

RESOLUTION NO. 2634

A RESOLUTION AMENDING THE EMPLOYEE CLASSIFICATION PLAN BY ADOPTING THE CLASSIFICATION OF "PROJECTS OFFICER" AND ELIMINATING THE CLASSIFICATION OF "WATER SERVICES SUPERVISOR"

RESOLVED, by the City Council of the City of Lodi, that the report of Cooperative Personnel Services, State of California Personnel Board, entitled "City of Lodi Position Classification Survey, December, 1956," adopted by the City Council of the City of Lodi by passage of Resolution No. 1990, be and the same is hereby amended as follows:

1. The classification of "Water Services Supervisor" is hereby abolished.
2. The classification of "Projects Officer" is hereby adopted and the job specifications therefor dated June 1963 attached hereto and made a part hereof.

Dated: June 19, 1963

I hereby certify that Resolution No. 2634 was passed and adopted by the City Council of the City of Lodi in regular meeting held June 19, 1963, by the following vote:

AYES: Councilmen - BROWN, CULBERTSON, DOW,  
ULLMANN AND KATZAKIAN

NOES: Councilmen - NONE

ABSENT: Councilmen - NONE



City Clerk

PROJECTS OFFICERDEFINITION:

Under general direction, to direct, supervise, and inspect water, sewer and related installations made by contractors and City crews for conformance to City requirements; to coordinate water and sewer installations of City crews and contract companies; to negotiate purchases of property required for City uses; and to do related work as required.

DISTINGUISHING CHARACTERISTICS:

A position in this class serves as a right-of-way agent for the City and has a varied amount of freedom in negotiating purchases within the monetary limits as established by the City Engineer and City Council. The Projects Officer may research appraisal values; however, complex and difficult appraisals are generally established by outside consultants.

TYPICAL DUTIES:

Confers with and makes suggestions to superiors about proposed roads and/or improvements to existing roads, alignments, costs of rights-of-way, alternate routes in relationship to right-of-way costs; contacts City and County and other real estate appraisers to determine property values; contacts and negotiates with property owners, explaining the necessity for improvement and the acquisition of a particular parcel in question, the value placed upon the parcel, the necessary legal proceedings in the transfer of title or easement and other pertinent information; prepares necessary documents for right-of-way acquisition; negotiates complaints arising out of right-of-way negotiations; gathers, checks, and compiles information on right-of-way estimates and assists in estimating costs of water, sewer, and related projects; inspects utility and street installations for compliance with plans and specifications; performs compaction and related tests; coordinates City and contract construction with property owners; sets up and maintains City construction crew schedules; as required, rents equipment; reviews and composes reports, records, and related documents.

DESIRABLE QUALIFICATIONS:

Education and Experience: Equivalent to graduation from high school and at least six years of increasingly broad responsible experience in construction and maintenance of public works including water and sewer installations with at least one year of supervisory experience and one year of experience in the acquisition of rights-of-way.

Knowledges and Abilities: Thorough knowledge of legal descriptions and laws and instruments pertaining to right-of-way acquisition;  
Good knowledge of the methods of obtaining voluntary dedications of right-of-way and the effect on property values of deed and tract restrictions, zoning ordinances, set-backs, tax and improvement assessments, easements and encroachments;  
Thorough knowledge of materials, equipment, procedures, and practices used in municipal water and sewer construction;  
Working knowledge of water distribution systems;  
Working knowledge of engineering specifications;

DESIRABLE QUALIFICATIONS:- Contd.

Knowledges and Abilities: Ability to read and interpret plans, diagrams, and symbols in the construction of water and sewer facilities;  
Ability to conduct successful right-of-way negotiations with property owners;  
Ability to make simple appraisals of real property;  
Ability to plan, organize and assign the work of water and sewer construction crews;  
Ability to use appropriate engineering tools including maps and drawings and to establish and check grades and lines;  
Ability to estimate job costs and to keep clear and accurate records;  
Ability to establish and maintain cooperative working relationships with the public, contractors, and other City employees and to reconcile divergent point of views.