

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD
APPROVING THE PUBLIC WORKS DEPARTMENT REORGANIZATION**

WHEREAS, a revised Public Works functional and staffing organizational charts were approved by the City Council on June 4, 2008, as shown in Attachment A; and

WHEREAS, the staff proposing a reorganization to implement the needed staffing changes in the Water Quality Services and Engineering Services Division of the Public Works department necessary to meet the regulatory requirements for the construction and permitting of the new wastewater treatment plant, as shown in Attachment B; and

WHEREAS, Staff propose this reorganization be accomplished by establishing job descriptions and salary ranges for certain classifications and the recruitment to fill open positions; and

WHEREAS, the job for the positions of Public Works Director, City Engineer, Water Resources Manager, Water System Supervisor, Water System Operator, Water Reclamation Chief Plant Operator, Water Reclamation Operator I and II, Operator-in-Training, Laboratory Director and Principal Laboratory Analyst are attached herein as Attachment C; and

WHEREAS, the proposed salary ranges for the positions of Public Works Director, City Engineer, Water Resources Manager, Water System Supervisor, Water System Operator, Water Reclamation Chief Plant Operator, Water Reclamation Operator I and II, Operator-in-Training, Laboratory Director and Principal Laboratory Analyst are attached herein as Attachment D.

NOW THEREFORE, BE IT HEREBY RESOLVED that the City Council hereby approves the Public Works Department reorganization, hereunto attached and marked as Attachments B, C, and D, and by reference made a part hereof.

PASSED AND ADOPTED by the City Council of the City of Soledad at a regular meeting duly held on the 1st day of April 2009, by the following vote:

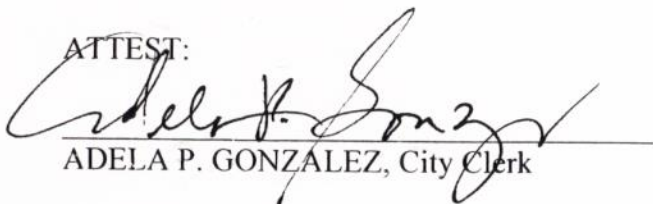
AYES, and in favor thereof, Councilmembers: Richard J. Perez, Juan Saavedra, Mayor Pro Tem Martha Camacho, Mayor Richard Ortiz

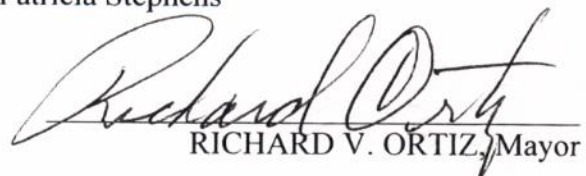
NOES, Councilmembers: None

ABSTAIN, Councilmembers: None

ABSENT, Councilmembers: Patricia Stephens

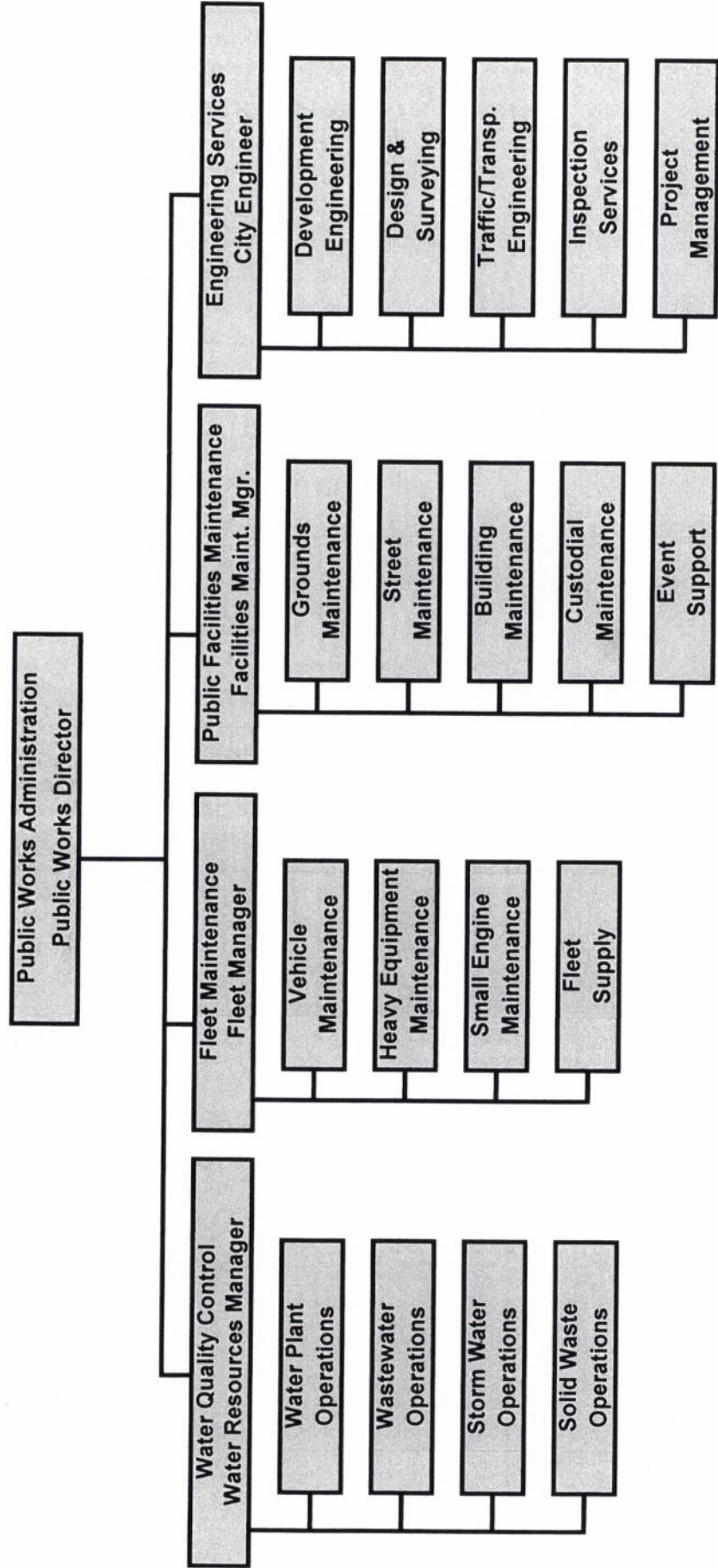
ATTEST:


ADELA P. GONZALEZ, City Clerk


RICHARD V. ORTIZ, Mayor

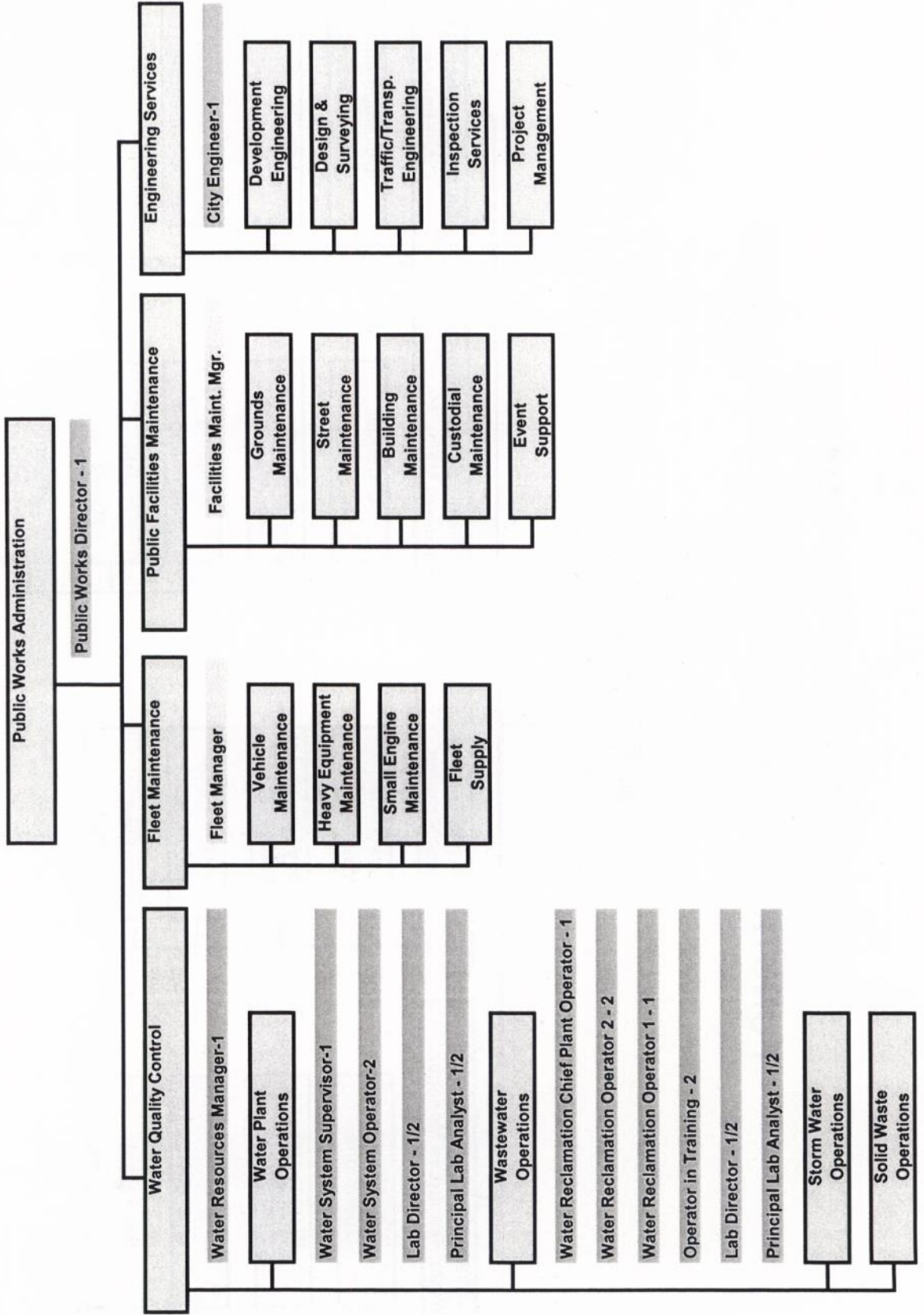
PUBLIC WORKS DEPARTMENT FUNCTIONAL ORGANIZATIONAL STRUCTURE

Adopted June 4 2008



PUBLIC WORKS DEPARTMENT REORGANIZATION

Proposed April 1, 2009



Public Works Reorganization 2009 – Job Descriptions

Position

1. Public Works Director
2. City Engineer
3. Water Resources Manager
4. Water System Supervisor
5. Water System Operator
6. Water Reclamation Chief Plant Operator
7. Water Reclamation Operator I/II
8. Operator in Training
9. Laboratory Director
10. Principal Laboratory Analyst

PUBLIC WORKS DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Public Works Department, including engineering, the maintenance and operations of streets, storm drains, fleets, water production and distribution, wastewater treatment, and collections systems, and other programs; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments, with intergovernmental and regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to City management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, professional, technical, and clerical staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Public Works Department, including short- and long-range planning and development, and administration. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Public Works Department; establishes, within City policy, appropriate service and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.

- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- May either direct the City Engineer and/or perform the duties of the City Engineer as prescribed by State law and City ordinances, including overseeing the preparation of engineering plans and specifications, the construction of public projects, and the administration of professional service, construction, maintenance and other contracts.
- Reviews, approves, and signs plans and specifications for City infrastructure and facilities, assessment districts, subdivisions, and developments.
- Oversees the development or update of the City's Capital Improvement Plan and Equipment Replacement Program.
- Administers engineering, construction, maintenance, and other contracts; resolves issues associated with contract compliance.
- Confers with engineers, developers, architects and a variety of agencies and the general public in acquiring information and coordination of engineering, public works, utilities, and related matters; provides information regarding these matters as well.
- Represents the Public Works Department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Negotiates contracts and agreements; coordinates with legal counsel and City department representatives to determine City needs and requirements for contractual services.
- Participates on and makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of Public Works.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management, and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, citywide administrative practices; and general principles of risk management related to the functions of the assigned area.

- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of public works development, maintenance, and management in a municipal setting.
- Principles and techniques of capital improvement engineering, design, construction, inspection, funding and long-term maintenance.
- Principles and concepts of municipal infrastructure maintenance, repair, and replacement, including streets, facilities, and underground lines, including those for water production and distribution and wastewater treatment and collection.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
- Technical, legal, financial, and public relations problems associated with the management of public works programs.
- Methods and techniques for writing and presentations, contract negotiations, mediation and arbitration, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, motivate, and evaluate the work of staff, and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of City programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering, public or business administration, or a related field, and five (5) years of responsible professional engineering or public works operations and maintenance experience with considerable supervisory or administrative experience. Possession of a Master's Degree is highly desirable.

License:

- Valid California class C driver's license with satisfactory driving record.
- Registered Professional Civil Engineer license in the State of California as required to perform the functions of City Engineer desirable. In the event the Public Works Director is required to perform City Engineer functions the license is required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

CITY ENGINEER

DEFINITION

Under administrative direction, assists in planning, organizing, managing, and providing direction and oversight for the engineering functions and activities of the Public Works Department, including Capital Improvement Program design, construction and inspection, traffic engineering, and land development engineering; assists in coordinating assigned activities with other City departments, divisions, outside agencies, and the public; fosters cooperative working relationships among City departments, divisions, and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Public Works Director and others in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Public Works Director. Exercises general and direct supervision over management, supervisory, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a division manager classification in the Public Works Department. The incumbent oversees, directs, and participates in all engineering activities and programs of the Public Works Department, including Capital Improvement Program design, construction and inspection, traffic engineering, and land development engineering, and is responsible for providing professional-level support to the Public Works Director in a variety of areas. Assists in short- and long-term planning, development, and administration. Successful performance of the work requires an extensive professional background as well as skill in coordinating engineering division work with that of other City departments and public agencies. Responsibilities include performing and directing many of the engineering division's day-to-day administrative functions. This class is distinguished from the Public Works Director in that the latter has overall responsibility for all public works functions and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for all City engineering functions and activities, including Capital Improvement Program design, construction and inspection, traffic engineering, and land development engineering.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Assists in managing and participates in the development and administration of the Engineering Division of Public Works annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues in coordination with Human Resources; responds to staff questions and concerns.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Public Works Director; directs the implementation of improvements within the Engineering Division of Public Works.
- Assists in planning, directing, and coordinating the Engineering Division of Public Works Department's work plan; meets with staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
- Prioritizes and allocates available resources; reviews and evaluates service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Performs project management and administration of consultant and in-house capital improvement and other public works projects.
- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award; administers contracts for construction projects; ensures contractor compliance with City standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes.
- Conducts capital improvement project planning and implementation activities; provides oversight and input into the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.
- Analyzes civil engineering plan design, specifications, consultant and staff comments in accordance with design requirements and municipal and intergovernmental standards and regulations; recommends approval or additional engineering conditions and changes.
- Reviews and approves all grading plans and permits; all plans and specifications for capital improvement projects; all tract and parcel maps, lot line adjustments, and legal descriptions; the most difficult and complex encroachment permits; and other engineering and design documents.
- Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public on development issues and acquiring information.
- Provides professional assistance to the Public Works Director relative to the City's property and right-of-way acquisitions and disposals, ensuring compliance with all applicable laws and procedures.
- Conducts a variety of engineering division organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Participates on and makes presentations to a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official engineering division files.
- Monitors changes in laws, regulations, and technology that may affect City or engineering division operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Public Works Director.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budget development, contract administration, and administrative practices.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Principles and practices of engineering program development, maintenance, and management in a municipal setting.
- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of municipal facilities, miscellaneous buildings and structures.
- Civil and transportation engineering principles, concepts, standards, and practices associated with public works programs and private development projects.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, computer equipment and computer applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of engineering programs and activities.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.

- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field, and five (5) years of responsible experience in civil and municipal engineering with two (2) years of supervisory, management, and/or administrative experience.

Licenses and Certifications:

- Valid California class C driver's license with satisfactory driving record.
- Registered Professional Civil Engineer license in the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.

WATER RESOURCES MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex technical and office support related to all programs and activities of the Water Quality Control Division; administers current and long-range planning activities; manages the effective use of the appropriate City's public works maintenance resources to improve organizational productivity and customer service; provides complex and responsible support to the Public Works Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director. Exercises direct and general supervision over the water and wastewater operations and maintenance, laboratory, storm water, and solid waste staff. Coordinates and monitors the work of outside contractors, vendors, and consultants as assigned.

CLASS CHARACTERISTICS

This is a mid-management classification that manages a division of the City's public works maintenance and operations activities, including collection system maintenance, wastewater treatment operations and maintenance, laboratory testing and analysis, water distribution pipes, wells, and related appurtenances maintenance operations, storm water, and solid waste operations. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing divisional-level support to the Public Works Director in a variety of areas. Successful performance of the work requires an extensive background as well as skill in coordinating departmental work of the Division. The incumbent is responsible for the implementation of the Urban Water Management Plan, Long-Term Wastewater Management Plan, Water Master Plan, Recycle Water Ordinance, Storm Water Ordinance and Storm Water Management Plan. This class is distinguished from the Public Works Director in that the latter has overall responsibility for all functions of the Department and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of the Water Quality Control Division.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned programs; continuously monitors and evaluates service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Director.

- Manages and coordinates the work plan for the division; meets with staff to identify and resolve problems; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Participates in the selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Develops and reviews staff and regulatory reports related to collection system maintenance, wastewater treatment maintenance and operations, water distribution, water treatment maintenance and operations activities and services, laboratory, and storm drain maintenance activities and services; assists with reports presented to the City Council and other commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Manages and participates in the development and administration of the division budget; oversees the budget for the division.
- Provides complex staff assistance to the Public Works Director; prepares and presents staff reports and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures, as appropriate.
- Inspects and approves new construction and new development for proper water distribution and wastewater treatment and distribution systems, facilities, services, and locations.
- Provides input to Development Engineering to assure coordination of new development with water, storm water and sewer system needs.
- Coordinates with water engineering professionals to assure development of needed capital projects and maintenance of system plans and records.
- Serves as Project Manager for construction of water, storm water and sewer projects.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the related fields; researches emerging products and enhancements and their applicability to City needs.
- Establishes and maintains laboratory licensing under the Environmental Laboratory Accreditation Program (ELAP).
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Responds to maintenance and repair emergency situations as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, project and program management, development, implementation and evaluation.
- Principles and practices of budget administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures, either directly or through subordinate levels of supervision.
- Applicable Federal, State, and local laws, codes, and regulations related to the operation of the Water Quality Control Division.
- Principles and practices of contract administration and evaluation.
- General principles of risk management related to the functions of the assigned area.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.

- Recent and on-going developments, current literature, and sources of information related to the operations of the Water Quality Control Division.
- Safety principles and practices.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, schedule, assign, review, and evaluate the work of staff.
- Train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Perform the most complex maintenance duties and operate related equipment safely and effectively.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in water, wastewater, engineering, or a related field and eight (8) years of increasingly responsible experience, including at least three (3) years in a management/supervisory role with experience in the management of a Water Reclamation Facility.

Licenses and Certifications:

- Valid California class C driver's license with satisfactory driving record.
- Possession of a Grade III and eligibility for Grade V Wastewater Treatment Operator Certificate issued by the State of California Water Resources Control Board (SWRCB) is required.
- Possession of a Water Distribution Operator Certificate, a Water Treatment Operator Certificate issued by the State of California Department of Public Health (DPH) and a Wastewater Collection System Maintenance Certificate issued by the California Water Environment Association and a Laboratory Technician Certificate issued by the California Water Environment Association (CWEA) are highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to work in a standard shop setting and use and operate a variety of tools, power tools, equipment, and machinery; to operate a motor vehicle and drive on surface streets; to identify mechanical issues, to identify and locate parts and repair tools/equipment, to inspect, analyze, and diagnose problems with automobiles, trucks, and a variety of gasoline and diesel powered maintenance and construction equipment; strength, stamina, and mobility to perform light to medium physical work; vision to read printed materials and a computer screen; color vision to read various dials, gauges, and identify color-coded cables and wires; and hearing and speech to communicate in person and over the telephone. The job involves walking and working on slippery or uneven surfaces. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to potentially hazardous physical substances. Employees also work in a centralized maintenance shop and may be exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts, and moving objects or other vehicles. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WATER SYSTEM SUPERVISOR**DEFINITION**

Under general direction plans, schedules, assigns and reviews the work of water system operations staff assigned to the operation and maintenance of the water treatment and distribution facilities and systems; coordinates, monitors, and provides technical input for assigned water treatment and distribution related projects and programs; provides technical assistance to the Water Resources Manager and assists in the preparation and administration of the division budget; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Water Resources Manager. Exercises direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in Water System Operations series. Responsibilities include planning, organizing, supervising, reviewing and evaluating the work of utilities operations staff. Incumbents are expected to independently perform the full range of water operations duties. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines. This class is distinguished from the Water Resources Manager in that the latter is a mid-management classification responsible for organizing, assigning, supervising and reviewing the work of the entire Water Quality Control Division.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the water treatment and distribution operations.
- Trains staff in work and safety procedures and in the operations and use of equipment and supplies; implements procedures and standards.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors operations and activities of the water operations work unit; recommends improvements and modifications and prepares various reports on operations and activities.
- Determines and recommends equipment, materials, and staffing needs for assigned operations projects and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for repair and construction projects as necessary.

- Performs the most complex water operations duties and provides technical assistance to crews.
- Troubleshoots operational and maintenance problems; corrects and directs the correction and repair of operational and/or equipment problems.
- Inspects for safety violations; ensures that safety procedures are followed and the safety equipment is maintained; makes periodic safety presentations to plant staff.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Maintains logs and records of work performed; prepares periodic reports.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of utilities operations program development and administration.
- Principles, practices, equipment, tools and materials of water treatment and distribution maintenance and process control.
- Electrical, mechanical, hydraulic, system process, instrumentation, and calibration, as they relate to water treatment and distribution system maintenance and process control.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Basic principles and practices of budget and Capital Improvement Program development, administration, and accountability.
- Safety principles, practices and procedures of water treatment facilities and systems, including equipment and hazardous materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work staff.
- Organize, implement and direct utilities operations activities.
- Analyze, interpret, apply, and enforce Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.

- Identify the problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate records and files of work performed.
- Develop and recommend systems and procedures related to assigned operations.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade supplemented by two (2) years of college-level coursework in wastewater treatment utility operations or related field, and four (4) years of increasingly responsible experience in the operations of water treatment and distribution systems and facilities, including two (2) years of lead or supervisory experience. An Associate of Arts degree is highly desirable.

License:

- Valid California class C driver's license with satisfactory driving record.
- Grade III Water Distribution Operator Certificate issued by the California State Department of Public Health (DPH).
- Grade I Water Operator Certificate issued by the California State Department of Public Health (DPH).

PHYSICAL DEMANDS

Must possess mobility to work in standard office setting and use standard office equipment, including a computer, and to work in water treatment and distribution systems and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment.

Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays. Participates in after-hours emergency response and on-call and callback assignments.

WATER SYSTEM OPERATOR

DEFINITION

Under direct or general supervision, performs a variety of tasks associated with the production, treatment, and distribution of potable water; takes periodic samples and performs standardized tests to ensure proper operation within established guidelines; assists with preventive maintenance and makes repairs to plant facilities and equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Water System Supervisor. No direct supervision is exercised. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

This is the first experienced level class in the water system operations series. Under direct supervision, incumbents operate and maintain water treatment and distribution equipment and appurtenances according to City practices and procedures, as well as State and Federal regulations. As experience is gained, assignments become more varied and are performed with greater independence.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Monitors water operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Reviews and analyzes operational information and test results and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as instructed.
- Inspects water wells, and other treatment and distribution equipment and facilities on a regularly-scheduled basis; reads and records readings of pumps, chemical feed, and other treatment and pumping equipment.
- Interprets and may perform laboratory and process tests to optimize plant performance, checks the results, and makes appropriate changes.
- Operates and assists in preventive maintenance on a variety of water equipment, such as electric motors, engines, gas and electric powered pumps, air compressors, emergency systems, power generation systems, pressure and flow regulators, analyzers, filters and chemical feed systems.
- In association with other maintenance personnel, maintains and repairs leaks on main lines and lateral lines to the meters; taps into mains for new water service; installs and changes meters.
- Records pump station flow meters and charts.
- Lubricates pumps, motors, and other machinery and equipment.

- Reads residential and business water meters on an established schedule using a hand-held computer recorder; provides the results to finance for billing purposes.
- Makes minor adjustments on service equipment; maintains tools and equipment in working order.
- May operate heavy equipment such as dump trucks etc., depending on City needs.
- Maintains accurate records, including calculating the daily use of energy and chemicals, and completing required monthly reports.
- Maintains accurate records of gauge and meter readings, chemical test results, and work performed.
- Maintains facilities, grounds, and equipment in a clean and orderly condition.
- Uses a variety of hand and power tools and testing equipment.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to emergency situations as necessary.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, equipment, materials, and tools used in water treatment and distribution operations, cleaning, and preventive maintenance.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of water and related materials.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Basic equipment troubleshooting principles and practices.
- Basic record keeping practices.
- Basic mechanical, electrical, and hydraulic principles.
- Shop mathematics.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Operate, maintain, and repair a variety of water treatment and distribution facilities and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately and make appropriate adjustments.
- Conduct standard chemical and physical tests of water and related materials.
- Use and maintain the tools and equipment of the work skillfully and safely.
- Handle hazardous chemicals in a safe manner.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain both manual and automated logs, records, reports, and charts.

- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Water System Operator: Equivalent to the completion of the twelfth (12th) grade. One (1) year of experience of water treatment and/or distribution operations work equivalent to that of a Water System Operator I or equivalent at the City of Soledad.

License:

- Valid California class C driver's license with satisfactory driving record.

Water System Operator I:

- Grade I Water Treatment Operator Certificate as issued by the California State Department of Public Health.

PHYSICAL DEMANDS

Must possess mobility to work in standard water operations facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays. Participates in after-hours emergency response and on-call and callback assignments.

WATER RECLAMATION CHIEF PLANT OPERATOR

DEFINITION

Under general direction plans, schedules, assigns and reviews the work of water reclamation system operations staff assigned to the operation and maintenance of the water reclamation and wastewater collections facilities and systems; coordinates, monitors, and provides technical input for assigned water reclamation related projects and programs; provides technical assistance to the Water Resources Manager and assists in the preparation and administration of the division budget; performs a variety of technical tasks relative to the assigned functional area; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water Resources Manager. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Water Reclamation operations series that performs complex duties required to ensure that water reclamation facilities and systems operate safely and effectively. Responsibilities include performing the most complex standardized tests on wastewater operations equipment, inspecting and attending to issues in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from the Water Resources Manager in that the latter is a mid-management classification responsible for organizing, assigning, supervising and reviewing the work of the entire Water Quality Control Division.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Reads, records, and calculates readings of meters and gauges; interprets information into operational characteristics; changes flow meter charts; makes process adjustments according to information gathered, samples collected, readings, and records.
- Performs proper usage and handling of chemicals according to industry standards, including performing safety hook-up connections for chlorine and sulfur dioxide cylinders, and handling dry sodium fluorosilicate.

- Operates and assists in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, air compressors, emergency systems, power generation systems, chillers, pressure and flow regulators, analyzers, filters, chemical feed systems, digesters, chlorinators, chemical valves, agitators, bar screens, and blowers.
- Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
- Confers with maintenance staff to determine equipment problems; suggests methods of minimizing such problems in an operational setting.
- Lubricates pumps, motors, chains, conveyors, and other machinery and equipment.
- Makes minor adjustments on service equipment; maintains tools and equipment in working order.
- May operate heavy equipment such as dump trucks, depending on City needs.
- Maintains accurate records, including calculating the daily use of energy and chemicals, and completing required monthly reports.
- Maintains accurate records of gauge and meter readings, chemical test results, and work performed.
- Maintains facilities, grounds, and equipment in a clean and orderly condition.
- Uses a variety of hand and power tools and testing equipment.
- May assist in preventative maintenance and services equipment according to an established schedule; inspects facilities and equipment to determine the need for maintenance or repair.
- Writes work orders for repairs.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to emergency situations as necessary.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles of supervision and training.
- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment and disposal facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of wastewater, sludge, and related materials.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Basic equipment troubleshooting principles and practices.
- Basic mechanical, electrical, and hydraulic principles.
- Basic and advanced arithmetic and statistical techniques.
- Basic record keeping practices.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Plan, organize, schedule, assign, and review the work being performed in area of responsibility.
- Operate, maintain, and repair a variety of wastewater treatment and disposal facilities and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- Use and maintain the tools and equipment of the work skillfully and safely.
- Handle hazardous chemicals in a safe manner.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain both manual and automated logs, records, reports, and charts.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade and five (5) years of increasingly responsible experience in the operations and/or maintenance of pumps, motors, and other water/wastewater related facilities and equipment, including at least two (2) years in a supervisory role operating a Water Reclamation Facility.

License:

- Valid California class C driver's license with satisfactory driving record.
- Possession of, or ability to obtain within six months of appointment, a Grade IV Wastewater Operator Certificate as issued by the California State Water Resources Control Board.
- Possession of a Grade II Wastewater Collection System Maintenance Certificate is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in standard wastewater treatment plants and related facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to

perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays. Participates in after-hours emergency response and on-call and call back assignments.

WATER RECLAMATION OPERATOR I/II

DEFINITION

Under direct or general supervision, operates equipment, facilities, and related appurtenances as found in a wastewater treatment plant and collection systems; takes periodic samples and performs standardized tests to ensure proper operation within established guidelines; assists with preventive maintenance and makes repairs to plant facilities and equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Water Reclamation Chief Operator. No direct supervision is exercised. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

Water Reclamation Operator I: This is the first experienced-level class in the Water Reclamation operations series. Under direct supervision, incumbents operate Water Reclamation treatment plant equipment and appurtenances according to City practices and procedures, as well as State and Federal regulations. As experience is gained, assignments become more varied and are performed with greater independence. Incumbents may advance to Water Reclamation Operator II after gaining the knowledge, skill, experience, and certifications that meet the qualifications for, and demonstrating the ability to perform the work of, the higher-level class.

Water Reclamation Operator II: This is the full journey-level class in the utility operations series that performs the full range of duties required to ensure that Water Reclamation facilities and systems operate safely and effectively. Responsibilities include performing standardized tests on Water Reclamation operations equipment, inspecting and attending to issues in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from Water Reclamation Chief Operator in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in Water Reclamation operations.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Monitors plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Reviews and analyzes automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.

- Collects wastewater, sludge, and other samples from various phases of the treatment process; performing standard chemical and physical tests on these samples to ensure that plants are operating effectively and that regulatory requirements are being met.
- Interprets and may perform laboratory and process tests to optimize plant performance, checks the results, and makes appropriate changes.
- Performs proper usage and handling of chemicals according to industry standards, including performing safety hook-up connections for chlorine and sulfur dioxide cylinders, and handling dry sodium fluorosilicate.
- Operates and assists in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas and electric powered pumps, air compressors, emergency systems, power generation systems, chillers, pressure and flow regulators, analyzers, filters, chemical feed systems, digesters, bar screens, and blowers.
- Operates and performs preventive maintenance on a variety of treatment plant equipment, such as pumps, chlorinators, filters, chemical valves, sludge lagoon, bar screens, agitators, and electric motors.
- Operates valves, pumps, and automated controls to regulate the flow of wastewater through the system; operates valves to dispose of wastewater effluent.
- Lubricates pumps, motors, chains, conveyors, and other machinery and equipment.
- Makes minor adjustments on service equipment; maintains tools and equipment in working order.
- May operate heavy equipment such as dump trucks etc., depending on City needs.
- Maintains accurate records, including calculating the daily use of energy and chemicals, and completing required monthly reports.
- Maintains accurate records of gauge and meter readings, chemical test results, and work performed.
- Maintains facilities, grounds, and equipment in a clean and orderly condition.
- Uses a variety of hand and power tools and testing equipment.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to emergency situations as necessary.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment and disposal facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of wastewater, sludge, and related materials.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Basic equipment troubleshooting principles and practices.
- Basic record keeping practices.
- Basic mechanical, electrical, and hydraulic principles.
- Shop mathematics.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Operate, maintain, and repair a variety of wastewater treatment and disposal facilities and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Read a variety of gauges, charts, and meters, record data accurately and make appropriate process adjustments.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- Use and maintain the tools and equipment of the work skillfully and safely.
- Handle hazardous chemicals in a safe manner.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain both manual and automated logs, records, reports, and charts.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Water Reclamation Operator I/II: Equivalent to the completion of the twelfth (12th) grade.

Water Reclamation Operator I: One (1) year of experience in the operations of water and/or wastewater treatment plants equivalent to that of an Operator-In-Training at the City of Soledad.

Water Reclamation Operator II: In addition to the above, two (2) years of experience equivalent to Water Reclamation Operator I at the City of Soledad.

License:

- Valid California class C driver's license with satisfactory driving record.

Water Reclamation Operator I:

- Grade I Wastewater Operator Certificate as issued by the California State Water Resources Control Board.

Water Reclamation Operator II:

- Grade II Wastewater Operator Certificate as issued by the California State Water Resources Control Board.

PHYSICAL DEMANDS

Must possess mobility to work in standard wastewater treatment plants and related facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays. Participates in after-hours emergency response and on-call and callback assignments.

OPERATOR-IN-TRAINING

DEFINITION

Under close supervision, learns to operate and operates equipment, facilities, and related appurtenances as found in the City's water treatment and distribution system, and/or wastewater treatment plant; learns to take periodic samples and perform standardized tests to ensure proper operation within established guidelines; learns and assists in the monitoring, adjusting, and performing of routine maintenance on plant, treatment, and pumping equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from the Water Reclamation Chief Operator. No direct supervision is exercised.

CLASS CHARACTERISTICS

This is the entry-level class in the water reclamation operations series. Initially under close supervision, incumbents with basic utility operations experience learn City wastewater treatment facilities and systems, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. This class is flexibly-staffed with Water Reclamation Operator I and incumbents may advance after gaining the knowledge, skill, experience, licenses, and certifications that meet the qualifications for, and demonstrating the ability to perform the work of, the higher-level class.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Learns to monitor plant operations equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily.
- Learns to review and analyze automated information and control system data and revises equipment settings as appropriate; notifies supervisor of unusual situations and makes inspections or corrects system problems as necessary.
- Learns to interpret and may perform laboratory and process tests to optimize plant performance, checks the results, and makes appropriate changes.
- Learns to perform proper usage and handling of chemicals according to industry standards.
- Learns to operate and assist in preventive maintenance on a variety of treatment plant equipment, such as electric motors, engines, gas, and electric powered pumps, air compressors, emergency systems, power generation systems, chillers, pressure and flow regulators, analyzers, filters, chemical feed systems, digesters, bar screens, and blowers.

- May assist in collecting water, wastewater, sludge, and other samples from various phases of the treatment process; assists in performing standard chemical and physical tests on these samples to ensure that plants are operating effectively and that regulatory requirements are being met.
- Learns to operate valves, pumps, and automated controls to regulate the flow of water and/or wastewater through plants.
- Learns to lubricate pumps, motors, chains, conveyors, and other machinery and equipment.
- Learns to perform routine maintenance painting of machinery, structures, equipment, and piping systems.
- Learns to read residential and business water meters on an established schedule using a hand-held computer recorder; provides the results to finance for billing purposes.
- Learns to make minor adjustments on service equipment; assists in the maintenance of tools and equipment in working order.
- May operate heavy equipment in performance of duties, as assigned.
- Assists in the maintenance of accurate records, including calculating the daily use of energy and chemicals, and completing required monthly reports.
- Assists in the maintenance of accurate records of gauge and meter readings, chemical test results, and work performed.
- Maintains facilities, grounds, and equipment in a clean and orderly condition.
- Learns to use a variety of hand and power tools and testing equipment.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- May respond to complaints and answers questions from public or escalates to supervisor, as necessary.
- May respond to emergency situations as necessary.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, equipment, material, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment and distribution/disposal facilities and equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of water, wastewater, sludge, and related materials.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Basic equipment troubleshooting principles and practices.
- Basic record keeping practices.
- Basic mechanical, electrical, and hydraulic principles.
- Water/wastewater and shop mathematics.
- Safe work methods and safety practices pertaining to the work, including the handling and storage of hazardous chemicals.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Operate, maintain and repair a variety of wastewater treatment and disposal facilities and equipment.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.

- Read a variety of gauges, charts, and meters, record data accurately, and make appropriate process adjustments.
- Conduct standard chemical and physical tests of water, wastewater, sludge, and related materials.
- Use and maintain the tools and equipment of the work skillfully and safely.
- Handle hazardous chemicals in a safe manner.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain manual and automated logs, records, reports, and charts.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade and one (1) year of experience in the operations and/or maintenance of pumps, motors, and other water/wastewater related facilities and equipment.

License:

- Valid California class C driver's license with satisfactory driving record.
- Ability to obtain a Grade I Wastewater Operator in Training Certificate as issued by the California State Water Resources Control Board within eighteen (18) months of employment.

PHYSICAL DEMANDS

Must possess mobility to work in standard wastewater treatment plants and related facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays. Participates in after-hours emergency response and on-call and callback assignments.

LABORATORY DIRECTOR

DEFINITION

Under general direction, plans, directs, reviews, and sets the priorities for the City's laboratory; provides technical input to staff on the collection of samples and performance of laboratory tests; develops a variety of analytical testing techniques; ensures the lab is operating within all applicable legal and regulatory guidelines; performs a variety of technical tasks relative to conducting and interpreting standard and complex laboratory analyses; provides complex and responsible support to the Water Resources Manager in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Water Resources Manager. Provides general supervision to assigned professional staff.

CLASS CHARACTERISTICS

This is a single-position class responsible for planning, organizing, and reviewing the work of the City's laboratory within the Water Quality Control Division. The incumbent is expected to perform the full range of sampling and chemical, biochemical, biological, bacteriological and physical analyses. Performance of the work requires the use of considerable independence, initiative and discretion within established guidelines. This class is distinguished from the Water Resources Manager in that the latter is a mid-management classification responsible for organizing, assigning, supervising and reviewing the work of the entire Water Quality Control Division.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, sets priorities for, and organizes all activities of the City's laboratory.
- Ensures compliance with applicable regulatory regulations and quality control standards, including compiling and preparing various reports and records related to water quality regulatory monitoring, processing control requirements, developing, implementing and enforcing in-house quality assurance program, updating and reviewing standard operating procedures, and performing corrective action when required.
- Enforces work and safety procedures and the proper operation and use of equipment and supplies; implements procedures and standards.
- Monitors operations and activities of the laboratory; recommends improvements and modifications and prepares various reports on operations and activities.
- Determines and recommends equipment, materials, and staffing needs for laboratory operations; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for professional services; maintains records of purchase orders; assists in developing budget figures for the laboratory.

- Performs the most complex sample collection duties and chemical, biochemical, biological, bacteriological and physical analyses.
- Provides plant operation technical assistance regarding sampling and chemical analysis, including attending and participating in weekly staff meetings with operations, maintenance, and pretreatment staff.
- Assists in training staff in work and safety procedures and in the operation and use of equipment and supplies;
- Participates in the evaluation of employee performance, counseling of employees, and recommendation of initial disciplinary action; assists in selection and promotion.
- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Chemical, biological and physical characteristics of water and wastewater.
- Principles, practices, equipment and materials required for the chemical, biochemical, biological, bacteriological and physical analysis of samples of potable water and wastewater.
- Sampling techniques and related statistical analysis techniques.
- Laboratory, water and wastewater plant safety procedures and equipment.
- Basic principles of water and wastewater treatment and distribution/disposal.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of safety management and application.
- Technical report writing practices and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Assist in developing and implement goals, objectives, practices, policies, procedures, and work standards.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Organize, implement and direct laboratory operations and activities.
- Analyze, interpret, apply and enforce Federal, State and local policies, procedures, laws and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.

- Perform chemical, biochemical, biological, bacteriological and physical analyses of potable water and wastewater.
- Analyze the results of such tests and make appropriate recommendations for plant operations.
- Use and perform calibration and minor maintenance and repair on a variety of laboratory equipment.
- Maintain an inventory of supplies and equipment required for the performance of necessary analyses.
- Instruct operations staff in basic laboratory procedures and processes.
- Prepare and maintain clear and concise reports and accurate records and files.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Utilize computer and related word processing, database and spreadsheet software and applications.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in chemistry, biology, natural sciences, or a related field and five (5) years of increasingly responsible experience in performing laboratory analysis of wastewater, potable water or industrial products, including two (2) years of supervisory or management experience in laboratory analysis of wastewater, potable water or industrial products.

Licenses and Certifications:

- Valid California class C driver's license with satisfactory driving record.
- Possession of Grade I Laboratory Technician Certificate issued by the California Water Environment Association (CWEA), Grade II Laboratory Technician Certificate issued by the California Water Environment Association (CWEA) is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a water and/or wastewater treatment plant laboratory; operate and motor vehicle; vision to read printed materials and a computer screen; color vision to identify chemical and biological solvents and substances; and hearing and speech to communicate in person and over the telephone. Employees primarily work indoors but frequently walk within treatment plants to take samples. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to handle laboratory equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors but are occasionally exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

PRINCIPAL LABORATORY ANALYST

DEFINITION

Under general supervision, performs a variety of standardized routine to complex chemical, physical, biological, and bacteriological analyses involved in the testing of City's water and wastewater quality; performs a variety of technical tasks relative to conducting and interpreting standard and complex laboratory analyses; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Laboratory Director. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a journey-level professional class that performs a variety of routine to complex laboratory tests to ensure that City water and wastewater treatment plants are in compliance with all Federal and State requirements for the processing and distribution/disposal of water/wastewater for the City. Incumbents work independently and have responsibility for maintaining records and submitting reports to the various regulatory agencies and for assisting operations staff in maintaining a high level of plant efficiency and effectiveness. This class is distinguished from the Laboratory Director in that the latter is responsible for planning, organizing, and reviewing the work being conducted in the City's laboratory and related activities.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in performing and interpreting chemical, biochemical, biological, bacteriological and physical analyses of samples related to the treatment, quality control and distribution of potable water, as well as treatment, quality control and disposal of wastewater influent and effluent, following standard procedures and guidelines.
- Collects samples at various sites throughout the treatment plants and other City sites for testing to determine the effectiveness of each stage of the treatment process.
- Analyzes and interprets laboratory results, recognizing problems that may be occurring during the treatment process.
- Prepares samples for analysis by commercial laboratories; ensures that test results are reviewed and reported.
- Sets up, calibrates, operates and performs minor maintenance and repair to a variety of laboratory instruments and equipment.
- Maintains quality control and quality assurance and follows safe work procedures.
- Maintains accurate records of work performed and analysis results.
- Consults with treatment plant staff regarding analysis results.
- Prepares periodic and special reports for submission to appropriate regulatory agencies in a timely manner; ensures that laboratory certification is in compliance with regulatory requirements.

- Prepares standard chemical solutions and reagents; disposes of outdated materials in a safe manner; cleans glassware and equipment and ensures that the laboratory is maintained in a clean and orderly condition.
- Maintains an inventory of laboratory supplies, chemicals and equipment.
- Enters data into and retrieves data from an automated data control system.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Chemical, biological and physical characteristics of water and wastewater.
- Principles, practices, equipment and materials required for the chemical, biochemical, biological, bacteriological and physical analysis of samples of potable water and wastewater.
- Sampling techniques and related statistical analysis techniques.
- Laboratory and treatment plant safety procedures and equipment.
- Basic principles of water and wastewater treatment and distribution/disposal.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of safety management and application.
- Technical report writing practices and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Analyze, interpret, apply and enforce Federal, State, and local policies, procedures, laws and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Perform chemical, biochemical, biological, bacteriological and physical analyses of potable water and wastewater.
- Analyze the results of such tests and make appropriate recommendations for plant operations.
- Use and perform calibration and minor maintenance and repair on a variety of laboratory equipment.
- Maintain an inventory of supplies and equipment required for the performance of necessary analyses.
- Prepare and maintain clear and concise reports and accurate records and files.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Utilize computer and related word processing, database and spreadsheet software and applications.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.

- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in chemistry, biology, natural sciences, or a related field and three (3) years of experience in performing laboratory analysis of wastewater, potable water or industrial products.

Licenses and Certifications:

- Possession of, or ability to obtain, an appropriate valid California's driver's license.
- Grade I within eighteen (18) months Laboratory Analyst certification from the California Water Environment Association (CWEA), possession of a Grade I Laboratory Analyst certification from the California Water Environment Association (CWEA) is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a water and/or wastewater treatment plant laboratory; operate and motor vehicle; vision to read printed materials and a computer screen; color vision to identify chemical and biological solvents and substances; and hearing and speech to communicate in person and over the telephone. Employees primarily work indoors but frequently walk within treatment plants to take samples. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to handle laboratory equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors in a treatment plant and laboratory environment and are occasionally exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Public Works Reorganization 2009 – Annual Salary Ranges

| | <i>Position</i> | <i>Step 1</i> | <i>Step 2</i> | <i>Step 3</i> | <i>Step 4</i> | <i>Step 5</i> |
|-----|----------------------------------------|---------------|---------------|---------------|---------------|---------------|
| 1. | Public Works Director | \$109,337.87 | \$114,258.07 | \$119,399.68 | \$124,772.67 | \$130,387.44 |
| 2. | City Engineer | \$86,493.00 | \$90,385.18 | \$94,452.51 | \$98,702.88 | \$103,144.51 |
| 3. | Water Resources Manager | \$86,493.00 | \$90,385.18 | \$94,452.51 | \$98,702.88 | \$103,144.51 |
| 4. | Water System Supervisor | \$64,542.41 | \$67,446.81 | \$70,481.92 | \$73,653.61 | \$76,968.02 |
| 5. | Water System Operator | \$55,984.09 | \$58,503.37 | \$61,136.02 | \$63,887.14 | \$66,762.06 |
| 6. | Water Reclamation Chief Plant Operator | \$69,463.76 | \$72,589.63 | \$75,856.17 | \$79,269.69 | \$82,836.83 |
| 7. | Water Reclamation Operator II | \$55,984.09 | \$58,503.37 | \$61,136.02 | \$63,887.14 | \$66,762.06 |
| 8. | Water Reclamation Operator I | \$48,361.16 | \$50,537.41 | \$52,811.59 | \$55,188.12 | \$57,671.58 |
| 9. | Operator in Training | \$40,781.52 | \$42,616.68 | \$44,534.44 | \$46,538.49 | \$48,632.72 |
| 10. | Laboratory Director | \$69,463.76 | \$72,589.63 | \$75,856.17 | \$79,269.69 | \$82,836.83 |
| 11. | Principal Laboratory Analyst | \$60,005.41 | \$62,705.65 | \$65,527.41 | \$68,476.14 | \$71,557.57 |