



**CITY OF REDDING**

777 CYPRESS AVENUE, REDDING, CA 96001

P.O. Box 496071, REDDING, CA 96049-6071

October 15, 2019

Dominic McCurtain, IBEW Representative  
Local Union 1245  
P.O. Box 2547  
Vacaville, CA 95609

RE: Side Letter of Agreement between the City of Redding and IBEW Maintenance relative to the New Classification Titled Parts Attendant

Dear Dominic,

The purpose of this letter is to codify the agreement between the City of Redding and IBEW regarding new classification of Parts Attendant. The City and IBEW agree the position is considered an entry level position and not generally subject to pre-bid. However, per the IBEW Memorandum of Understanding, Section 11.1, "...whenever any qualified bargaining unit employee hired before October 28, 1990 pre-bids the entry-level position vacancy, the City acknowledges it must select from among those bargaining unit employee pre-bidders."

Enclosed are the agreed upon classification specification, Exhibit B: Job Definitions, and Exhibit C: Lines of Progression.

If this is consistent with your understanding, please sign and date this letter. Retain a copy of the letter for your records, and return the original letter to me.

Sincerely,

A handwritten signature in blue ink that reads "S. DeMaagd".

Sheri DeMaagd  
Assistant City Manager/Personnel Director

The Union concurs with the above:

A handwritten signature in blue ink that reads "D. McCurtain".  
\_\_\_\_\_  
Dominic McCurtain, IBEW Representative

10/29/2019  
\_\_\_\_\_  
Date

c: City Council  
Barry Tippin, City Manager  
Chuck Aukland, Director of Public Works  
Jim Schmitz, Fleet Manager

Enclosures



## **EXHIBIT “B”: JOB DEFINITIONS**

The Job Definitions included herein are intended to be general guidelines regarding the duties to be performed by a particular classification, and are not to be construed as restrictions on the duties an employee may perform. The definitions summarize the classification specification for each position. Any employee may be assigned to perform the duties of a classification which has an equal or lower wage rate.

A crew as used herein is defined as three or more employees working together on the same job.

For vehicle/equipment operation, see Exhibit “F” - “VEHICLE/EQUIPMENT OPERATION DIRECTORY.”

### **Solid Waste Worker**

An employee who is engaged in performing a variety of unskilled work. The employee’s duties include the collection of litter along roadways and at disposal sites, directing traffic at disposal sites, collection of fees and issuing of receipts and cleaning and washing of solid waste equipment and vehicles. The employee shall be capable of performing the duties efficiently and safely.

### **Custodian**

An employee who is engaged in performing all types of custodial work. The employee shall be capable of performing the duties efficiently and safely.

### **Utility Field Worker**

An employee who is engaged in a variety of customer service utility duties, such as the delivery to customers of delinquency notices, service contracts, and other notifications to utility customers. The employee’s duties include the performance of various meter route maintenance duties, such as correction of meter access problems, trimming of shrubs to provide meter access, the removing of water and other debris from water meter boxes. The employee will be required to read both water and electric meters for purposes of providing closing statements to customers, and will be required to perform related clerical work in keeping and reviewing records, comparing names and numbers accurately, and performing simple mathematical calculations. The employee will also be required to deliver City mail. The employee will be required to interact with the public. The employee’s background and experience must be such as to qualify the employee to perform the duties safely with skill, tact, diplomacy, and efficiency.

### **Custodial Lead Worker**

An employee who is a lead worker in charge of lower paid employees engaged in all types of custodial work. The employee shall have the personal qualifications of leadership and supervisory ability and be familiar with the City’s safety standards and other applicable rules and regulations. The employee shall be capable of performing the duties efficiently and safely.

### **Parts Attendant**

An employee who is engaged in performing warehouse and inventory duties. The employee’s duties include receiving and issuing materials from the warehouse, stocking inventory, receiving shipments, keeping an inventory of parts and supplies, running errands, and operating a forklift and City vehicle. The employee shall be capable of performing the duties safely with skill, tact, diplomacy, and efficiency.

**Resource Recovery Worker**

An employee who is engaged in performing a wide variety of duties in the operation of a transfer station recycling center. The employee's duties include directing traffic at transfer or recycling areas, collecting fees and issuing receipts, quality control and sorting recyclables at a voluntary drop-off center, providing training, supervision, assistance to alternative workers and volunteers and general site cleanup. The employee shall be capable of performing the duties efficiently and safely.

**Solid Waste Truck Driver I**

An Employee who is engaged in the collection and disposal of solid wastes and the operation and routine maintenance of equipment associated with collection and processing of solid waste, recyclables and household reusables. The employee will be required to clean and wash vehicles and waste collection equipment. The employee may also be required to perform other unrelated work in order to utilize the employee's full working time. The employee may be required to direct the work of one (1) lower paid employee. The employee's background of training and experience shall be such as to qualify the employee to perform the duties safely with skill and efficiency.

**Airport Maintenance Worker**

An employee who is engaged in performing a wide variety of unskilled and semi-skilled work on airport facilities. The employee's duties include installation, construction, maintenance, and repair of buildings, grounds, landscaped areas, and other airport property. The employee will be required to operate portable power tools. The employee will be familiar, and comply, with FAA safety, security, and ground movement regulations. The employee may be required to direct the work of another lower paid employee engaged in unskilled work. The employee shall be capable of performing the duties safely, with skill, tact, diplomacy, and efficiency.

**Public Works Maintenance Worker**

An employee who is engaged in performing a wide variety of unskilled and semi-skilled work. The employee's duties include installation, construction, maintenance and repair of streets, curbs, gutters, sidewalks, storm drains, water and sewer lines, parks, buildings, facilities and other City property. The employee will be required to operate portable power tools. The employee may be required to direct the work of another lower-paid employee engaged in unskilled work, and shall be capable of performing the duties efficiently and safely.

**Meter Reader**

An employee who is engaged in reading meters, calculating consumptions and reporting irregularities of either the customer's or the City's facilities. The employee may be required to check for stopped water meters, collect bills, sequence routes, and perform clerical work. The employee will be required to meet the public. The employee's background and experience must be such as to qualify the employee to perform these duties safely with skill, tact, diplomacy and efficiency.

**Mechanic I**

An employee who is engaged in a variety of semi-skilled preventive maintenance service, troubleshooting, mechanical repair, and tire work on a variety of light and heavy-duty diesel and gasoline powered automotive, construction, fire apparatus, and towed equipment, and emergency standby generators. The employee may also be required to perform related clerical work. The

employee's background of training and experience shall be such as to qualify the employee to perform the duties with skill, efficiency, and safety.

### **Equipment Operator**

An employee who is engaged in the operation and routine maintenance of equipment, particularly mobile power equipment associated with the construction, maintenance and repair of streets, parks, pipelines, and other facilities. The employee may be required to direct the work of up to two (2) other lower paid employees. The employee's background of training and experience shall be such as to qualify the employee to perform the duties safely with skill and efficiency.

### **Gardener**

An employee who is engaged in performing all types of semi-skilled and skilled lawn, garden, sports playing area, and parks grounds installation and maintenance work. The employee will be required to direct the work of up to two (2) other lower paid employees engaged in unskilled work. Must possess an appropriate State of California Department of Food and Agriculture Commercial Applicator Certificate for use of restrictive materials in those categories that are job related. The employee's background of training and experience shall include at least sixteen (16) units of college level horticultural or environmental science academic work or the equivalent and shall be such as to qualify the employee to perform the duties safely with skill and efficiency.

### **Solid Waste Truck Driver II**

An employee who is engaged in the operation and routine maintenance of all sanitation collection and disposal trucks and vehicles. The employee may be required to perform routine vehicle maintenance and job related clerical work. The employee may be required to perform other unrelated duties in order to utilize the full working time. The employee's background of training and experience shall qualify the employee to perform the duties with skill, efficiency, and safety.

### **Street Sweeper Operator**

An employee who is engaged in the operation and routine maintenance of a self-propelled street sweeper. The employee's background of training and experience shall be such as to qualify the employee to perform the employee's duties safely with skill and efficiency.

### **Tree Trimmer**

An employee who is engaged in performing all types of pruning and tree trimming, including tree trimming in close proximity to high voltage power lines, utilizing tree climbers, rope rigging, mechanical lift equipment, and all types of mechanical and power pruning and cutting tools. The employee will be required to direct the work of another lower paid employee engaged in unskilled work. The employee must possess or acquire within two (2) years of appointment and maintain a certificate issued by the International Society of Arboriculture as a "Certified Arborist." The employee's background of training and experience shall be such as to qualify the employee to perform the employee duties with skill, efficiency and safety. The employee must possess the appropriate State of California driver's license.

### **Wastewater Collection Maintenance Worker**

An employee who is engaged in performing all types of installation, construction, operation, maintenance and repair work on wastewater collection and treatment facilities. The employee may be required to direct the work of up to two (2) other lower-paid employees. The employee's background of training and experience shall be such as to qualify the employee to perform these

duties with skill, safety, and efficiency. Must possess a California Water Environment Association Collection System Maintenance Certificate Grade II.

#### **Water Maintenance Worker**

An employee who is engaged in performing all types of installation, construction, repair, operation, and maintenance work on water supply, distribution, transmission and treatment facilities. The employee may be required to meet the public, and if the employee is, the employee shall be capable of performing assignments with tact and diplomacy. The employee may be required to direct the work of up to two (2) other lower paid employees. The employee's background of training and experience shall be such as to qualify the employee to perform these duties with skill, safety, and efficiency. Must possess a State of California Department of Health Services Water Distribution Operator certificate.

#### **Airport Maintenance Lead Worker**

An employee who is a lead worker in charge of not more than three other employees engaged in performing a wide variety of skilled and semi-skilled duties relating to the installation, construction, maintenance and repair of buildings, grounds, landscaped areas and other Airport facilities. The employee must be familiar with, and comply with FAA Safety, Security, and Ground Movement Regulations. The employee shall have the personal qualifications of leadership and supervisory ability and be familiar with the City's construction and safety standards, accounting procedures, and all other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency, and safety.

#### **Arborist Lead Worker**

An employee who is a lead worker in charge of not more than three (3) other employees engaged in performing all types of pruning and tree trimming, including tree trimming in close proximity to high voltage power lines, utilizing tree climbers, rope rigging, mechanical lift equipment, and all types of mechanical and power pruning and cutting tools. The employee must possess or acquire within two (2) years of appointment and maintain a certificate issued by the International Society of Arboriculture as a "Certified Arborist." The employee shall have the personal qualifications of leadership and supervisory ability and be familiar with the City's construction and safety standards, accounting procedures, and all other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency, and safety.

#### **Building and Facilities Mechanic I**

An employee who is a journeyman and is engaged in performing a wide variety of duties relating to the installation, construction, operation, maintenance and repair of buildings, facilities, mechanical equipment, street signs and sprinkler systems and other property of a similar nature. May be required to perform carpentry, plumbing, electrical work, painting, cement work, masonry, and gas and electric welding. The employee should be a journeyman in one of the foregoing crafts and should be reasonably competent and proficient in performing routine tasks of some of the other crafts. The employee may be required to direct the work of other lower-paid employees. The employee may be required to meet the public and, if the employee is, the employee shall be capable of performing such assignment with tact and diplomacy. The employee's background of apprenticeship and experience must be such as to qualify the employee to perform these duties safely with skill and efficiency.

#### **Heavy Equipment Operator**

An employee who is engaged in the operation and routine maintenance of all types of equipment, particularly mobile power equipment associated with the construction, maintenance, and repair of

streets, parks, pipelines, and other facilities. The employee may be required to direct the work of up to two (2) other lower paid employees. The employee shall be capable of performing the duties with skill, efficiency and safety.

#### **Lead Meter Reader**

An employee who is in charge of employees engaged in reading meters. The employee will be required to arrange meter reading routes, handle customer complaints relative to Meter Readers or bills, resolve problems encountered by Meter Readers, such as meter access and hazardous conditions. The employee may be required to read meters. The employee will be required to perform related clerical work. The employee must have the personal qualifications of leadership and supervisory ability and a background of experience and training which qualify the employee to perform the duties with skill, efficiency, tact, diplomacy, and safety.

#### **Parking Meter Service Worker**

An employee who is engaged in performing all classes of parking meter work alone or as a lead worker with one or more assistants with same or lower classifications. The employee's duties include installation, maintenance and repair of all types of parking meters and related facilities, and the collection and sorting of coins from meters. The employee's background of training and experience shall be such as to qualify the employee to perform the duties safely with skill, efficiency, tact and diplomacy.

#### **Parks Lead Worker**

An employee who is a lead worker in charge of not more than three (3) other employees, engaged in performing a variety of skilled and semi-skilled duties relating to the installation, construction, operation, maintenance and repair of park-type facilities. The employee's background of training and experience shall include at least sixteen (16) units of college level horticultural academic work or the equivalent and possess a State of California Department of Food and Agriculture Commercial Applicators' Certificate for the use of restricted materials in those categories that are job related. The employee shall have the personal qualifications of leadership and supervisory ability and be familiar with the City's construction and safety standards, accounting procedures and all other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency and safety.

#### **Public Works Lead Worker**

An employee who is a lead worker in charge of not more than three (3) other employees, engaged in performing a variety of duties such as the installation, construction, operation, maintenance and repair of streets, parks, pipelines, buildings, and other facilities. The employee should possess the craft qualifications of a Heavy Equipment Operator or another related journeyman craft. The employee shall have the personal qualifications of leadership and supervisory ability and be familiar with the City's construction and safety standards, accounting procedures and all other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency, and safety.

#### **Transfer Station Operator**

An employee who is engaged in the operation and maintenance of all types of solid waste transfer station equipment. The employee may be required to direct the work of up to two (2) other lower paid employees. The employee's background shall be such as to qualify the employee to perform these duties with skill, efficiency, tact, diplomacy and safety.

**Hazardous Waste Technician**

An employee who is engaged in assisting in the collection, proper categorization and handling of hazardous materials received at the permanent Household Hazardous Waste (HHW) collection facility. Incumbents are expected to unload, segregate, and prepare materials for storage and shipment to recycling, treatment and disposal facilities. Incumbents are expected to work well with the public and work as a member of a team. The employee's background of training and experience shall be such as to qualify the employee to perform the duties with skill, efficiency and safety. The employee must possess a State of California Class "C" driver's license, and the ability to obtain a Hazardous Materials Endorsement.

**Welder**

An employee who is a journeyman and is engaged in performing all types of welding, fabrication, and the operation of metal shop tools. The employee shall be required to perform tool maintenance and repair work. The employee's background of apprenticeship and experience shall be such as to qualify the employee to perform these duties with skill and efficiency. The employee shall be capable of performing the duties safely.

**Wastewater Collection Lead Worker**

An employee who is a lead worker in charge of not more than three (3) other employees engaged in performing all types of installation, construction, repair, operation and maintenance work on wastewater collection and treatment facilities. The employee may be required to meet the public, and if the employee is, the employee shall be capable of performing such assignments with tact and diplomacy. The employee shall have the personal qualifications of leadership and supervisory ability, the craft qualifications necessary to maintain sewerage facilities, and be familiar with the City's safety standards, accounting procedures, and all other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency, and safety. Must possess a California Water Environmental Association Collection System Maintenance Certificate III.

**Water Lead Worker**

An employee who is a lead worker in charge of not more than three (3) other employees engaged in performing all types of installation, construction, repair, operation and maintenance work on water supply, distribution, and treatment facilities. The employee may be required to meet the public, and if the employee is, the employee shall be capable of performing such assignments with tact and diplomacy. The employee shall have the personal qualifications of leadership and supervisory ability, the craft qualifications necessary to maintain water facilities, and be familiar with the City's safety standards, accounting procedures, and all other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency, and safety. Must possess a State of California Department of Health Services Water Distribution Operator Certificate Grade D2.

**Building and Facilities Mechanic II**

An employee who is a journeyman/lead worker and is engaged in performing a wide variety of duties relating to complex projects including the design, fabrication, installation, construction, operation, maintenance and repair of buildings, facilities, mechanical equipment, street signs and irrigation systems and other property of a similar nature. May be required to perform carpentry, plumbing, electrical work, painting, cement work, masonry, metal fabrication and gas and electric welding. The employee should be a journeyman in one of the foregoing crafts and should be reasonably competent and proficient in performing routine tasks of some of the other crafts. The employee may be required to direct the work of up to four (4) lower-paid employees. The employee may oversee improvement

projects. The employee may be required to meet the public and, if the employee is, the employee shall be capable of performing such assignment with tact and diplomacy. The employee's background of apprenticeship and experience must be such as to qualify the employee to perform these duties safely with skill and efficiency.

### **Mechanic II**

An employee who is engaged in performing repairs including fabrication and welding, tire work, and maintenance of a variety of light and heavy-duty diesel and gasoline powered automotive, construction, fire apparatus, and towed equipment, and emergency standby generators. The employee may also be required to perform job related clerical work as required. The employee's background of apprenticeship and experience shall be such as to qualify the employee to perform these duties safely with skill and efficiency.

### **Plant Mechanic**

An employee who is a journeyman worker and is engaged in performing a wide variety of skilled and complex repair, maintenance, and service tasks involving pumps and motors and other equipment associated with the operation of wastewater and water treatment plants and water distribution systems. Respond to emergency situations. Read a variety of technical documentation, schematics, blue prints and related documents. Operate a computer to access, enter and retrieve data. Duties relating to complex projects to include troubleshoot and repair equipment failures associated with a variety of mechanical equipment including pumps, engines, electric motors, valves, pressure and flow regulators, emergency generators, air compressors, hydraulic systems, pneumatic systems, filters and chlorination systems. Researches new products and methods of repair, contacts vendors to determine best methods and configuration of equipment, reviews cost, capacity, and maintenance requirements of equipment. Coordinates with other divisions to implement operational solutions.

### **Customer Service Worker**

An employee engaged in performing service work, such as installing and removing electric meters (excluding three phase and transformer rated meters), handling a customer change of party, handling customer complaints, collection of bills and deposits. The employee shall maintain a high standard of public relations and personal appearance. The employee's background and experience shall be such as to qualify the employee to perform the employee's duties with skill, efficiency, tact and diplomacy. The employee shall be capable of performing the duties safely.

### **HVAC Technician**

An employee who is a journeyman engaged in tracking and performing heating, ventilation, and air conditioning (HVAC) preventative maintenance, troubleshooting and repair work and performing a wide variety of other duties related to the installation, construction, operation, maintenance and repair of buildings, facilities, mechanical equipment, sprinkler systems and other property of a similar nature. The employee shall possess journey level experience in performing extensive HVAC maintenance and repair. The employee may be required to direct the work of up to three (3) other lower-paid employees. The employee may be required to meet the public and shall be capable of performing such assignment with tact and diplomacy. The employee's background of apprenticeship and experience must be such as to qualify the employee to perform these duties safely with skill and efficiency. The employee shall be required to possess Environmental Protection Agency (EPA) Refrigeration Certification of Compliance.

### **Working Supervisor - Airports**

An employee who is a working supervisor in charge of employees engaged in performing a variety of unskilled and semi-skilled duties relating to the installation, construction, operation, maintenance and repair of buildings, grounds, landscaped areas and other Airport property or facilities. The employee may be required to meet the public and, if the employee is, the employee shall be capable of performing such assignment with tact and diplomacy. The employee shall have the personal qualifications of leadership and supervisory ability, be familiar with Airport operations and facilities, be familiar, and comply with FAA safety, security and ground movement regulations, the City's safety standards, accounting procedures and all other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency, and safety.

### **Working Supervisor - Buildings**

An employee who is a working supervisor in charge of employees engaged in performing duties such as maintenance, operation and repair of buildings and grounds. The employee may be required to meet the public and, if the employee is, the employee shall be capable of performing such assignment with tact and diplomacy. The employee shall have the personal qualifications of leadership and supervisory ability, the craft qualifications necessary to maintain large buildings and complex building mechanical equipment, and be familiar with the City's safety standards, accounting procedures and all other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency, and safety.

### **Working Supervisor - Landfill**

An employee who is a working supervisor in charge of crews of employees who are engaged in the disposal of solid wastes and performs a wide variety of duties, such as installation, construction, operation, and maintenance of the landfill. The employee will be required to possess the appropriate certifications and craft qualifications of a Heavy Equipment Operator. The employee shall have the personal qualifications of leadership and supervisory ability and be familiar with the City's construction and safety standards, accounting procedures and all other applicable rules and regulations. The employee may be required to make minor repairs and adjustments to heavy equipment. When in charge of more than eight (8) other employees, the employee's wage rate shall be increased by five percent (5%). The employee shall be capable of performing the duties with skill, efficiency, and safety.

### **Working Supervisor - Parks**

An employee who is a working supervisor in charge of not more than eight (8) other employees engaged in maintenance, construction and installation of parks, buildings, grounds, plantings, trees, and other similar City facilities. Must possess an appropriate State of California Department of Food and Agriculture Commercial Applicator Certificate for use of restrictive materials in those categories that are job related. The employee shall have the personal qualifications of leadership and supervisory ability, a background of experience in parks maintenance work or related work of a similar nature, must possess a minimum of 16 units of college level horticultural work or the equivalent, and must be familiar with the City's construction and safety standards, accounting procedures, and all other applicable rules and regulations. When in charge of more than eight (8) other employees the employee's wage rate shall be increased by five (5) percent. The employee shall be capable of performing the duties with skill, efficiency, and safety.

### **Working Supervisor - Public Works**

An employee who is a working supervisor in charge of a crew of not more than six (6) other employees engaged in performing a wide variety of duties, such as the installation, construction,

operation, maintenance and repair of streets, pipelines, buildings and other facilities. The employee should possess the craft qualifications of a Heavy Equipment Operator or another related journeyman craft. The employee shall have the personal qualifications of leadership and supervisory ability and be familiar with the City's construction and safety standards, accounting procedures and all other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency, and safety. When in charge of a crew of more than six (6) other employees the employee's wage rate shall be increased by five percent (5%).

#### **Working Supervisor - Shop**

An employee who is a working supervisor in charge of a Shop wherein a number of other employees, not more than six (6), are engaged in performing all types of tool, equipment and automotive maintenance and repair work, including fabrication and welding. The employee shall have the personal qualifications of leadership and supervisory ability, the craft qualifications of an Equipment Mechanic, and be familiar with the City's safety standards, accounting procedures and all other applicable rules and regulations. When in charge of a crew of more than six (6) other employees the employee's wage rate shall be increased by five percent (5%). The employee shall be capable of performing the duties with skill, efficiency, and safety.

#### **Working Supervisor - Utility Field Services**

An employee who is a working supervisor in charge of employees engaged in reading meters and performing customer service work. The employee will be required to arrange meter reading routes, handle customer complaints relative to meter reading, customer service work or bills, resolve problems encountered by Utility Field Services personnel, such as meter access and hazardous conditions. The employee may be required to meet the public and, if the employee is, the employee shall be capable of performing such assignment with tact and diplomacy. The employee shall have the personal qualifications of leadership and supervisory ability, be familiar with City Utility policies and procedures, City's safety standards, accounting procedures, and all other applicable rules and regulations. The employee may be required to read meters and perform customer service worker duties and be capable of performing all assigned duties with skill, efficiency, and safety. When in charge of more than eight (8) other employees, the employee's wage rate shall be increased by five percent (5%).

#### **Working Supervisor - Wastewater Collection**

An employee who is a working supervisor in charge of employees engaged in performing all types of installation, construction, repair, operation and maintenance work on wastewater collection and treatment facilities. The employee may be required to meet the public, and if the employee is, the employee shall be capable of performing such assignments with tact and diplomacy. The employee shall have the personal qualifications of leadership and supervisory ability, the craft qualifications necessary to maintain sewerage facilities, and be familiar with the City's safety standards, accounting procedures, and all other applicable rules and regulations. The employee shall be capable of performing the duties with skill, efficiency, and safety. Must possess a California Water Environment Association Collection System Maintenance Certificate Grade III. When in charge of more than eight (8) other employees, the employee's wage rate shall be increased by five percent (5%).

#### **Working Supervisor - Water**

An employee who is a working supervisor in charge of employees engaged in performing all types of installation, construction, repair, operation and maintenance work on water supply, distribution, and treatment facilities. The employee may be required to meet the public, and if the employee is, the

employee shall be capable of performing such assignments with tact and diplomacy. The employee shall have the personal qualifications of leadership and supervisory ability, the craft qualifications necessary to maintain water facilities, and be familiar with the City's safety standards, accounting procedures, and all other applicable rules and regulations. Must be capable of performing the duties with skill, efficiency, and safety. Must possess a State of California Department of Health Services Water Distribution Operator certificate Grade D3. When in charge of more than eight (8) other employees, the employee's wage rate shall be increased by five percent (5%).

### **Hazardous Waste Specialist I**

An employee who is responsible for the safe planning, coordination and day-to-day operations of the Household Hazardous Waste Facility. The incumbent is engaged in identifying and categorizing materials received at the permanent Household Hazardous Waste (HHW) collection facility, including unloading materials, bulking or lab-packing them for storage and shipment for reuse, recycling, treatment or disposal. The incumbent may function in a lead capacity overseeing and coordinating the work of other hazardous waste personnel in lower level classifications. Incumbents are expected to work well with the public and work as a member of a team. The employee's background of training and experience shall be such as to qualify the employee to perform the duties with skill, efficiency and safety. This is the entry level classification of the Hazardous Waste Specialist series. The employee must possess a State of California Class "C" driver's license, and the ability to obtain a Hazardous Materials Endorsement.

### **Hazardous Waste Specialist II**

A journey level employee who is responsible for the safe planning, coordination and day-to-day operations of the Household Hazardous Waste Facility, and performing professional program oversight activities. The incumbent is engaged in identifying and categorizing materials received at the permanent Household Hazardous Waste (HHW) collection facility, including unloading materials, bulking or lab-packing them for storage and shipment for reuse, recycling, treatment or disposal. Incumbents are expected to function in a lead capacity and perform all of the functions of Hazardous Waste staff, as well as more difficult and responsible functions of the Utility. Incumbents are expected to work well with the public and work as a member of a team. The employee's background of training and experience shall be such as to qualify the employee to perform the duties with skill, efficiency and safety. The employee must possess a State of California Class "C" driver's license, and the ability to obtain a Hazardous Materials Endorsement.

### **Electrical Technician**

An employee who is a journeyman and is engaged in overseeing installation and performance commissioning of new controls equipment, troubleshooting all control systems, and conducting normal maintenance and repair of controls. The employee will perform diagnostic evaluation of controls, instruments and electrical equipment in the treatment plants and associated facilities so as to diagnose problems. The employee's background of apprenticeship and experience shall be such as to qualify the employee to perform these duties with skill and efficiency. The employee must be capable of performing the duties safely. ET step movement for advancement from step 4 to step 5 and from step 5 to step 6 will be as outlined in the ET Step Movement Competencies/Qualifications document incorporated to the classification specification.

**EXHIBIT "C": LINES OF PROGRESSION**

<b>CLASSIFICATION</b>	<b>NEXT LOWER CLASSIFICATIONS</b>	<b>SAME OR HIGHER CLASSIFICATIONS</b>
SOLID WASTE WORKER		Resource Recovery Worker Solid Waste Crew Worker Transfer Station Worker Solid Waste Lead Worker Solid Waste Truck Driver Transfer Station Operator Heavy Equipment Operator Working Supervisor - Landfill
CUSTODIAN		Custodial Lead Worker
UTILITY FIELD WORKER		Meter Reader Lead Meter Reader Customer Service Worker
CUSTODIAL LEAD WORKER	Custodian	
<u>PARTS ATTENDANT</u>		<u>Mechanic I</u> <u>Mechanic II</u> <u>Working Supervisor – Shop</u>
RESOURCE RECOVERY WORKER	Solid Waste Worker	Solid Waste Crew Worker Transfer Station Worker Solid Waste Lead Worker Solid Waste Truck Driver Transfer Station Operator Heavy Equipment Operator Working Supervisor - Landfill
SOLID WASTE TRUCK DRIVER I	Solid Waste Worker	Solid Waste Truck Driver II Transfer Station Operator Heavy Equipment Operator Working Supervisor - Landfill
AIRPORT MAINTENANCE WORKER		Working Supervisor - Airports Airports Maintenance Lead Worker

CLASSIFICATION	NEXT LOWER CLASSIFICATIONS	SAME OR HIGHER CLASSIFICATIONS
CONVENTION CENTER MAINTENANCE WORKER		Equipment Operator Gardener Street Sweeper Operator Tree Trimmer Wastewater Collection Maintenance Worker Water Maintenance Worker Building and Facilities Mechanic I Heavy Equipment Operator Parking Meter Service Worker Parks Lead Worker Public Works Lead Worker Arborist Lead Worker Wastewater Collection Lead Worker Water Lead Worker Building and Facilities Mechanic II Plant Mechanic Working Supervisor - Buildings Working Supervisor - Parks Working Supervisor - Public Works Working Supervisor - Wastewater Collection Working Supervisor - Water
PUBLIC WORKS MAINTENANCE WORKER		Equipment Operator Gardener Street Sweeper Operator Tree Trimmer Solid Waste Truck Driver I Wastewater Collection Maintenance Worker Water Maintenance Worker Building and Facilities Mechanic I Heavy Equipment Operator Parking Meter Service Worker Parks Lead Worker Public Works Lead Worker Arborist Lead Worker Wastewater Collection Lead Worker Water Lead Worker Building and Facilities Mechanic II Plant Mechanic Working Supervisor - Buildings Working Supervisor - Parks Working Supervisor - Public Works Working Supervisor - Wastewater Collection Working Supervisor - Water
METER READER	Utility Field Worker	Working Supervisor-Utility Field Services Lead Meter Reader Customer Service Worker
MECHANIC I		Mechanic II Working Supervisor – Shop

<b>CLASSIFICATION</b>	<b>NEXT LOWER CLASSIFICATIONS</b>	<b>SAME OR HIGHER CLASSIFICATIONS</b>
EQUIPMENT OPERATOR	Public Works Maintenance Worker	Wastewater Collection Maintenance Worker Heavy Equipment Operator Public Works Collection Lead Worker Wastewater Collection Lead Worker Working Supervisor – Public Works Working Supervisor – Wastewater Collection
GARDENER	Public Works Maintenance Worker	Tree Trimmer Arborist Lead Worker Parks Lead Worker Working Supervisor - Parks
SOLID WASTE TRUCK DRIVER II	Solid Waste Truck Driver I	Transfer Station Operator Heavy Equipment Operator Working Supervisor - Landfill
STREET SWEEPER OPERATOR	Public Works Maintenance Worker	Equipment Operator Heavy Equipment Operator Public Works Lead Worker Working Supervisor - Public Works
TREE TRIMMER	Public Works Maintenance Worker	Gardener Parks Lead Worker Arborist Lead Worker Working Supervisor -Parks
WASTEWATER COLLECTION MAINTENANCE WORKER	Public Works Maintenance Worker	Public Works Lead Worker Wastewater Collection Lead Worker Working Supervisor – Wastewater Collection
WATER MAINTENANCE WORKER	Public Works Maintenance Worker	Public Works Lead Worker Water Lead Worker Working Supervisor - Water
AIRPORT MAINTENANCE LEAD WORKER	Airport Maintenance Worker	Working Supervisor - Airports
ARBORIST LEAD WORKER	Gardener Tree Trimmer	Parks Lead Worker Working Supervisor - Parks
BUILDING AND FACILITIES MECHANIC I		Welder Building and Facilities Mechanic II Plant Mechanic Working Supervisor - Buildings Working Supervisor - Public Works
HEAVY EQUIPMENT OPERATOR	Equipment Operator Solid Waste Truck Driver II	Public Works Lead Worker Transfer Station Operator Working Supervisor - Public Works Working Supervisor - Landfill
LEAD METER READER	Meter Reader	Customer Service Worker Working Supervisor - Utility Field Services
PARKING METER SERVICE WORKER	Public Works Maintenance Worker Equipment Operator	Public Works Lead Worker Heavy Equipment Operator Working Supervisor – Public Works

<b>CLASSIFICATION</b>	<b>NEXT LOWER CLASSIFICATIONS</b>	<b>SAME OR HIGHER CLASSIFICATIONS</b>
PARKS LEAD WORKER	Gardener Tree Trimmer	Arborist Lead Worker Working Supervisor - Parks
PUBLIC WORKS LEAD WORKER	Public Works Maintenance Worker Equipment Operator Wastewater Collection Maintenance Worker	Public Works Lead Worker Heavy Equipment Operator Working Supervisor - Public Works
SOLID WASTE MAINTENANCE WORKER		
TRANSFER STATION OPERATOR	Solid Waste Truck Driver II Solid Waste Truck Driver I	Heavy Equipment Operator Working Supervisor - Landfill
WASTEWATER COLLECTION LEAD WORKER	Wastewater Collection Maintenance Worker	Working Supervisor – Wastewater Collection
WATER LEAD WORKER	Public Works Maintenance Worker Water Maintenance Worker	Working Supervisor - Water
WELDER	Building and Facilities Mechanic I	
MECHANIC II	Mechanic I	Working Supervisor - Shop
BUILDING AND FACILITIES MECHANIC II	Building and Facilities Mechanic I	Working Supervisor - Buildings
PLANT MECHANIC	Building and Facilities Mechanic I	Building and Facilities Mechanic II
HVAC TECHNICIAN		
CUSTOMER SERVICE WORKER	Lead Meter Reader Meter Reader	Working Supervisor - Utility Field Services
WORKING SUPERVISOR - AIRPORTS	Airport Maintenance Lead Worker	
WORKING SUPERVISOR – BUILDINGS	Building and Facilities Mechanic II	
WORKING SUPERVISOR - LANDFILL	Solid Waste Truck Driver II Transfer Station Operator Heavy Equipment Operator	
WORKING SUPERVISOR - PARKS	Parks Lead Worker Arborist Lead Worker	
WORKING SUPERVISOR - PUBLIC WORKS	Heavy Equipment Operator Public Works Lead Worker	
WORKING SUPERVISOR – SHOP	Mechanic II	
WORKING SUPERVISOR - UTILITY FIELD SERVICES	Lead Meter Reader Customer Service Worker	
WORKING SUPERVISOR - WASTEWATER COLLECTION	Wastewater Collection Lead Worker	
WORKING SUPERVISOR – WATER	Water Lead Worker	
ELECTRICAL TECHNICIAN		

DEFINITION:

Under direction, receives and issues materials from warehouse; stocks inventory; receives shipments; runs errands, and delivers materials.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Keeps an inventory of parts and supplies for fleet maintenance division.

Measures: Adequate quantity of supplies correctly stored and maintained.

2. Distributes parts and supplies to fleet maintenance division.

Measures: Correct supplies on hand and distributed in a timely manner.

3. Keeps records of parts and supplies received and distributed.

Measures: Records are accurate and up to date.

4. Operates a fork lift and City pick up truck.

Measures: Operates vehicles in a safe fashion.

5. Runs errands to pick up parts and materials.

Measures: Receives correct parts and completes paper work accurately.

6. Orders fluids and lubricants and keeps appropriate records.

Measures: Maintains adequate supplies and assures that records are current; includes diesel exhaust fluid.

7. Performs related duties as assigned.

## QUALIFICATIONS:

### Knowledge of:

Warehouse operations and procedures; inventory control procedures; forklift operation and maintenance; locations of major job sites and vendors for deliveries; safety standards and other applicable rules and regulations..

### Ability to:

Interact effectively with the public and employees. Lift and stack supplies weighing 50 pounds; operate a forklift and a pick up truck; record and keep inventory records; follow written and oral directions with minimum of supervision.

### Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a high school diploma, or equivalent.

### Experience:

Typical experience would include prior work experience in warehouse operations.

### Special Requirements:

Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.

### Working Conditions:

Date of study: January 1991. The following duties have been identified as the critical job elements for the **WAREHOUSE WORKER** classification. The Med-Tox Physical Standards Study established several task statements for each physical ability; the task statements selected below are based on the (1) Significant level of physical ability required to perform the task, (2) the high level of rater agreement - reliability, (3) the frequency with which the task is performed and (4) the high degree of criticality and importance raters assigned to the task.

**STATIC STRENGTH:** Lift cardboard boxes of supplies weighing 50-lbs. from pallet onto a dolly.

**EXPLOSIVE STRENGTH:** With your arms and hands, shove a cement water meter box 2-feet.

**DYNAMIC STRENGTH:** Continuously push large reels of cable wire to adjust their positions in order that they may be lifted by the forklift. (Not required of every position)

**TRUNK STRENGTH:** Continuously bend over to place boxes on lower shelves in the warehouse.

**STAMINA:** Continuously carry cardboard boxes from the receiving bay to the warehouse.

**EXTENT FLEXIBILITY:** While lifting boxes, bend, twist and turn while placing them into their appropriate place.

**DYNAMIC FLEXIBILITY:** Continuously reach out to sort miscellaneous items.

**SPEED OF LIMB MOVEMENT:** No critical elements identified.

**WHOLE BODY COORDINATION:** Coordinate the movement of the body, arms and legs while walking down narrow aisles and carrying boxes of supplies.

**WHOLE BODY EQUILIBRIUM:** Maintain your balance in and around the warehouse on wet and raining days. Maintain your balance while outside of the warehouse on very windy days.

**ARM-HAND STEADINESS:** Hold a flashlight steady at night when loading supplies and materials. Hold a note pad steady while conducting inventory and checking items off of the list with a pencil.

**MULTI-LIMB COORDINATION:** Operate a forklift. Operate a vehicle with an automatic transmission.

**MANUAL DEXTERITY:** Handle an electric hand-held drill.

**FINGER DEXTERITY:** Sort through the various sized nuts that are returned in order to put them on the right sized bolts. Place nuts onto bolts. Type information into the CRT.

**NEAR VISUAL ACUITY:** Read freight bills to verify orders and deliveries.

**FAR VISUAL ACUITY:** See approaching vehicles while flagging.

**COLOR DISCRIMINATION:** Distinguish among color-coded stock items.

**HEARING QUIET:** Hear and understand radio requests for items from the warehouse.

**HEARING NOISY:** Hear the caller on the telephone over noisy generator.

**HEARING LOCATION:** Determine from what location forklifts are coming.

**HEARING DISCRIMINATION:** Distinguish between the truck bell and the receiving bell.

