in a variety of tasks in the Streets and Water/Wastewater Divisions. This class is distinguished from the Maintenance Worker I level by the greater extent of technical knowledge ; also, the II level occasionally is required to lead a field crew. The II level is distinguished from the III level in that III's regularly are expected to lead field crews and assist Supervisors with administrative tasks. Under the flexible staffing system, positions in this class normally are filled from the I level.

SUPERVISION EXERCISED AND RECEIVED

Laborer – Receives immediate supervision from Division supervisors and senior level maintenance workers.

Maintenance Worker I/II – Receives general supervision from Division supervisors and occasionally exercises technical supervision over lower level maintenance positions. Receives technical supervision from Maintenance Worker III's.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Streets

- Spreads, rakes, compacts, and rolls asphalt in streets construction and maintenance;
- Excavates curbs and gutters, sidewalks, and utility trenches;
- Fabricates utility hangers;
- Prepares sub-grade for curb and gutter, roadways, and sidewalks;
- Repairs pot holes with oil mix, cold mix asphalt, and hot mix asphalt;
- Performs pavement crack sealing;
- Repairs sprinkler systems and related components;
- Reclamites and sand seals streets, alleys, and parking lots;
- Cleans street and alleys;
- Mixes, pours, and finishes concrete;
- Cleans and maintains storm pumping stations, manholes, and catch basins; rods plugged catch basin lines;
- Installs and maintains stormwater lines;
- Constructs stormwater outfalls and flapgates;
- Installs street name signs and traffic warning signs; paints crosswalks and speed limit legends; repairs street signs;
- Assists in tree planting, removal and minor trimming;
- Operates tractors, backhoes, chipper, Vactors, trucks, and numerous other light and heavy equipment and power tools in the performance of duties;
- Abates graffiti with painting and cleaning tools and equipment;
- Performs related duties as required.

Water/Wastewater

- Installs and repairs water and wastewater services;
- Mixes, pours, and finishes concrete;
- Measures, cuts, and threads pipes, installs various sizes of waterlines;
- Installs and maintains wastewater lines;
- Repairs and upgrades well piping and equipment;
- Bores waterlines under streets;
- Installs and repairs fire hydrants;
- Installs manholes;
- Unplugs wastewater lines and storm drains;
- Assists Street Division in storm patrol;
- Cleans and maintains equipment;
- Repairs and maintains water valves, water meters, pumps, motors, and related facilities;
- Checks City wells and sewer lift stations;
- Operates tractors, backhoes, Vactor, trucks, TV inspection equipment, and numerous other light and heavy equipment and power tools in the performance of duties;
- May be assigned to maintenance duties at wastewater treatment facility under supervision;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

LABORER

Knowledge of:

- Basic maintenance methods and equipment.

Ability to:

- Perform manual labor;
- Understand and carry out oral and written instructions;
- Learn the use and operation of a variety of equipment, tools, and vehicles;
- Learn safe work practices.

EDUCATION AND EXPERIENCE

- None required.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles;
- Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.

MAINTENANCE WORKER I

Knowledge of:

- Methods, materials, and equipment used in construction and maintenance;
- Purpose and uses of a variety of light and heavy equipment, vehicles, and power tools;
- Safe work practices.

Ability to:

- Perform technically complex construction and maintenance tasks;
- Operate a variety of equipment, vehicles, and tools;
- Understand and carry out oral and written instructions.

EDUCATION AND EXPERIENCE

Education:

- None required.

Experience:

- One year experience in construction and/or maintenance work.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles;
- Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.

MAINTENANCE WORKER II

In addition to the requirements for Maintenance Worker I:

Knowledge of:

- Specific attributes of the City of Lodi street system or water/wastewater system.

Ability to:

- Oversee the work of others.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be:

Education:

- None required.

Experience:

- Two years experience in construction and/or maintenance work.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles;
- Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.

LABORER
PARKS MAINTENANCE WORKER I
PARKS MAINTENANCE WORKER II

DEFINITION

Performs a variety of semi-skilled maintenance tasks for City parks, grounds, and buildings; operates a tractor gang mower and other equipment in maintenance tasks. These three classes are flexibly staffed such that an individual assuming a Laborer position may reasonably expect to progress to the I level with training, experience, and satisfactory performance. Similarly, a Parks Maintenance Worker I may expect to progress to the II level.

DISTINGUISHING CHARACTERISTICS

Laborer – This is a sub-entry level class in the maintenance worker field. Positions in this class are distinguished from higher level classes in that they are expected to have virtually no experience or technical knowledge in construction and maintenance work. These positions perform the most routine work in the Public Works and Parks Departments, and are not expected to operate heavy equipment, and never exercise technical supervision over other maintenance workers.

Parks Maintenance Worker I – This is the entry level in the parks maintenance class series. Positions in this class perform the more routine tasks in the Parks Division of the Parks and Recreation Department and progressively become trained in the full range of tasks performed by the Parks Maintenance Worker II class. Positions in this class normally are filled from the Laborer positions.

Parks Maintenance Worker II – This is the journey level in the parks maintenance class series. Positions in this class perform a range of tasks including all but the most technically complex. It is distinguished from the Parks Maintenance Worker III class in that it does not regularly lead a field crew and generally does not perform the most complex tasks. It is distinguished from the Parks Maintenance Worker I class by the diversity of tasks it performs resulting from more extensive knowledge and work experience. Positions in this class normally are filled from the I level positions.

SUPERVISION EXERCISED AND RECEIVED

Laborer – Receives immediate supervision from higher level maintenance positions progressing toward general supervision with training and experience.

Parks Maintenance Worker I/II – Receives general supervision from the Parks Supervisor. Occasionally exercises technical supervision over lower level maintenance positions.

EXAMPLES OF DUTIES

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

- Mows and edges parks and grounds; waters and sprays shrubs, grass, trees, and flowers; prunes and trims trees and bushes; fertilizes and aerates parks; replaces sod; rakes and sweeps grounds;
- Operates a tractor gang mower;
- Installs and maintains sprinkler systems;
- Picks up leaves and trash in parks;
- Performs basic carpentry, concrete, plumbing, and electrical work in new construction and repair of parks facilities, including small buildings, retaining walls, walkways, and fencing;
- Prepares and maintains baseball diamonds, basketball courts, and football fields;
- Paints park buildings;
- Maintains restrooms in parks;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Laborer

Knowledge of:

- Basic maintenance methods and equipment.

Ability to:

- Perform manual labor;
- Understand and carry out oral and written instructions;
- Learn the use and operation of a variety of equipment, tools, and vehicles;
- Learn safe work practices.

EDUCATION AND EXPERIENCE

- None required.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

Parks Maintenance Worker I

Knowledge of:

- Basic materials, equipment, and methods used in park maintenance work;

-
- Basic gardening methods, including planting and caring for various plants, trees, lawns, shrubs, and flowers;
 - Purposes and uses of a variety of hand tools and power equipment;
 - Safe work practices.

Ability to:

- Learn skilled park maintenance and construction work;
- Learn to read and understand blueprints;
- Use and operate a variety of hand tools and power equipment.

EDUCATION AND EXPERIENCE

- Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- None required.

Experience:

- One year experience in parks and maintenance or a related field.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

Parks Maintenance Worker II

In addition to the requirements of the Parks Maintenance Worker I:

Knowledge of:

- Specific attributes of City of Lodi Parks;
- Common plant diseases and insect pest and effective methods to control and eradicate them;
- Basic carpentry, plumbing, concrete work, and electrical work.

Ability to:

- Perform skilled park maintenance and construction work;
- Read and understand blueprints;
- Oversee the work of others.

EDUCATION AND EXPERIENCE

Education:

- None required.

Experience:

- Three years experience in parks maintenance or a related field.

LICENSE AND CERTIFICATES

- Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

LEAD EQUIPMENT MECHANIC**DEFINITION**

Under general supervision, assigns, coordinates and reviews the maintenance and repair work of a variety of diesel and gasoline powered vehicles and heavy equipment; performs skilled mechanical repair work; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level classification in the series. Positions in this class are distinguished from the class of Equipment Mechanic by the greater complexity of assignments and lead mechanic responsibilities on a shift. It is distinguished from the Fleet Services Supervisor, which is the first line supervisory level, responsible for overall operations and activities.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Fleet Services Supervisor. Provides lead direction to shop personnel.

EXAMPLES OF DUTIES

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

- Assigns, coordinates, reviews and participates in the overhaul, tune up, and repair of a variety of automotive and other motorized equipment;
- Provides technical assistance to mechanics and service workers in the performance of mechanical repairs and troubleshooting; determines the extent of necessary repairs;
- Trains employees in the use of equipment, tools, service information and safety techniques; assists in the evaluation of subordinates;
- Assists in inspection, diagnoses, and repairing of City automobiles, trucks, police vehicles, and a variety of powered maintenance and heavy construction equipment;
- May weld, fabricate and assemble parts for City automotive and heavy equipment;
- Responds to questions and complaints from other city departments and divisions;
- Assists in road testing of equipment as required; repairs or retrieves equipment in the field as needed;
- Maintains work, time, material and parts records; coordinates computer reports, input and information system;
- Reads and interprets shop manuals and specifications in performing work;
- Maintains an on-going preventive maintenance program; tests for smog control requirements;
- Supervises the equipment shop's operation in the absence of Fleet Services Supervisor;
- Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of

- Basic supervisory principles and practices;
- Tools, equipment and procedures used in the overhaul, repair and maintenance of powered vehicles and equipment;
- Safe work methods and safety practices pertaining to the work.

Ability to

- Perform skilled mechanical equipment work including the diagnosis of equipment for both major and minor repair work;
- Work independently and exercise sound judgement and initiative;
- Plan and estimate the cost and time of repairs;
- Train others and provide technical assistance to subordinate staff;
- Operate and maintain a wide variety of equipment, hand, shop and power tools used in the work;
- Read and interpret plans, specifications and manuals;
- Coordinate, direct, and review the work of others;
- Utilize shop computer to maintain a variety of shop, inventory, and repair records;
- Understand and carry out oral and written instructions;
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of high school.

Experience:

- Three years experience as a journey level mechanic.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (class A) from the California Department of Motor Vehicles;
- Ability to obtain valid Smog Control License within one year of appointment.

PARKS MAINTENANCE WORKER III

DEFINITION

Under general supervision, serves as a lead worker in parks and grounds maintenance; performs a variety of semi-skilled and skilled maintenance for City parks, grounds and buildings; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the parks maintenance class series. Positions in the class perform a broad range of maintenance tasks. They are distinguished from the Parks Maintenance II class in that they regularly lead a field crew and are expected to perform the most technically complex maintenance tasks, and act as Parks Supervisor in his/her absence.

SUPERVISION EXERCISED AND RECEIVED

- Regularly exercises technical or functional supervision over lower level maintenance workers.
- Receives general supervision from the Parks Supervisor.

EXAMPLES OF DUTIES

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

- Mows and edges parks and grounds; waters and sprays shrubs, grass, trees, and flowers; prunes and trims trees and bushes; fertilizes and aerates parks; replaces sod; rakes and sweeps grounds;
- Assists in supervising the installation and maintenance of sprinkler systems; adjusts, repairs and replaces timing mechanisms;
- Rakes, sweeps, picks up and removes leaves and trash and other debris in parks and grounds;
- Performs basic carpentry, concrete, plumbing and electrical work in new construction and repair of parks facilities including boat docks, retaining walls, concrete foundations, curbs, walkways, slabs and mowing strips;
- Prepares and maintains baseball diamonds, basketball courts, and football fields by raking, cleaning, mowing, or placing markers;
- Assigns, reviews and paints parks building;
- Maintains and re-stocks restrooms in parks;
- Constructs work schedules for assigned crew; assigns and reviews their work;
- Assists supervisor in planning landscaping and irrigation systems;
- Prepares time and work reports on personnel in assigned crew;
- Uses electrical and gas building equipment;
- Maintains pools;

EXAMPLES OF DUTIES (cont.)

- Mixes and sprays herbicides, fungicides and pesticides, treats waterways for algae;
- Operates and maintains a variety of hand and power landscaping tools and equipment, including hand and power mowers, small tractors, spreaders, edgers, blowers, hedge trimmers, weed eaters, chainsaws, rakes, shovels, hoes, brooms and other tools; operates trucks, trailers and tractors with attachments;
- Observes safe work methods and uses safety equipment; attends safety meetings; stores and handles pesticides, herbicides and fungicides;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic carpentry, plumbing, concrete work, and electrical work;
- Safe work practices and regulations related to the work;
- Basic gardening practices.

Ability To:

- Organize, assign, and review the work of subordinate personnel;
- Read and understand simple blueprints;
- Recognize common plants, plant diseases and insect pests;
- Understand and carry out oral and written instructions.

EDUCATION AND EXPERIENCE:

Any equivalent combination of experience and education that would likely provide the required knowledge and abilities would be:

Education:

- Equivalent to completion of high school.

Experience:

- Three years of experience in parks maintenance, construction, or a related field.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License issued from the California Department of Motor Vehicles.
- Must obtain a valid Qualified Applicator Certificate prior to completion of one year.

PARKS PROGRAM COORDINATOR

DEFINITION

Under direction, develops, plans, organizes and administers various programs and activities in the Parks and Recreation Department. Coordinates the activities in the Parks Division (in particular at Lodi Lake Park), with the activities of members of the community and various community groups, to implement programs designed to meet recreational needs; and performs related duties as required.

SUPERVISION EXERCISED AND RECEIVED

Receives supervision from Parks Superintendent. May supervise various part-time and volunteer staff.

EXAMPLES OF DUTIES

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

- Administer local school interpretive program in Nature Area through trained volunteer docents;
- Coordinates, schedules, directs and monitors the work of designated volunteers and staff;
- Conducts and/or assists in the training of volunteers and subordinate staff;
- Performs administrative tasks such as purchasing materials, record keeping, preparing correspondence, and assisting in budget preparation;
- Coordinates, designs, and prepares exhibits and displays;
- Participates in seeking sources of grant revenue and grant writing;
- Coordinates and assists in the implementation of special events;
- Coordinates, oversees and participates in revenue collection and fund raising activities;
- Coordinates Parks and Recreation activities with appropriate City departments;
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of natural resource conservation and interpretation;
- Park systems, operations, and recreation areas;
- Principles and practices of program planning and implementation;
- Grant writing processes, revenue collection techniques and budgeting;
- Nature areas and centers;
- Basic principles and practices of supervision;

Knowledge of (cont.)

- Methods used in preparing displays and exhibits;
- Basic personal computer software applications and the operation of peripheral equipment.

Ability to:

- Establish and maintain cooperative and effective relationships with those contacted during the course of work.;
- Effectively communicate both verbally and in writing;
- Plan, organize, assess and monitor the activities of personnel, members of the public and community groups, and related departmental operations;
- Work creatively and independently within established guidelines and directives;
- Operate personal computers and peripheral equipment, and standard office equipment;
- Accumulate and analyze data, and compile reports for budgeting and program productivity.

EDUCATION AND EXPERIENCE

- Any combination equivalent to education and experience that would likely provide the required knowledges and abilities would be qualifying. A typical combination is:

Education:

- Equivalent to possession of an Associate of Arts degree from an accredited college with an emphasis in park operations, public recreation, natural sciences or a related field.

Experience:

- One year of responsible experience in park operations, public recreation, parks and recreation administration, or a closely related field.

LICENSES AND CERTIFICATES

- Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

PARKS SUPERVISOR

DEFINITION

Supervises the work of parks and building maintenance personnel in the Parks Division of the Parks and Recreation Department. Assigns and reviews the work of multiple field crews; performs a variety of administrative duties.

DISTINGUISHING CHARACTERISTICS

This is a supervisory level position class in the Parks and Recreation Department responsible for several subordinate maintenance personnel. It is distinguished from the Parks Superintendent by its daily supervisory responsibility and extensive field inspection duties. The Supervisor assists the Superintendent with budgeting, personnel selection, and other administrative duties.

SUPERVISION EXERCISED AND RECEIVED

Exercises general supervision over numerous subordinate maintenance positions.
Receives general supervision from the Parks Superintendent.

EXAMPLES OF DUTIES

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

- Plans, assigns, supervises, and reviews the work of subordinate personnel;
- Assists in program development and management for the Parks Division;
- Assists in budget development and administration;
- Assumes responsibility for assists with a variety of personnel actions such as performance evaluations, training, hirings, firings, and disciplinary actions;
- Prepares work schedules;
- Instructs personnel on the use of equipment and maintenance procedures and on the principles of fertilization, herbicide use, and insecticide use;
- Inspects parks and recreation areas, buildings, and swimming pools for maintenance needs and safety hazards;
- Purchases supplies;
- Maintains a variety of administrative records;
- Responsible for maintaining electrical equipment such as scoreboards and P.A. systems;
- Assists in planning and design of new or remodeled parks buildings and facilities, sprinkler systems, and electrical systems;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and techniques of supervision;
- Horticulture; principles and techniques in the care of plants, trees, and grounds;
- Purposes and uses of a variety of power equipment;
- Practices and procedures of building maintenance;
- Safety principles, practices, and procedures;
- Basic carpentry, plumbing, cement, and electrical work.

Ability To:

- Supervise the work of others;
- Inspect and analyze the condition of parks, grounds, and buildings; plan maintenance work in response;
- Operate a variety of equipment, tools, and vehicles;
- Maintain swimming pools and sprinkler systems;
- Perform carpentry, plumbing, cement, and electrical work;
- Communicate clearly, orally and in writing;
- Keep records accurately and neatly.
- Use and operate personal computer, related software and peripheral equipment.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of high school.

Experience:

- Four years experience in parks maintenance or a related field, one of which involved lead worker supervision.

LICENSES & CERTIFICATES

- Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

PARTS CLERK

DEFINITION

Under general direction, orders, receives, issues and maintains inventories of automotive and equipment parts, accessories and related equipment; identifies and issues correct parts to technicians; enters data and provides information; performs record keeping; generates a variety of reports; types correspondence; copies, assembles and distributes reports and other written materials; maintains file system; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level class in which the incumbent performs a full range of duties related to ordering, stocking, issuing and inventorying automotive and heavy equipment parts, equipment, and other related supplies.

EXAMPLES OF DUTIES

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

- Orders, receives, distributes and stocks vehicle and equipment parts, accessories, supplies and special tools used in the maintenance, service and repair of City vehicles and heavy equipment;
- Processes requisitions and completes purchase orders; arranges and coordinates pick-up and delivery;
- Researches and locates sources for non-standard parts and special tools; determines feasibility of substituting parts;
- Inspects parts, supplies and equipment for quality, quantity and correctness; verifies and checks items received against parts catalogs and manufacturer's identification, model or parts number;
- Maintains manual and electronic records on parts and supplies, and of purchase orders and requisitions; prepares reports;
- Maintains parts, fuel and oil supplies inventories and ensures minimum supply levels on the basis of operational needs;
- Organizes and maintains storage areas in a clean and orderly condition;
- Monitors warranties on vehicles and equipment.

MINIMUM QUALIFICATIONS

Knowledge of:

- Parts, tools and equipment used in the maintenance and repair of gasoline and diesel powered vehicles and equipment.

- Standard vehicle and automotive equipment repair and maintenance procedures.
- Principles and practices of stock and inventory control.
- Basic principles and practices of purchasing.
- Operation of standard office equipment.
- Basic arithmetic.
- Basic office practices and procedures, including filing systems.
- Personal computer software programs including spreadsheet and word processing applications.

Ability to:

- Coordinate ordering and issuing of automotive and equipment parts in a timely manner.
- Understand and follow technical oral and written instructions.
- Exercise independent judgment and initiative.
- Prepare and maintain a wide variety of records, reports, and files accurately.
- Prioritize work and perform multiple tasks simultaneously.
- Perform heavy physical work in lifting and moving stock.
- Compare names and numbers accurately.
- Operate standard office equipment including personal computer hardware, software programs and peripheral equipment.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any equivalent combination of education and experience that would likely provide the required knowledge and abilities would be:

Education:

- Equivalent to the completion of high school.

Experience:

- Two years of responsible experience in automotive/mechanical repair, or automotive/equipment warehouse or parts supply, one year of which shall have included the use of computerized record keeping and management systems.

LICENSES AND CERTIFICATES

- Possession of a valid driver's license (Class C) from the California Department of Motor Vehicles.

PLANT AND EQUIPMENT MECHANIC

DEFINITION

Under direction, performs skilled operational, mechanical and maintenance work on wells, water storage tanks, pumping stations, disinfection systems, granular activated carbon treatment systems, pumps and motors, and related equipment for the water treatment system, storm and wastewater pumping stations and wastewater treatment facility; responds to customer water and wastewater service calls and operational emergencies; performs specialized systems maintenance tasks as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level class in the Water/Wastewater Division of the Public Works Department, performing operational, preventative maintenance and technical mechanical work. Positions in this class work at the wastewater treatment facility and/or on city-wide water treatment and distribution, and wastewater systems. It is distinguished from the Water/Wastewater Maintenance Worker III classes in that it performs primarily operational and mechanical functions, works independently, and does not lead a field crew.

SUPERVISION EXERCISED AND RECEIVED

- Receives lead supervision and direction from the Senior Plant and Equipment Mechanic.

EXAMPLES OF DUTIES

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

- Inspects, operates, adjusts, diagnoses, and repairs granulated activated carbon systems, wells, water storage tanks, water pumping stations, wastewater pumps, storm pumps, valves, compressors, meters, hydrants, water and wastewater services, emergency generators, wastewater facility equipment;
- Inspects, operates, diagnoses and repairs gas, liquid and generation chlorination systems, UV disinfection equipment, sulfur dioxide equipment, hydraulic units, boilers, heat exchangers and other stationary equipment;
- Performs and logs regularly scheduled preventative maintenance work; Repairs and replaces drive mechanisms, chains, sprockets and gears in primary and secondary sedimentation tanks; Replaces bearings, belts, seals, sleeves and pump shaft packing;
- Performs a variety of plumbing, carpentry and metal fabrication duties;
- Responds to customer complaints regarding taste and odor, conservation, water and wastewater services and locates customer service lines;
- Coordinates repair work with electricians and/or contractors;
- Records electrical and flow reading from water, wastewater, and storm pumps;
- Maps and records water valve, water line, sewer line, and fire hydrant locations;

-
- Maintains supply of water sampling equipment and collects samples of water quality analyses including chlorine residual and bacteria testing;
 - Uses and maintains a variety of hand, power, and shop tools and equipment;
 - Assists street, water and wastewater crews in emergencies when needed;
 - Provides direction to assisting staff, instructs them in proper work procedures and safety precautions;
 - Reads, maintains and repairs gauges and meters to ensure the proper operations of water and wastewater systems;
 - Cleans and oversees landscaped areas, roadways, and general grounds at wells, storms and wastewater pump stations;
 - Maintains tools, vehicle, equipment and work areas in a clean, safe condition;
 - Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Mechanics of water, wastewater and storm systems and pumps, hydraulic units, boilers, collection units, displacement blowers, gas compressors, anaerobic digesters, emergency generators, and other related equipment;
- Principles of plumbing;
- Methods, materials and equipment used in maintenance of water/wastewater systems;
- Crane rigging principles and techniques;
- Basic mathematics;
- Proper loading and unloading of chlorine cylinders;
- Safe work practices in the water and wastewater industry;
- Use and maintenance of a variety of tools and equipment used in water and wastewater systems;
- Principles of water treatment.

Ability To:

- Operate and perform maintenance work on water and wastewater system equipment;
- Operate gas and arc welding equipment safely;
- Diagnose and repair mechanical problems in water and wastewater systems;
- Work independently;
- Communicate clearly and concisely with employees, contractors and the general public;
- Maintain accurate records;
- Understand and follow oral and written instructions;
- Read and interpret manuals, construction plans and specifications;
- Establish and maintain cooperative work relationships with city employees, vendors, and the general public;
- Operate granular activated carbon water treatment systems, chlorine generation systems and UV disinfection systems.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of high school.

Experience:

- Three years experience working with water and/or wastewater systems.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License from the California Department of Motor Vehicles. Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.
- Possession of a California Grade II Water Treatment Plant Operator certificate issued by the Department of Health Services within 24 months of appointment.

SENIOR FACILITIES MAINTENANCE WORKER

DEFINITION

Performs a variety of maintenance tasks involving carpentry, plumbing, electrical, heating and cooling, construction, and repair skills; assumes significant responsibility for general maintenance for City of Lodi buildings and facilities.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the building maintenance class series. Positions in this class performs the most technically complex maintenance tasks not performed by an outside contractor. It is distinguished from the Building Maintenance Worker by the extent of technical knowledge and by having lead worker responsibility in the performance of duties.

SUPERVISION EXERCISED AND RECEIVED

Exercises technical and functional supervision over the Building Maintenance Worker or other subordinate classes.

Receives general supervision from the Fleet and Facilities Manager.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Public Works

- Responsible for maintenance tasks for City Hall, Public Safety Building, Municipal Service Center, and other City buildings.
- Coordinates and oversees contracting of major maintenance jobs; processes purchase orders for contractor payments.
- Conducts daily inspections on performance of contract janitorial service.
- Prepares annual building maintenance accomplishment report.
- Adjusts H.V.A.C. controls, calibrates pneumatic thermostats and controls.
- Conducts daily inspection of heating and air cooling systems.
- Replaces lights, ballasts, and fixtures.
- Repairs locks, cuts keys, and re-keys locks.
- Repairs roofs, plumbing, and electrical systems.
- Installs data cabling systems.
- Re-stacks janitorial supplies.
- Does preventive maintenance on heating and cooling systems; repairs systems.
- Installs, modifies, and repairs automatic fire systems, master time clocks, electrical controls, valves, electric motors, filtering systems, and office systems furniture.
- Reads and interprets plans and specifications on new and existing structures.
- Insures an adequate inventory of materials, supplies, parts and equipment for the Section's total work program.

-
- Repairs walls, baseboards; paints buildings.
 - Maintains records of essential maintenance work performed.
 - Performs other related duties as required.

Parks/Community Center

- Installs and repairs automatic sprinkler systems, control clocks, electric control valves, sprinkler heads, and pipe lines.
- Repairs electric motors, replaces bearings and pump seals.
- Reads and interprets blueprints for new structures; installs wiring, sprinkling systems, does concrete work, painting, stucco work, restroom fixtures, and tile work.
- Installs and maintains scoreboards. for football and baseball.
- Installs and repairs drinking fountains, sewage lines, gas lines, water heaters, sinks, toilets, urinals, filtering systems, chlorine machine for swimming pools, and heaters for swimming pools.
- Replaces lights, ballasts and fixtures.
- Constructs and maintains sun shades, bleachers, benches, cyclone fence, gates, backstops for ball diamonds, bar-be-ques, and play ground equipment.
- Performs concrete work, places forms, orders amounts needed for curbing or building shade area.
- Repairs roofs, walls, windows, doors, plumbing, electrical systems, and water mains.
- Constructs and maintains power course.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Fundamentals of carpentry, plumbing, electrical systems and machinery.
- Basic maintenance and repair procedures, and trouble-shooting techniques.
- Mechanics of heating and cooling systems.
- Purposes and uses of numerous hand tools and power equipment.
- A variety of construction and finishing materials.
- Basic construction methods.
- Building code requirements.
- Contracting and subcontracting practices and procedures.

Ability To:

- Perform a variety of construction, maintenance, and repair tasks.
- Perform technically complex maintenance tasks.
- Read and interpret building construction plans.
- Operate a variety of hand tools and power equipment.
- Utilize testing Equipment (i.e., Amp Probes, Multi-meters, electronic temperature analyzer, refrigeration manifold gauges, mercury manometer, RPM indicator, etc.)

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of high school.

Experience:

- Five years experience in the building construction maintenance or machinery trades.

LICENSES AND CERTIFICATES

- Possession of a valid (Class C) Driver's License issued from the California Department of Motor Vehicles

SENIOR PLANT AND EQUIPMENT MECHANIC

DEFINITION

Under general direction, performs highly responsible work and provides lead direction in the construction, maintenance and repair of storm, water and water/wastewater systems; performs operational preventative maintenance and technical mechanical work and coordinates and organizes the work of lower level classifications; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the Water/Wastewater Division of the Public Works Department. It is distinguished from the Plant and Equipment Mechanic class by its increased working knowledge of storm, water and wastewater systems.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and direction from the Chief Wastewater Plant Operator or Water/Wastewater Supervisor and the Assistant Superintendents.

Provides lead direction to Plant and Equipment Mechanic and Maintenance Worker positions.

EXAMPLES OF DUTIES

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

- Coordinates, schedules, assigns and participates in the maintenance and repair of water and wastewater systems including: granulated activated carbon systems, wells, water storage tanks, water pumping stations, wastewater pumps, storm pumps, valves compressors, meters, hydrants, water and wastewater service emergency generators and wastewater facility equipment;
- Oversees, schedules and participates in the operation, diagnoses and repair of gas, liquid and generation chlorination systems, UV disinfection equipment, sulfur dioxide equipment, hydraulic units, boilers, heat exchangers and other stationary equipment;
- Trains and evaluates maintenance staff in the proper methods and techniques for repair and maintenance of water and wastewater systems and equipment;
- Assists with maintaining parts inventory, contacts vendors for price estimates and availability of parts and equipment, prepares requisitions;
- Assist in the planning and implementing of complex maintenance programs, develops new maintenance procedures. Makes recommendations concerning maintenance items for the annual budget;
- Maintains logs of repair on mechanical equipment;
- Fabricates and machines tools and equipment;
- Maps water/wastewater main lines;

EXAMPLES OF DUTIES (cont.)

- Coordinates repair work with electricians and/or contractors and coordinates the Underground Service Alert (USA) program; observes and reports progress of contractors to ensure work meets quality standards;
- Fills in for Plant and Equipment Mechanic on shift as needed;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Mechanics of water, wastewater, and storm systems and pumps, hydraulic units, boilers, collection units and related components and equipment;
- Basic principals of supervision;
- Methods, materials, and equipment used in the maintenance of water/wastewater systems;
- Principals and techniques in the operation of heavy equipment;
- Basic mathematics and writing techniques;
- Safe work practices in the water and wastewater industry;
- Use and maintenance of a variety of tools and equipment used in water and wastewater systems;
- Principles in operations of water treatment and distribution, and wastewater collection and treatment.

Ability to:

- Schedule, organize, and oversee work of others;
- Operate and perform maintenance work on water and wastewater system equipment;
- Diagnose and repair mechanical problems in water and wastewater systems;
- Work independently and act as crew leader;
- Communicate clearly and concisely with employees, contractors, and the general public;
- Maintain accurate records;
- Understand and follow oral and written instructions;
- Read and interpret manuals, construction plans, and specifications;
- Establish and maintain cooperative work relationships with City employees, vendors, and the general public;
- Operate granular activated carbon water treatment systems, chlorine generation systems, and UV disinfection systems;
- Perform physically arduous tasks including the lifting, carrying, pushing and pulling of tools and equipment of various weights.

EDUCATION AND EXPERIENCE

- Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

- Equivalent to completion of high school.

Experience:

- Four years of increasingly responsible experience in the maintenance and operation of water and wastewater systems.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License issued from the California Department of Motor Vehicles. Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.
- Possession of a California Grade II Water Treatment Plant Operator certificate issued by the California Department of Health Services within 24 months of appointment.
- Possession of a Grade II Mechanical Technologist certificate issued by the California Water Environment Association within 24 months of appointment.

STREET CLEANUP WORKER I/II

DEFINITION:

Under direction performs a wide variety of maintenance and minor construction work in designated business areas of Lodi such as the Downtown area, or other areas as assigned in the Public Works Department. Performs a variety of semi-skilled and skilled tasks and operates light equipment. These two classes are flexibly staffed such that an individual assuming a Street Cleanup Worker I position is expected to progress to the II level with training, experience, and satisfactory performance within two years of appointment.

DISTINGUISHING CHARACTERISTICS:

Street Cleanup Worker I: This is the entry level of the Street Cleanup Worker series. This class is distinguished from the Street Cleanup Worker II level in that it does not perform as broad a range of maintenance and construction tasks and receives more direct supervision.

Street Cleanup Worker II: This is the journey level in the Street Cleanup Worker series. Positions in this class are fully trained in a variety of tasks in the cleanup, maintenance and landscape of designated public areas. This class is distinguished from the Street Cleanup Worker I level by the greater extent of knowledge, experience, and may occasionally supervise work program appointees or volunteers. Under the flexible staffing system, positions in this class normally would be filled from the I level.

SUPERVISION RECEIVED AND EXERCISED

Street Cleanup Worker I: Receives immediate supervision from division supervisors and senior level maintenance workers. Receives technical supervision from Maintenance Worker III's and the City's arborist.

Street Cleanup Worker II: Receives general supervision from division supervisors and technical supervision from Maintenance Worker III's and the City's arborist. Will occasionally provide lead direction over work program appointees or volunteers.

EXAMPLES OF DUTIES:

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

- Remove debris from public right-of-ways.
- Empty trash containers and install plastic liners.
- Spray weeds in the public right-of-way.
- Clean tree wells of debris and sucker growth.

- Plant and maintain flowers and trees.
- Monitor irrigation systems and make minor repairs.
- Wash sidewalk, curb and gutter, and public furniture.
- Liaison between merchants and the Public Works Department regarding cleanup and condition of storefront sidewalks.
- Make minor repairs to paving stones and public furniture.
- Operate and maintain sidewalk/parking lot sweeping equipment.
- Install signs and posts.
- Maintain pedestrian/transit shelters.
- Maintain public right-of-ways to ensure public safety and report potentially unsafe conditions to supervisor.
- Perform related work as required.

MINIMUM QUALIFICATIONS

STREET CLEANUP WORKER I

Knowledge of:

- The operation and maintenance of basic hand and power tools and equipment.
- Basic maintenance, plumbing, and construction practices.
- Basic grounds and gardening maintenance.
- Safe work practices.

Ability to:

- Perform a variety of skilled and semi-skilled manual maintenance tasks.
- Understand and carry out oral and written instructions
- Communicate and work effectively with those contacted during the course of work.
- Perform tasks in a manner which ensures safety for self and for the public.

MINIMUM QUALIFICATIONS (Cont'd):

Education And Experience:

- Any combination of experience and education that would likely provide the required knowledge and abilities. A typical combination would be:

Education:

- None required.

Experience:

- One year of construction and/or maintenance work.

LICENSES AND CERTIFICATES:

- Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

STREET CLEANUP WORKER II

In addition to the requirements for Street Cleanup Worker I.

Knowledge of:

- Specific attributes of designated areas within the City of Lodi.

Ability to:

- Oversee the work of others.

EDUCATION AND EXPERIENCE:

- Any combination of education and experience that would likely provide the required knowledge and abilities. A typical combination would be:

Education:

- None required.

Experience:

- Two years experience in construction and/or maintenance work.

LICENSES AND CERTIFICATES:

- Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

STREET MAINTENANCE WORKER III

DEFINITION

Performs highly responsible work in the construction, maintenance and repair of City streets, alleys, and parking lots. Performs various skilled tasks in the Street Division; operates heavy equipment; assists in the supervision of field crews.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the maintenance worker class series. Positions in this class are distinguished from Maintenance Worker II's in the Street Division in the following ways: they are expected to exercise technical and functional supervision over lower level maintenance workers by being field crew lead workers; they are expected to obtain a Class A Operator's License from the State Department of Motor Vehicles and operate all heavy equipment and vehicles in the Division; they perform the most technically complex tasks in street construction and maintenance work and other Division functions.

SUPERVISION EXERCISED AND RECEIVED

Regularly exercises technical supervision over lower level maintenance workers.
Receives general supervision from the Street Supervisors.

EXAMPLES OF DUTIES

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

- Serves as lead worker for field crews; organizes work; oversees work of crew;
- Assists Supervisor in project scheduling and work organization; prepares daily time cards for crew in absence of Supervisor;
- Oversees placement of cones, signs, and barricades at job site for safety precautions;
- Spreads, rakes, compacts and rolls asphalt in street construction and maintenance;
- Excavates for curbs, gutters, and sidewalks; excavates and backfills trenches;
- Fabricates utilities hangers;
- Prepares subgrade for curb and gutter, roadways, and sidewalks;
- Repairs potholes with oil mix, cold mix asphalt, and hot mix asphalt;
- Performs pavement crack sealing;
- Reclamites and sand seals streets, alleys, and parking lots;
- Cleans streets and alleys;
- Repairs sprinkler systems and components;
- Mixes, pours, and finishes concrete;

EXAMPLES OF DUTIES (cont.)

- Cleans and maintains storm pumping stations, manholes, and catch basins; rods plugged catch basin lines; cleans catch basins;
- Repairs and maintains storm water pumps and motors;
- Installs and maintains storm water lines;
- Constructs storm water outfalls and flapgates;
- Installs street name signs and traffic warning signs; paints crosswalks and speed limit legends; repairs street signs;
- Assists in tree planting, removal and minor trimming;
- Operates tractors, backhoes, grader, chipper, street sweeper, vactors, trucks, and numerous other light and heavy equipment and power tools in the performance of duties;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, procedures, materials, and equipment used in street construction and maintenance;
- Purpose and uses of a variety of heavy equipment, vehicles and power tools;
- Safety work practices;
- Federal and State regulations pertaining to traffic control devices and markings.

Ability to:

- Perform technically complex street construction and maintenance tasks;
- Organize and oversee the work of others;
- Operate a variety of equipment, vehicles, and tools;
- Read and interpret plans and specifications;
- Communicate clearly and concisely;
- Establish safe work practices and train field crews;
- Understand and carry out oral and written instructions.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of High School.

Experience:

- Three (3) years experience in construction and maintenance work including the operation of a variety of construction equipment equivalent to a Street Maintenance Worker II in the Street Division in the city of Lodi.

LICENSES AND CERTIFICATES

- Persons assuming this position are expected to obtain a Class A Operator's License from the California Department of Motor Vehicles within 6 months.

STREET SUPERVISOR

DEFINITION

Plans, assigns, supervises, and reviews the work of Street Division maintenance workers in the operation, maintenance, construction, and inspection of streets, alleys, storm drain systems, traffic control devices, and related facilities. Supervises and coordinates field crews; performs administrative duties as supervisor.

DISTINGUISHING CHARACTERISTICS

This is the full first-line supervisor class in the Streets Division of the Public Works Department. Positions in this class assist the Streets Superintendent in the management of the Division; they are distinguished from the Superintendent by the lesser extent of policy-making and other managerial responsibilities and by the greater extent of field-oriented work in the supervision of construction and maintenance crews.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the Streets Superintendent.

Exercises general supervision over subordinate personnel; exercises immediate supervision over new, inexperienced personnel.

EXAMPLE OF DUTIES

- Duties may include, but are not limited to the following:
- Plans, assigns, supervises, and reviews daily work of Street Division crews;
- Assists with Street Division program development and management. Confers with Superintendent on maintenance operations and setting of priorities;
- Assists in budget development and administration.
- Assumes responsibility for and assists with a variety of personnel actions such as performance evaluation, training, selection, dismissals, transfers, and disciplinary actions;
- Participates in the direct construction and maintenance of streets, alleys, storm drain systems, and traffic control devices;
- Supervises and assists crews in the removal of curbs, gutters, sidewalks, and in the preparation of subgrade, including the setting of grade in accordance with construction plans;
- Supervises and assists crews in the excavation, backfilling, and compaction of utility ditches;
- Supervises and assists crews in reclamite, and chip sealing of streets, alleys, and parking lots;
- Inspects streets, alleys, and parking lots that are slurry-sealed by contract;
- Supervises and assists crews in the preparation of the street surface, application and compaction of asphalt overlays, and the raising of utilities to grade after overlay in completed;

-
- Prepares daily time cards using proper account numbers and time;
 - Reads and interprets construction plans and specifications;
 - Supervises crews in the application of herbicides and other weed control;
 - Supervises and assists crews in the construction of storm water outfalls and flapgates;
 - Supervises and assists crews in the cleaning of storm pump stations and pulling pumps and motors for repair;
 - Operates Street Division heavy equipment and trains subordinates in the safe handling and operation of equipment;
 - Directs crews in proper coning and barricading of worksites and hazardous conditions;
 - Supervises and assists traffic crew in painting of traffic lane lines, legends, curbs, and installation and maintenance of traffic control devices;
 - Supervises and assists crew in the maintenance of all street trees including trimming, removal, and planting;
 - Supervises personnel in street sweeping techniques, picking up of debris and annual leaf removal program;
 - Evaluates street structural sections to determine maintenance requirements;
 - Assists Street Superintendent in surveying City streets, alleys, parking lots, and trees to determine annual preventive maintenance program;
 - Supervises and assists crew in the installation, maintenance, and repair of storm lines and catch basins;
 - Prepares clear and accurate reports of time, equipment, and materials used;
 - Does field maintenance on equipment and tools;
 - Trains personnel in the use of heavy equipment and in safety precautions;
 - Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

- Methods, materials, and equipment used in the general construction and maintenance of street components.
- The operation and maintenance of the City's storm drain system.
- Underground construction as it pertains to the street system.
- Tree trimming, planting, and removal techniques.
- Federal and State regulations governing traffic control devices.
- Principles of supervision.
- Purposes and uses of a variety of equipment, power tools, and vehicles used in streets constructions and maintenance.
- Safety principles, practices, and procedures.

Ability to:

- Evaluate street structural sections; perform complex streets construction and maintenance tasks.

-
- Train equipment operators; direct and operate heavy power driven equipment used in street construction and maintenance.
 - Supervise the work of others; schedule, supervise, and review the work of field crews.
 - Estimate materials and equipment required to accomplish division projects.
 - Read and interpret plans and specifications.
 - Proceed under general direction on the construction and maintenance of streets, trees, storm drain system, and traffic control devices.
 - Communicate clearly, orally and in writing.
 - Establish and maintain cooperative working relationships with the public, contractors, and other divisions and departments.
 - Keep records accurately and neatly.
 - Use and operate personal computer, related software and peripheral equipment.

EDUCATION AND EXPERIENCE

- Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to the completion of high school.

Experience:

- Five (5) years progressively responsible experience in streets maintenance or related field including two years comparable to that of a Street Maintenance Worker III in the City of Lodi.

LICENSES AND CERTIFICATES

- Possession of a Class A Operator's License from the California Department of Motor Vehicles.

TREE OPERATIONS SUPERVISOR

DEFINITION

Under general direction, supervises contracts for tree and landscape maintenance activities; responsible for the development and implementation of an urban forest management program involving trees and shrubs located in City parks and public rights-of-way; provides liaison between the City and the community; and performs related duties as required.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the Street Superintendent.

EXAMPLES OF DUTIES

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

- Plans, develops and directs the implementation of an urban forest management program including the maintenance, removal and planting of trees and shrubs;
- Assists in the development and implementation of goals, objectives and policies for the Urban Forest program.
- Assists in preparing plans and specifications for Public Works and maintenance contracts; provides recommendations on the planting, removal and retention of City trees;
- Develops and administers contract plans and specifications and inspects contractor's work for compliance with City standards; identifies problems and takes corrective action;
- Serves as liaison with other City departments, public agencies, private organizations and community groups regarding tree management policies and procedures; coordinates the City's arboricultural activities with volunteer groups and community service workers;
- Acts as technical advisor to various administrative staff and Council on trees and related issues;
- Inspects trees to determine required maintenance; identifies insects and diseases and selects appropriate treatment methods;
- Manages residential tree planting program; researches various preservation programs; applies for grants and monitors expenditures; and completes reports.
- Posts private property for vegetation encroachments;
- Responds to complaints, service requests and inquiries from citizens; schedules contractors to respond to emergency situations;
- Develops and maintains a variety of records and reports;
- Prepares operating and capital improvement budget recommendations;
- Develops and maintains street tree inventory data and prepares planting, removal and maintenance schedules;
- Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of

- Principles and practices of contract development and administration;
- Principles, practices, materials, tools and equipment used in tree and landscape installation and maintenance;
- Tree species, plant material, and the methods and techniques used in their planting and maintenance;
- Soil and climatic conditions, fertilization, drainage and irrigation systems conducive to the growth of trees, shrubs and plants;
- Diseases and pests and their respective chemical and biological controls;
- Laws, regulations, procedures and practices pertaining to trees and urban forest management;
- Basic methods and techniques of research, statistical analysis and report preparation;
- Safety precautions and procedures in tree and landscape maintenance.

Ability to

- Develop, and negotiate changes in contract specifications for tree and landscape maintenance;
- Monitor, assess and direct the work of others;
- Read and interpret plans and specifications;
- Interpret and apply Federal, State and local policies, procedures, laws and regulations;
- Gather and analyze a variety of data; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Provide technical advice and assistance on problems relating to street and park tree and landscape maintenance, preservation and protection;
- Communicate effectively both orally and in writing;
- Maintain records and prepare reports;
- Operate personal computer and peripheral equipment;
- Work independently;
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education:

- Equivalent to completion of high school, supplemented by collegiate level courses in landscape maintenance, landscape design, horticulture, arboriculture or a related field.

Experience:

- Four years of increasingly responsible experience in arboriculture, landscape maintenance, horticulture or tree trimming. Education may be substituted for work experience on a year for year basis up to a maximum of 2 years.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (class A) from the California Department of Motor Vehicles;
- Prior to permanent appointment, possession of a Qualified Pest Control Applicator's Certificate from the California Department of Pesticide Regulation.

WASTEWATER PLANT OPERATOR I/II

DEFINITION

Inspects, operates, and maintains the wastewater treatment facility. Assists with or is responsible for daily operational controls and monitoring of plant processes. Performs corrective and repair work on plant systems; performs general maintenance work at plant facility. Positions in this class rotate shifts. This is a flexibly staffed class series in that I level positions are required to progress to progress to the II level with training, experience, appropriate certificates, and satisfactory performance, within specified time frames.

DISTINGUISHING CHARACTERISTICS

Wastewater Plant Operator I - This is the entry level for the plant operator class series. It is distinguished from the Operator II level in that it performs the more routine operator tasks and, under the guidance of the Operator II, progressively performs the more technically complex tasks.

Wastewater Plant Operator II - This is the journey level of the plant operator class series. Positions in this class possess extensive technical knowledge on plant operations, systems, and processes. It is distinguished from the Operator I level by the extent of technical knowledge and responsibility exercised for plant operations. Positions in this class generally are filled from the I level.

SUPERVISION EXERCISED AND RECEIVED

Wastewater Plant Operator I - Receives immediate supervision from higher level positions, progressing to general supervision with training and experience.

Wastewater Plant Operator II - Receives general supervision from the Chief Wastewater Plant Operator.

EXAMPLES OF DUTIES

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

- Inspects plant operations daily; operates and checks the operation of wastewater equipment, such as pumps, valves, electric motors and filters;
- Oils, greases, and cleans equipment;
- Cleans, adjusts and repacks valves and pumps;
- Cleans and adjust bar screens and comminutors;
- Regulates operation of aeration tanks, including return sludge recirculation pumps transferring sludge to digester;
- Operates lagoons;

EXAMPLES OF DUTIES (cont.)

- Reads gauges and makes adjustments to operating controls in order to maintain proper condition of digesters in accordance with prescribed procedures;
- Maintains, operates, and adjusts chlorination/dechlorination equipment;
- Checks and adjusts wasting rates;
- Performs some lab tests and interprets results for purposes of plant control; collects samples for tests;
- Monitors delivery of chemicals and materials;
- Performs preventative maintenance and repair work on plant equipment;
- Maintains grounds and plant building;
- Checks treatment and storage ponds;
- Maintains safety checklists;
- Instructs subordinate personnel in plant operations;
- Sets and monitors alarm systems; maintains plant security;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Wastewater Plant Operator I

Knowledge of:

- The operation and routine maintenance of mechanical equipment, including pumps and electric motors;
- Basic tools, equipment and methods in maintaining stationary power equipment, pumping systems and electrical systems;
- Basic wastewater treatment processes and the tests used to check the effectiveness of such processes.

Ability to:

- Read and interpret gauges and recording devices reflecting plant operations;
- Perform mechanical repairs, maintenance work, and modification to equipment used in a wastewater treatment plant;
- Use various mechanic's tools with skill and accuracy;
- Learn standard laboratory tests;
- Exercise sound judgment in response to operational problems;
- Understand and carry out oral and written instructions.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. At typical combination is:

Education:

- Equivalent to the completion of high school.

Experience:

- One year of experience in water or wastewater systems or maintenance and repairs to pumps and motors.

LICENSES AND CERTIFICATES

- Persons entering this position are required to immediately obtain an Operator in Training Certificate, and within 24 months of appointment, are required to obtain a Grade I Wastewater Treatment Operator Certificate from the State Water Resources Control Board.
- Within 24 months of obtaining a Grade I Wastewater Treatment Operator Certificate, employees are required to obtain a Grade II Wastewater Treatment Operator Certificate.
- Possession of a valid Driver's License from the California Department of Motor Vehicles.

Wastewater Plant Operator II

In addition to the requirements of the Wastewater Plant Operator I:

Knowledge of:

- Principles and methods of wastewater treatment, including basic microbiology, chemistry, and hydraulics as applied to wastewater treatment;
- Mechanics of pumps and motors;
- Purposes and uses of tools and equipment used in the overhaul, repair, adjustment, and modification of plant equipment;
- Chemical and biological tests used in monitoring wastewater treatment plant processes.

Ability to:

- Perform technical procedures in plant operation;
- Inspect plant operations and detect problems;
- Perform lab tests in plant monitoring;
- Maintain and repair plant facilities and equipment;
- Exercise sound judgment in response to operational problems;
- Maintain records accurately and neatly;
- Communicate clearly and concisely.

EDUCATION AND EXPERIENCE:

Education:

- Equivalent to the completion of high school.
- Completion of courses on wastewater treatment.

Experience:

- Two years of experience in the operation and maintenance of treatment plants or related field.
- Possession of a California Grade II Wastewater Treatment Operator certificate issued by the State Water Resources Control Board may be substituted for the experience up to a maximum of 1 year.

LICENSES AND CERTIFICATES

- Possession of a California Grade II Wastewater Treatment Operator Certificate issued by the State Water Resources Control Board.
- Possession of a valid California driver's license issued from the Department of Motor Vehicles.

WATER CONSERVATION COORDINATOR

DEFINITION

Under the general supervision, plans, organizes and directs water conservation enforcement and education program; enforces municipal code provisions; and assists in the administration of the Urban Water Management Plan; develops and conducts educational programs for schools and general public; and performs related duties.

SUPERVISION EXERCISED AND RECEIVED

This position receives supervision from the Water/Wastewater Superintendent or designee and supervises water conservation staff.

EXAMPLE OF DUTIES

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

- Coordinates the patrol, observation, and recording of violations of water conservation regulations;
- Trains and supervises assigned personnel; prepares weekly schedule and reviews time cards;
- Investigates field water conservation issues and resolves disputes regarding water violations;
- Communicates with customers on the phone and in person about water conservation regulations and violations. Advises customers on irrigation system operation and repair;
- Reads meters and collects water usage information to prepare monthly and annual Water Conservation reports;
- Determines penalties or fines for violations;
- Meets with other City staff on City watering issues to promote the efficient use of water;
- Develops educational and public information material on water conservation;
- Coordinates contact with and makes presentations to students and businesses;
- Represents the City on water awareness and conservation issues at conferences and various community functions;
- Assists in preparing press releases and responds to questions from the media on water conservation;
- Maintains records related to work performed;
- Maintains and orders supplies;
- Approves and reviews water variances;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices;

-
- Safe work methods and safety regulations pertaining to the work including driving;
 - State and local Water Conservation Regulations;
 - Principles and techniques of water conservation, cycles and groundwater, and public water systems;
 - Fundamentals of sprinkler/irrigation systems;
 - Public information and communication methods;
 - Basic record keeping methods;
 - English usage, spelling, grammar.

Ability to:

- Establish and maintain effective working relationships with co-workers and the public.
- Make educational presentations to school audiences.
- Research, develop, and design and demonstrate water science experiments.
- Assign, direct and review the work of others.
- Follow written and oral instructions.
- Read water meters and collect data.
- Operate two-way radio and phone forwarding system.

EDUCATION AND EXPERIENCE

Education:

- Equivalent to completion of high school supplemented by specialized training or course work in Water Science or Water Conservation.

Experience:

- Two years in water conservation enforcement; including experience conducting public education activities.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License issued from the California Department of Motor Vehicles.

WATER/WASTEWATER MAINTENANCE WORKER III

DEFINITION

Performs highly responsible work in the construction, maintenance, and repair of water and wastewater collection systems. Performs various skilled tasks in the Water/Wastewater Division; operates heavy equipment; assists in the supervision of field crews.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the maintenance worker class series. Positions in this class are distinguished from Maintenance Worker II's in the Water/Wastewater Division in the following ways: they are expected to exercise technical and functional supervision over lower level maintenance workers by being field crew lead workers; they are expected to operate all heavy equipment and vehicles in the Division; they perform the most technically complex tasks in water/wastewater system construction and maintenance work and other Division functions.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the Water/Wastewater Supervisor.
Regularly exercises technical supervision over lower level maintenance workers.

EXAMPLES OF DUTIES

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

- Serves as lead worker for field crews; organizes work; oversees work of crew;
- Assists Supervisor in project scheduling and work organization; prepares daily time cards for crew in absence of Supervisor;
- Oversees placement of cones, signs, and barricades at job site for safety precautions;
- Installs and repairs water and wastewater services;
- Mixes, pours, and finishes concrete;
- Excavates and backfills trenches;
- Measures, cuts, and threads pipes; installs various sizes of water lines;
- Installs and maintains wastewater lines;
- Repairs and upgrades well piping and equipment;
- Bores waterlines under streets;
- Installs and repairs fire hydrants;
- Installs manholes;
- Assists Streets Division in storm patrol;
- Cleans and maintains equipment;
- Welds spools and other metals;

EXAMPLES OF DUTIES (cont.)

- Repairs water valves and performs meter maintenance and repair;
- Checks City wells and wastewater lift stations;
- Operates backhoes, vactor, TV inspection equipment, trucks, and numerous other light and heavy equipment and power tools in the performance of duties;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, materials, and equipment used in water/wastewater system construction and maintenance.;
- General construction methods and procedures with an emphasis in plumbing;
- Purpose and uses of variety of heavy equipment, vehicles, and power tools;
- Safe work practices.

Ability to:

- Perform technically complex water/wastewater system construction and maintenance tasks;
- Organize and oversee the work of others;
- Operate a variety of equipment, vehicles, and tools
- Read and interpret plans and specifications;
- Communicate clearly and concisely;
- Establish safe work practices and train field crews;
- Understand and carry out oral and written instructions.

EDUCATION AND EXPERIENCE

- Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be:

Education:

- Equivalent to the completion of high school.

Experience:

- Three years experience in construction and maintenance work including one year in the operation of a variety of construction equipment in water/wastewater construction and maintenance.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License (Class C) issued from the California Department of Motor Vehicles.
- Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.

WATER/WASTEWATER SUPERVISOR

DEFINITION

Plans, assigns, supervises, and reviews the work of Water/Wastewater Division maintenance workers in the operation, maintenance, construction, and inspection of City water treatment and wastewater collection systems. Supervises and coordinates field crews; performs administrative duties as supervisor.

DISTINGUISHING CHARACTERISTICS

This is a full first-line supervisor class in the Water/Wastewater Division of the Public Works Department. Positions in this class assist the Assistant Water/Wastewater Superintendent in the management of the Division other than the wastewater treatment plant; they are distinguished from the Assistant Superintendent by the lesser extent of policy-making and other managerial responsibilities and by the greater extent of field-oriented work in the supervision of construction and maintenance crews.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the Assistant Water/Wastewater Superintendent.

Exercises general supervision over subordinate personnel, exercises immediate supervision over new or inexperienced personnel.

EXAMPLE OF DUTIES

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

- Plans, assigns, supervises, and reviews daily work of Division crew;
- Assists with Division program development and management. Confers with Superintendent on maintenance operations and setting of priorities;
- Assists in budget development and administration;
- Assumes responsibility for and assists with a variety of personnel actions such as performance evaluation, training, selection, dismissals, transfers, and disciplinary actions;
- Plans work schedules; controls and maintains adequate inventory of supplies, parts, chemicals, and equipment for the water and wastewater functions;
- Supervises and directs the maintenance and repair of water and wastewater equipment;
- Estimates construction and maintenance operation costs; keeps time, material, and other job records;
- Prepares payroll reports and assists with other reports relating to water and wastewater functions;
- Reads and interprets construction plans and specifications
- Supervises the operation of chlorine equipment for disinfecting water; takes residual tests;

- Supervises and operates sanitary and industrial lift stations;
- Supervises the operation of TV equipment and the inspection of wastewater and storm lines;
- Provides the Engineering Division with information on pipe sizes, depth, and other data pertinent to project designs;
- Assists contractors and private utilities in identifying location of City's underground facilities;
- Supervises and assists the repair of customers water and wastewater line leaks, installation of water meters and meter boxes, and repair of meters;
- Supervise and operate granular activated carbon water treatment systems;
- Installs and operates ultraviolet purification systems;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, materials, and equipment used in water and wastewater system construction and maintenance;
- The operation and maintenance of the City's water and wastewater collection systems.
- Underground construction methods;
- Federal and State regulations governing water and wastewater functions;
- Purposes and uses of a variety of heavy equipment, power tools, and vehicles used in construction and maintenance;
- Principles of supervision;
- Safety principles, practices, and procedures;
- Principles of Water Treatment.

Ability to:

- Supervise the work of others; plan, schedule, supervise, and review the work of field crews;
- Perform complex tasks under general direction in the construction and maintenance of water and sewer systems;
- Train equipment operators; direct and operate heavy power-driven equipment used in construction and maintenance;
- Estimate materials and equipment required to accomplish Division projects;
- Read and interpret plans and specifications;
- Establish and maintain cooperative working relationships with the public, contractors, and other divisions and departments;
- Communicate clearly, orally, and in writing;
- Keep records accurately and neatly;
- Operate a granular activated carbon water treatment system.
- Use and operate personal computer, related software and peripheral equipment.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be:

Education:

- Equivalent to the completion of high school.

Experience:

- Five years progressively responsible experience in water and wastewater construction and maintenance including two years recent experience comparable to that of a Water/Wastewater Maintenance Worker III in the City of Lodi.

LICENSES AND CERTIFICATES

- Possession of a valid Driver's License issued from the California Department of Motor Vehicles. Prior to permanent appointment, the appropriate Commercial Driver's License with endorsements, as mandated by the State of California Commercial Vehicle Code.
- Possession of a Grade II Water Treatment Plant Operator certificate issued by the California Department of Health Services within 24 months of appointment.

WELDER-MECHANIC

DEFINITION

Performs a variety of welding and fabrication jobs on City vehicles and equipment; does journey level mechanic work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized position class involving welding and fabrication. It is the only class in the City work force that performs a substantial amount of this type of work. It is distinguished from the Heavy Equipment Mechanic class in that the incumbent is able to perform both journey level mechanical and welding tasks.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from the Fleet Services Supervisor or Parks Supervisor. May exercise technical or functional supervision over equipment maintenance positions.

EXAMPLES OF DUTIES

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

Vehicle-Related

- Designs, builds and installs protective barriers in police patrol cars;
- Designs, builds and installs riot gun stands, microphone mounts, and brackets to hold equipment in patrol cars;
- Redesigns and installs rear door locks in patrol cars;
- Designs, builds and installs fire extinguisher and flare, first aid, and miscellaneous compartments in patrol cars;
- Installs necessary lights on patrol cars;
- Installs remote foot-mounted gun release in patrol cars;
- Welds, services, maintains, and repairs trucks, sweepers, buses, and other City fleet vehicles and equipment;
- Rebuilds truck beds and tailgates.

Non-Vehicle Related

- Builds racks and stands for shop use;
- Works on standby generators at pump sites and lift stations fueled by gasoline, diesel, and natural gas.

EXAMPLES OF DUTIES (cont.)

- Designs and builds stands for pump sites at wells;
- Welds, drills, and fits pipes and flanges to existing equipment at well sites;
- Builds safety equipment for other Divisions and departments; installs same;
- Welds and repairs equipment for Fire Department;
- Makes manhole hooks for street and water/wastewater divisions;
- Performs miscellaneous work for Building Maintenance Section;
- May supervise shop operations in absence of Fleet Services Supervisor;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of welding and fabrication;
- Welding materials, electrical wiring, hydraulics, and other mechanical systems;
- Various welding equipment, i.e., stick and wirefeed arc, Heliarc, and oxygen/acetylene welders;
- Principles and practices of automotive mechanics, gas and diesel engines;
- Rules and safety in mechanical working environment.

Ability to:

- Perform a variety of welding and mechanical tasks;
- Design and construct a variety of fabrication projects; analyze equipment needs;
- Tune and test engines and electrical systems utilizing engine analyzer scope, infra-red tester and other meter and static timer for diesel engines;
- Read engineering design plans;
- Work independently;
- Work safely.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely produce the qualifying knowledge and ability. A typical combination is:

Education

- Courses in welding and fabrication.

Experience

- Three years experience in a position involving welding, mechanics, and machine shop work.

LICENSES OR CERTIFICATES

Persons assuming this position are expected to have or obtain within six months a Class A Operators License from the California Department of Motor Vehicles.