AGENDA
CITY OF WATSONVILLE
PERSONNEL COMMISSION SPECIAL MEETING
CITY MANAGER’S CONFERENCE ROOM
275 Main Street – FLOOR 4
Tuesday, February 7, 2017 6:30 p.m.

1.0 Roll Call

Bobeda, Fohrman, Newell, Rojas, Trujillo

2.0 Pledge of Allegiance

3.0 Approval of Minutes

- Monday, November 28, 2016

4.0 Old Business

5.0 New Business

5.1 Approval of new job descriptions, job classifications, and salaries in the Water Services Division of the Public Works and Utilities Department as follows:
- Water Services Technician I ($3,588.46 - $4,808.88 per month)
- Water Services Technician II ($4,053.81 - $5,432.49 per month)
- Water Services Technician III ($4,700.10 - $6,298.58 per month)
- Water Services Crew Leader ($5,207.31 - $6,978.29 per month)
- Water Services Supervisor ($5,888.53 - $7,891.19 per month)
- Water Services Manager ($6,544.32 - $8,770.01 per month)

6.0 Chairperson’s Report

7.0 Personnel Director’s Report

8.0 Oral Communications

9.0 Adjournment

Americans with Disabilities Act
The City of Watsonville does not discriminate against persons with disabilities. The Civic Plaza Building is an accessible facility. If you wish to attend this meeting and you will require assistance in order to attend and/or participate, please call the Human Resources Office at 831.768.3020 at least five (5) days in advance of the meeting to make arrangements. The City of Watsonville TDD number is 831.763.4075.
MINUTES
PERSONNEL COMMISSION
NOVEMBER 28, 2016 CITY MANAGER'S CONFERENCE ROOM 5:15 P.M.

1.0 ROLL CALL

COMMISSIONERS PRESENT: Azevedo Rojas, Bobeda, Fohrman, Melgoza, Newell, and Trujillo

COMMISSIONERS ABSENT: Diaz

OTHERS PRESENT: Deputy City Manager Nathalie Manning, Personnel Analyst Frances Delfino and Project Manager Tamara Vides

2.0 Pledge of Allegiance

3.0 APPROVAL OF MINUTES

A motion was made by Commissioner Trujillo, seconded by Commissioner Newell and carried to approve the minutes of August 9, 2016.

4.0 OLD BUSINESS

None

5.0 NEW BUSINESS

5.1 Approval of new Audio Visual Communications Technician job classification and job description with salary range of $2,968.30 - $3,977.79

Project Manager Vides presented the staff report to recommend the new classification. She stated that technology is now prevalent with social media, more demanding and that it's important for outreach to the community. She further stated that Interns have been used in the past but only stayed for only 12 – 18 months. She advised that the City's website is being revamped and that this would be a great opportunity for a person in the audio-visual field.

After further discussion about funding the position, the hours this position may work and the requirement to be bilingual, a motion was made by Commissioner Newell, seconded by Commissioner Trujillo and carried to approve the new Audio Visual Communications Technician job classification and job description with salary range of $2,968.30 - $3,977.79.

5.2 Approval of new job descriptions and classifications in the Human Resources Department as follows:

- New job description of Human Resources Analyst (formerly Personnel Analyst) at salary range of $4,585 - $6,144/month
- New job description of Sr. Human Resources Analyst at salary range of $5,599 - $7,504/month
Deputy City Manager presented the staff report. She stated that the classification of Personnel Analyst has not been updated since September 1989 and the new classification of Human Resources Analyst would bring the salary up. She advised that the new classification of Senior Human Resources would offer career growth and higher level workload.

Commissioner Trujillo commented that Human Resources covers a broad spectrum and inquired if behavior issues would be taken into play. Manning stated that this would not be required for the classification. Commissioner Azevedo Rojas inquired about who would fill the positions. Manning advised that there is currently a position in the City Manager's office that may possibly move into the Human Resources Department.

A motion was made by Commissioner Trujillo, seconded by Commissioner Fohrman, with one abstention by Commissioner Azevedo Rojas, and carried to approve the new job descriptions and classifications in the Human Resources Department of Human Resources Analyst (formerly Personnel Analyst) at salary range of $4,585 - $6,144/month and Sr. Human Resources Analyst at salary range of $5,599 - $7,504/month.

6.0 **CHAIRPERSON'S REPORT**

Chair Bobeda wished everyone a very Merry Christmas.

7.0 **PERSONNEL DIRECTOR'S REPORT**

Deputy City Manager Manning advised the appeal scheduled for next week has come off the calendar. Chair Bobeda was disappointed, stating it would have been a good learning experience.

Manning also reported that interviews for the Assistant Chief of Police will be held this week.

8.0 **ORAL COMMUNICATIONS**

None

9.0 **ADJOURNMENT**

Chair Bobeda adjourned the meeting at 5:55 p.m.

__________________________
Chairperson

__________________________
Personnel Director
CITY OF WATSONVILLE
Department of Public Works and Utilities

DATE: February 3, 2017

TO: Personnel Commission

FROM: Steve Palmisano, Director of Public Works & Utilities
       Gabriel Gordo, Assistant Director of Public Works & Utilities

SUBJECT: Field Service Division Restructuring - Water Services Technician Classification Proposal

Recommendation
The Public Works and Utilities Department recommends the Personnel Commission consider the creation of a “Water Services Technician” series, and that current staff working in the Water Services Division be reclassified to the appropriate position and step in the proposed Water Services Technician, Supervisor or Manager job classifications;

Operating Engineers Local No. 3, the union that represents the majority of impacted employees is in agreement with these proposed job classifications. The Mid-Management group and its impacted employees are also in agreement.

Background
The Public Works & Utilities Department (Department) recently conducted an analysis of its Field Services Division (Division) in order to compare staff job classifications and salary compensation with local water agencies. As a result of the analysis the Department concluded that the current staff classification does not accurately reflect the duties performed by the Division.

The Division’s staff classifications consist of the following:

<table>
<thead>
<tr>
<th>Classification</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Worker I</td>
<td>8</td>
</tr>
<tr>
<td>Utility Worker II</td>
<td>1</td>
</tr>
<tr>
<td>Utility Worker III</td>
<td>4</td>
</tr>
<tr>
<td>Utility Crew Leader</td>
<td>2</td>
</tr>
<tr>
<td>Water Operations Supervisor</td>
<td>1</td>
</tr>
</tbody>
</table>

The Utility Worker series was originally established to create a classification that could be utilized in various aspects related to heavy construction, heavy equipment operation in various areas within the City. Staff in this classification was assigned to work at the Landfill, Airport, Streets, and Field Services. Over the years certain areas have become specialized due to increased operational challenges or regulatory requirements. For example landfill staff requires commercial licensing with special endorsements to perform essential tasks; airport staff requires FAA certification in order perform critical activities to ensure safety and proper management of the airport; field services staff requires certification
in water distribution to ensure a safe and efficient potable water system.

Field Services has been experiencing a significant number of challenges in recent years. In the past two years the Division has faced significant challenges with recruitment and employee retention. The job description is no longer reflective of the work being performed and it has been difficult attracting a pool of candidates with the experience necessary.

The Division has established ambitious goals in order to address aging infrastructure which has resulted in numerous serious breaks in the potable water distribution system. Furthermore, the City Council authorized a rate increase to address water system deficiencies in order to continue to provide high level of service and maintain public confidence in the water system.

Additionally, the Division had been experiencing high turn-over due to an increased demand for qualified labor force within the water industry. Recently, local water agencies in our area have seen high numbers of vacancies due to retirements creating a demand for qualified labor. The Division has historically encouraged staff to seek water industry certifications in order to develop top caliber labor force and provide incentives for increased earnings.

The Utility Worker I/II classifications do not require certifications, however, negotiated “certificate pay” for any employee that acquired them. The “certificate pay” incentive has been successful. Staff has able to attain certificates and this has increased their knowledge in the water distribution field, however, an undue consequence has been that a significant number of staff has transferred to higher paying jobs within the City and to other water agencies once a certain level of certification and experience are achieved.

The Division has suffered due to this on-going loss of talent and experience. In the last six months the Division saw eight staff members (over half of the team) leave the ranks. The reason for leaving was almost entirely due to the under-market salaries being offered by the City.

**Departmental Analysis**
The Department conducted an analysis in order to evaluate duties, salaries, and job classifications in an effort to identify opportunities to improve performance and provide employee advancement and talent retention. The Department’s assessment was that the current job classifications, salaries/benefits and duties were not meeting the operational needs of the Division.

The analysis included a comparison to the following local agencies: City of Santa Cruz, Marina Coast Water District, Scotts Valley Water District, City of Morgan Hill and City of Gilroy. Table I and Table II below highlight the findings of the analysis. Some of the main points revealed the following:

- Watsonville was the only agency that did not require “water certificates” within all of its job classification series.
- Watsonville’s job classification duties were not 100% specific to water distribution while other agencies have classifications that contained duties specific to water distribution
- Watsonville salaries were at a range of 3.9% to 23.9% less than the median salaries of the respective agencies as show in Table I below. Table II provides salaries for the respective classifications in each agency.
### Table I

<table>
<thead>
<tr>
<th>Classification</th>
<th>Current Annual Gross</th>
<th>Market Median Gross</th>
<th>Current Delta Gross</th>
<th>Proposed Increase%</th>
<th>Proposed Annual Salary For Water Service Technicians</th>
<th>New Delta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Worker I</td>
<td>$50,166</td>
<td>$62,178</td>
<td>-23.9%</td>
<td>15.0%</td>
<td>$57,691</td>
<td>-7.2%</td>
</tr>
<tr>
<td>Utility Worker II</td>
<td>$56,687</td>
<td>$68,633</td>
<td>-21.1%</td>
<td>15.0%</td>
<td>$65,190</td>
<td>-5.0%</td>
</tr>
<tr>
<td>Utility Worker III</td>
<td>$65,724</td>
<td>$73,226</td>
<td>-11.4%</td>
<td>15.0%</td>
<td>$75,583</td>
<td>3.2%</td>
</tr>
<tr>
<td>Utility Crew Leader</td>
<td>$76,127</td>
<td>$83,112</td>
<td>-9.2%</td>
<td>10.0%</td>
<td>$83,740</td>
<td>0.8%</td>
</tr>
<tr>
<td>Field Services Manager</td>
<td>$96,948</td>
<td>$83,772</td>
<td>13.6%</td>
<td>0.0%</td>
<td>$96,948</td>
<td>15.7%</td>
</tr>
<tr>
<td>Water Operations Supervisor</td>
<td>$105,240</td>
<td>$102,924</td>
<td>2.2%</td>
<td>0.0%</td>
<td>$105,240</td>
<td>2.3%</td>
</tr>
</tbody>
</table>

### Table II

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Annual (Top)</th>
<th>Change Eff Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>City of Santa Cruz</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Distribution Operator-In-Training</td>
<td>$51,912</td>
<td>9/15/16</td>
</tr>
<tr>
<td>Water Distribution Operator II</td>
<td>$60,960</td>
<td>9/15/16</td>
</tr>
<tr>
<td>Water Distribution Operator III</td>
<td>$66,516</td>
<td>9/15/16</td>
</tr>
<tr>
<td>Water Distribution Crew Leader III</td>
<td>$81,752</td>
<td>9/15/16</td>
</tr>
<tr>
<td>Water Distribution Crew Leader IV</td>
<td>$83,772</td>
<td>9/15/16</td>
</tr>
<tr>
<td>Water Distribution Supervisor V</td>
<td>$102,924</td>
<td>9/15/16</td>
</tr>
<tr>
<td><strong>Marina Coast WD</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>System Operator I</td>
<td>$62,178</td>
<td>7/1/16</td>
</tr>
<tr>
<td>System Operator II</td>
<td>$68,633</td>
<td>7/1/16</td>
</tr>
<tr>
<td>System Operator III</td>
<td>$75,758</td>
<td>7/1/16</td>
</tr>
<tr>
<td>Operations &amp; Maintenance Supervisor</td>
<td>$92,303</td>
<td>7/1/16</td>
</tr>
<tr>
<td><strong>City of Watsonville</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Worker I</td>
<td>$50,166</td>
<td>4/7/16</td>
</tr>
<tr>
<td>Utility Worker II</td>
<td>$56,687</td>
<td>4/7/16</td>
</tr>
<tr>
<td>Utility Worker III</td>
<td>$65,724</td>
<td>4/7/16</td>
</tr>
<tr>
<td>Utility Crew Leader</td>
<td>$76,127</td>
<td>4/7/16</td>
</tr>
<tr>
<td>Field Services Manager</td>
<td>$96,948</td>
<td>4/7/16</td>
</tr>
<tr>
<td>Water Operations Supervisor</td>
<td>$105,240</td>
<td>4/7/16</td>
</tr>
<tr>
<td><strong>Scotts Valley WD</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Facilities Operator I</td>
<td>$68,160</td>
<td>8/2/16</td>
</tr>
<tr>
<td>Water Facilities Operator II</td>
<td>$76,068</td>
<td>8/2/16</td>
</tr>
<tr>
<td>Water Facilities Operator III</td>
<td>$83,688</td>
<td>8/2/16</td>
</tr>
<tr>
<td>Lead Water Facilities Operator</td>
<td>$92,136</td>
<td>8/2/16</td>
</tr>
<tr>
<td>Water Operations Supervisor</td>
<td>$110,556</td>
<td>8/2/16</td>
</tr>
<tr>
<td><strong>City of Morgan Hill</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Worker I</td>
<td>$68,328</td>
<td>7/6/16</td>
</tr>
</tbody>
</table>
Utility Worker II $75,408 7/6/16
Senior Utility Worker $83,112 7/6/16
Utility Supervisor $111,336 7/6/16

City of Gilroy
Maintenance Worker I $58,159 7/1/16
Maintenance Worker II $64,124 7/1/16
Senior Maintenance Worker $70,653 7/1/16
Operations Services Supervisor $93,810 7/1/16

In addition to the local agencies salary comparison, an internal salary comparison of other Public Works Divisions was conducted. Table III and Table IV highlight the finding of the analysis.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Current Annual - Gross</th>
<th>Market Median - Gross</th>
<th>Current Delta - Gross</th>
<th>Proposed Increase %</th>
<th>Proposed Classification</th>
<th>Proposed Annual Salary</th>
<th>New Delta</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Worker I</td>
<td>$ 50,166</td>
<td>$ 67,577</td>
<td>-34.7%</td>
<td>15.0%</td>
<td>Water Services Technician I</td>
<td>$ 57,691</td>
<td>-14.6%</td>
</tr>
<tr>
<td>Utility Worker II</td>
<td>$ 56,687</td>
<td>$ 80,268</td>
<td>-41.6%</td>
<td>15.0%</td>
<td>Water Services Technician II</td>
<td>$ 65,190</td>
<td>-18.8%</td>
</tr>
<tr>
<td>Utility Worker III</td>
<td>$ 65,724</td>
<td>$ 92,509</td>
<td>-40.8%</td>
<td>15.0%</td>
<td>Water Services Technician III</td>
<td>$ 75,583</td>
<td>-18.3%</td>
</tr>
<tr>
<td>Utility Crew Leader</td>
<td>$ 76,127</td>
<td>$ 78,051</td>
<td>-2.5%</td>
<td>10.0%</td>
<td>Water Services Crew Leader</td>
<td>$ 83,740</td>
<td>7.3%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>WATER OPERATIONS</td>
<td></td>
</tr>
<tr>
<td>Water Operator I</td>
<td>$ 72,633</td>
</tr>
<tr>
<td>Water Operator II</td>
<td>$ 80,268</td>
</tr>
<tr>
<td>Senior Water Operator</td>
<td>$ 92,509</td>
</tr>
<tr>
<td>WASTE WATER</td>
<td></td>
</tr>
<tr>
<td>Wastewater Operator I</td>
<td>$ 72,633</td>
</tr>
<tr>
<td>Wastewater Operator II</td>
<td>$ 80,268</td>
</tr>
<tr>
<td>Wastewater Operator III</td>
<td>$ 92,509</td>
</tr>
<tr>
<td>CUSTOMER SERVICE</td>
<td></td>
</tr>
<tr>
<td>Customer Service Technician</td>
<td>$ 62,520</td>
</tr>
<tr>
<td>Customer Service Manager</td>
<td>$ 80,429</td>
</tr>
<tr>
<td>SOLID WASTE</td>
<td></td>
</tr>
<tr>
<td>Integrated Waste Trainee</td>
<td>$ 47,877</td>
</tr>
<tr>
<td>Integrated Waste Worker</td>
<td>$ 57,399</td>
</tr>
<tr>
<td>Integrated Waste Manager</td>
<td>$ 74,100</td>
</tr>
<tr>
<td>Integrated Waste Supervisor</td>
<td>$ 75,672</td>
</tr>
<tr>
<td>FIELD SERVICES</td>
<td></td>
</tr>
<tr>
<td>Utility Worker I</td>
<td>$ 50,166</td>
</tr>
<tr>
<td>Utility Worker II</td>
<td>$ 56,687</td>
</tr>
<tr>
<td>Utility Worker III</td>
<td>$ 65,724</td>
</tr>
<tr>
<td>Utility Crew Leader</td>
<td>$ 76,127</td>
</tr>
</tbody>
</table>

Based on the results of the analysis the Department concluded that a new classification with clearly defined duties related to water distribution would support the Division’s goals and vision for the future. The Department believes that coupling classifications to State water certifications and training will provide specific professional development and technical knowledge. In addition, a new classification will need to contain salaries competitive in the local water industry. This latter is expected to help with talent retention and acquisition.
The Department would like to develop a new job classification series named “Water Services Technician”. The new classification focuses on water distribution and includes the following examples:

**Essential duties**
- Perform appropriate installation, repair, modification or fabrication duties of various City pipelines per City specifications
- Installs, repairs, and maintains streets, sewers, storm drains, fire hydrants, or as related to the construction and maintenance of the water distribution system mains
- Ability to identify and use transition couplings, full circle repair clamps, pipeline adapters, compression fittings and other water related repair materials.
- Familiarity with ductile iron, asbestos concrete, copper, brass, and plastic pipes.
- Loads, unloads, and operates trucks to transport maintenance supplies, materials, and equipment using heavy equipment, such as front-end loader, backhoe or forklifts.
- Ability to use gas detectors, jackhammer, compactor, chipping gun, cutoff saw, tapping machine, saw cutter, silver solder, gas torch, boring machine, cement mixer, welder, compressor, pipe freezer, generator, pumps, and rotary hammer.
- Ability to operate or familiar with dump truck, forklift and a variety of other hand and power tools, as well as heavy equipment including backhoe, skiploader, excavator, water truck and compaction roller.
- Able to assist in the disinfection of newly installed water mains and during emergency repairs of water mains and services
- Knowledgeable of and able to operate system transmission and distribution mainline valves
- Makes taps, installs valves, repairs and installs copper and plastic services
- Ability to read and interpret blueprints, maps, atlases, and MSDS.
- Comply with City dechlorinating procedures and storm water best management practices
- Identify utility markings at job site to determine location for excavation.
- Perform pre-trip safety inspection on vehicles and equipment to be used daily. Ensure parts and materials are available and stocked on the crew truck.
- Cleans streets; keeps streets clear of trash as assigned

**Proposed Water Services Job Classification Series: License and Certification**

**Water Services Technician I**
- Possession of or obtain within 6 months a valid Class B California Driver’s License and a safe driving record, and possession of or obtain within 12 months a valid Class A California Driver’s License.
- Possession of or obtain within 12 months a Grade-I State Water Resource Control Board Water Distribution Operator Certification. The Director of Public Works may authorize an additional 6 months for the employee to obtain this certification.

**Water Services Technician II**
- Possession of a valid Class A California Driver’s License and a safe driving record
- Minimum Two years of work experience comparable to that of a Water Services Technician I with the City of Watsonville
• Possession of or obtain within 12 months a Grade-II State Water Resource Control Board Water Distribution Operator Certification. The Director of Public Works may authorize an additional 6 months for current employees to obtain this certification.

**Water Services Technician III**
• Possession of a Class A California Driver’s License with the following endorsements: tankers, double-triples and airbrake, and a safe driving record
• Possession of or obtain within 12 months a Grade III State Water Resource Control Board Water Distribution Operator Certification. The Director of Public Works may authorize an additional 6 months for current employees to obtain this certification.

**Water Services Crew Leader**
• A valid Class A California Driver’s license with the following endorsements: tankers, double, Triples and airbrake and stick shift endorsements, and a safe driving record
• Possession of or obtain within 12 months a Grade-IV State Water Resource Control Board Water Distribution Operator Certification. The Director of Public Works may authorize an additional 6 months for current employees to obtain this certification.

**Water Services Supervisor**
• A valid Class C California Driver’s License and a safe driving record
• Possession of or obtain within 12 months a Grade-IV State Water Resource Control Board Water Distribution Operator Certification. The Director of Public Works may authorize an additional 6 months for the employee to obtain this certification.
• Possession of or obtain within 12 months a Grade-I State Water Resource Control Board Water Treatment Operator Certification. The Director of Public Works may authorize an additional 6 months for current employees to obtain this certification.
• This position will replace the existing Field Services Supervisor position.

**Water Services Manager**
• A valid Class C California Driver’s License and a safe driving record
• Possession of or obtain within 12 months a Grade-IV State Water Resource Control Board Water Distribution Operator Certification. The Director of Public Works may authorize an additional 6 months for the employee to obtain this certification.
• Possession of or obtain within 12 months a Grade-II State Water Resource Control Board Water Treatment Operator Certification. The Director of Public Works may authorize an additional 6 months for current employees to obtain this certification.
• This position will replace the existing Field Services Manager position.

In addition, The Department proposes the following salaries for the Water Services Technician series:
<table>
<thead>
<tr>
<th>Role</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Services Technician I</td>
<td>$3,588.46</td>
<td>$3,767.88</td>
<td>$3,956.26</td>
<td>$4,154.09</td>
<td>$4,361.79</td>
<td>$4,579.89</td>
<td>$4,807.62</td>
</tr>
<tr>
<td>Water Services Technician II</td>
<td>$4,053.81</td>
<td>$4,256.51</td>
<td>$4,469.34</td>
<td>$4,692.78</td>
<td>$4,927.42</td>
<td>$5,173.79</td>
<td>$5,432.50</td>
</tr>
<tr>
<td>Water Services Technician III</td>
<td>$4,700.10</td>
<td>$4,935.10</td>
<td>$5,181.85</td>
<td>$5,440.94</td>
<td>$5,712.99</td>
<td>$5,998.64</td>
<td>$6,298.57</td>
</tr>
<tr>
<td>Water Services Crew Leader</td>
<td>$5,207.31</td>
<td>$5,467.69</td>
<td>$5,741.07</td>
<td>$6,028.12</td>
<td>$6,329.52</td>
<td>$6,646.01</td>
<td>$6,978.30</td>
</tr>
<tr>
<td>Water Services Supervisor</td>
<td>$5,888.53</td>
<td>$6,182.96</td>
<td>$6,492.1</td>
<td>$6,816.71</td>
<td>$7,157.55</td>
<td>$7,515.41</td>
<td>$7,891.20</td>
</tr>
<tr>
<td>Water Services Manager</td>
<td>$6,544.32</td>
<td>$6,871.54</td>
<td>$7,215.12</td>
<td>$7,575.88</td>
<td>$7,954.67</td>
<td>$8,352.40</td>
<td>$8,770.01</td>
</tr>
</tbody>
</table>

The proposed Water Service Technician series will require revisions to the existing Utility Worker series which are currently being discussed with impacted employees and the union in order to avoid duplication of duties and maintain relevance to the scope of work performed by incumbents that work in areas outside of water.

**Utility Work Series Analysis**

The proposed Water Services Technician Series will require a revision and further evaluation of the Utility Worker Series. There are several groups of staff members that will still be in the Utility Worker Series who currently work at the Landfill, Solid Waste Collections and Airport. The Utility Worker series will have to be revised so it accurately describes the duties performed by the respective groups. Furthermore, the analysis also revealed the need for a salary adjustment to the existing Utility Workers Series. The increase will allow the City to remain competitive with local agencies. The Department will recommend that a 5% salary adjustment should be considered. Formal recommendations for job description revisions/changes and salary recommendations for the Utility Worker Series will be provided as part of a separate process in the near future.

**Conclusion**

The Department recommends the creation of a “Water Service Technician” series; Water Services Crew Leader, Water Services Supervisor, and Water Services Manager classifications. The financial investment associated with the recommendation helps the department move forward to accomplish goals to maintain its water distribution infrastructure and will provide for a more technically skilled labor force.
City of Watsonville

Job Description

JOB TITLE: Water Services Technician I

DEPARTMENT: Public Works & Utilities

REPORTS TO: Water Services Manager

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA: Non-exempt

DATE APPROVED: 

SUPERSEDES: N/A

JOB SUMMARY:
Under supervision, performs a variety of semi-skilled and skilled assignments in the construction, maintenance, and repair of City water distribution system, mains, services and other water related apparatuses; and performs related work as assigned. Install, maintain, repair, fabricate and modify pipelines, valves, hydrants, air-vacs, backflow devices, fire lines and services of City pipelines and facilities. Provide miscellaneous support to other operations and maintenance crews. Positions in this classification are assigned on a work crew that may work on City streets, storm drains, and sewer systems when needed.

DISTINGUISHING CHARACTERISTICS

Water Services Technician I
Employees in this classification receive supervision within a framework of well-defined policies and procedures. The job class performs semi-skilled maintenance, repair, and construction tasks while learning and assisting in skilled tasks. This job class is the entry and training level classification in the Water Services Technician series and requires limited or no experience in related areas.

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

- Perform appropriate installation, repair, modification or fabrication duties of various City pipelines per City specifications
- Installs, repairs, and maintains streets, sewers, storm drains, fire hydrants, as related to the construction and maintenance of the water distribution system
- Ability to identify and use transition couplings, full circle repair clamps, pipeline adapters, compression fittings and other water related repair materials
- Familiarity with ductile iron, asbestos concrete, copper, brass, and plastic pipes
- Loads, unloads, and operates trucks to transport maintenance supplies, materials, and...

1 Water Services Technician

10
equipment using heavy equipment, such as front-end loader, backhoe or forklifts

- Ability to use gas detectors, jackhammer, compactor, chipping gun, cutoff saw, tapping machine, saw cutter, silver solder, gas torch, boring machine, cement mixer, welder, compressor, pipe freezer, generator, pumps, rotary hammer
- Ability to operate or familiar with dump truck, forklift and a variety of other hand and power tools, as well as heavy equipment including backhoe, skip-loader, excavator, water truck and compaction roller
- Able to assist in the disinfection of newly installed water mains and during emergency repairs of water mains and services
- Knowledgeable of and able to operate system transmission and distribution mainline valves
- Makes taps, installs valves, repairs and installs copper and plastic services
- Ability to read and interpret blueprints, maps, atlases, and MSDS
- Comply with City dechlorinating procedures and storm water best management practices
- Identify utility markings at job site to determine location for excavation
- Perform pre-trip safety inspection on vehicles and equipment to be used daily. Ensure parts and materials are available and stocked on the crew truck
- Cleans streets; keeps streets clear of trash as assigned
- Sets-up safety control zones for re-routed traffic; acts as flagman for traffic control and comply with county and Cal-Trans traffic control safety specifications
- Assume role of City representative to communicate with customers affected by scheduled work
- Maintains records and prepares reports related to assignment as assigned
- Performs semi-skilled and skilled physical duties Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- basic methods and tools used in general construction and maintenance work of water distribution systems
- safe work practices
Ability to:

- be proficient in a variety of semi-skilled and skilled water distribution maintenance, repair, and construction assignments
- safely use of hand and power equipment
- learn to safely and effectively operate light to heavy maintenance and construction equipment
- understand and follow oral and written instructions meet the physical requirements necessary to safely and effectively perform required duties
- Obtain forklift certifications.
- establish and maintain effective work relationships with those contacted in the performance of required duties
- drive and maintain a safe driving record and operate heavy equipment
- work outdoors in adverse weather conditions

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

- Meet the physical requirements necessary to safely and effectively perform required duties
- hear and distinguish various sounds, such as voices of co-workers in noisy environments and sounds of operating equipment
- drive an automobile
- hear adequately to converse on the telephone, radio, cellular phone, and in person
- use a computer keyboard
- intermittently bend, twist, and reach
- get in and out of a truck
- Safely and effectively work on ladders and tall structures
- Be exposed to chemicals, bacteria and influent.
- Climb up and down ladders and stairs.
- Grasp with right and left hands.
- Use fine hand manipulation.
- Perform manual labor involving frequent bending, pulling, pushing, lifting, squatting, twisting, turning, climbing and carrying of weights up to 50 lbs.
- Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.
- walk on uneven surfaces.
- work outside in inclement weather
- Operate large heavy equipment while sitting for prolonged periods of time in outdoor environments and subject to all weather conditions
- work under conditions as confined spaces, high noise levels, strong and unpleasant odors, vibration from equipment, exposure to dust, toxic substances and/or chemical irritants (within legal exposure limits)
- distinguish colors
- reach above and at shoulder height
TRAINING AND EXPERIENCE:

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

- At least one year of experience in underground construction or water related fields

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver’s License and a safe driving record
- Possession of or obtain within six (6) months a valid Class B California Driver’s License and a safe driving record
- Possession of or obtain within twelve (12) months a valid Class A California Driver’s License and a safe driving record with the following endorsements tanker, double-triple, airbrake
- Possession of or obtain within twelve (12) months a Grade-1 State Water Resource Control Board Water Distribution Operator Certification

The licenses and certifications above must be maintained throughout employment in this job classification.
City of Watsonville

Job Description

JOB TITLE: Water Services Technician II

DATE APPROVED:

DEPARTMENT: Public Works

SUPERSEDES: N/A

REPORTS TO: Water Services Manager

SUPERVISION:

EMPLOYEE UNIT: OE3

FLSA: Non-exempt

JOB SUMMARY:
Under supervision, performs a variety of semi-skilled and skilled assignments in the construction, maintenance, and repair of City water distribution system, mains, services and other water related apparatuses; and performs related work as assigned. Install, maintain, repair, fabricate and modify pipelines, valves, hydrants, air-vacs, backflow devices, fire lines and services of City pipelines and facilities. Provide miscellaneous support to other operations and maintenance crews. Positions in this classification are assigned on a work crew that may work on City streets, storm drains, and sewer systems when needed.

DISTINGUISHING CHARACTERISTICS
Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class may train, direct, and monitor the work of others in the accomplishment of specific projects as assigned. This job class exercises responsibility for performing a wide variety of maintenance, repair, and heavy construction tasks at a skilled level. This job class functions at a full journey level of classification. Employees in this classification may be required to participate in the Division’s standby program.

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

- Perform appropriate installation, repair, modification or fabrication duties of various City pipelines per City specifications
- Installs, repairs, and maintains streets, sewers, storm drains, fire hydrants, as related to the construction and maintenance of the water distribution system
- Ability to identify and use transition couplings, full circle repair clamps, pipeline adapters, compression fittings and other water related repair materials.
- Familiarity with ductile iron, asbestos concrete, copper, brass, and plastic pipes.
- Loads, unloads, and operates trucks to transport maintenance supplies, materials, and equipment using heavy equipment, such as front-end loader, backhoe or forklifts.
- Ability to use gas detectors, jackhammer, compactor, chipping gun, cutoff saw, tapping machine, saw cutter, silver solder, gas torch, boring machine, cement mixer, welder, compressor, pipe freezer, generator, pumps, rotary hammer.
- Ability to operate or familiar with dump truck, forklift and a variety of other hand and power tools, as
well as heavy equipment including backhoe, skip-loader, excavator, water truck and compaction roller.

- Able to assist in the disinfection of newly installed water mains and during emergency repairs of water mains and services
- Knowledgeable of and able to operate system transmission and distribution mainline valves
- Makes taps, installs valves, repairs and installs copper and plastic services
- Ability to read and interpret blueprints, maps, atlases, and MSDS.
- Comply with City dechlorinating procedures and storm water best management practices
- Identify utility markings at job site to determine location for excavation.
- Perform pre-trip safety inspection on vehicles and equipment to be used daily. Ensure parts and materials are available and stocked on the crew truck.
- Cleans streets; keeps streets clear of trash as assigned
- Sets-up safety control zones for re-routed traffic; acts as flagman for traffic control and comply with county and Cal-Trans traffic control safety specifications
- Assume role of City representative to communicate with customers affected by scheduled work.
- Maintains records and prepares reports related to assignment as assigned
- Performs semi-skilled and skilled physical duties Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS
In addition to the above standards of a Water Services Technician I:

- Complete the probationary period of a Water Services Technician I and receiving a highly-satisfactory rating or above of one additional year after passing the probationary period
- Serve as rotating on-call response person for Water Services duties

Knowledge of:

- methods, tools, equipment, and procedures used in water distribution maintenance
- construction work with special emphasis on water mains, services, hydrants, blow-offs, air releases installation,
- operation, and construction of a variety of light to heavy maintenance and construction equipment

Ability to:

- Performs basic construction inspection to ensures compliance of City standards by construction contractors relating to underground utilities
- Operates and maintains water valves
- Performs flow tests for the fire department, businesses, property owner
- Flushes water mains and fire hydrants
- Collects water samples from the distribution system and delivers them to laboratory for analysis
- Train and oversee Water Services Technician I’s and part-time employees
- Document and complete work orders
- Communicate effectively with co-workers in and out of the division as well as with customers and contractors
- maintain a variety of records and prepare reports related to assignment

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

- Meet the physical requirements necessary to safely and effectively perform required duties
• hear and distinguish various sounds, such as voices of co-workers in noisy environments and sounds of operating equipment
• drive an automobile
• hear adequately to converse on the telephone, radio, cellular phone, and in person
• use a computer keyboard
• intermittently bend, twist, and reach
• get in and out of a truck
• Safely and effectively work on ladders and tall structures
• Be exposed to chemicals, bacteria and influent.
• Climb up and down ladders and stairs.
• Grasp with right and left hands.
• Use fine hand manipulation.
• Perform manual labor involving frequent bending, pulling, pushing, lifting, squatting, twisting, turning, climbing and carrying of weights up to 50 lbs.
• Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.
• walk on uneven surfaces.
• work outside in inclement weather
• Operate large heavy equipment while sitting for prolonged periods of time in outdoor environments and subject to all weather conditions
• work under conditions as confined spaces, high noise levels, strong and unpleasant odors, vibration from equipment, exposure to dust, toxic substances and/or chemical irritants (within legal exposure limits)
• distinguish colors
• reach above and at shoulder height
• perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs.
• hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.

TRAINING AND EXPERIENCE:

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

• Possession of a valid Class A California Driver’s License and a safe driving record
• Minimum two years of work experience comparable to that of a Water Services Technician I with the City of Watsonville
• Possession of a Grade-II State Water Resource Control Board Water Distribution Operator Certification

LICENSE & CERTIFICATION:

• Possession of a valid California Class A Driver’s License and a safe driving record
• Possession of a Grade-II State Water Resource Control Board Water Distribution Operator Certification is required
City of Watsonville

Job Description

JOB TITLE: Water Services Technician III

DEPARTMENT: Public Works and Utilities

REPORTS TO: Water Services Manager

SUPERVISION: May oversee and direct work of others

EMPLOYEE UNIT: OE3

FLSA: Non-exempt

JOB SUMMARY:
Performs a variety of semi-skilled and skilled assignments in the construction, maintenance, and repair of City water distribution system, mains, services and other water related apparatuses; and performs related work as assigned. Install, maintain, repair, fabricate and modify pipelines, valves, hydrants, air-vacs, backflow devices, fire lines and services of City pipelines and facilities. Provide miscellaneous support to other operations and maintenance crews. Positions in this classification are assigned on a work crew that may work on City streets, storm drains, sewer systems when needed.

DISTINGUISHING CHARACTERISTICS:
This job classification functions at the journey level and is distinguished from the Water Services Technician II in increased level of responsibility for the coordination of work of others in the accomplishment of specific projects. Employees in this classification may also be assigned to work alone on assigned projects. Employees in this classification receive limited to no supervision within a framework of standard policies and procedures.

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

- Perform appropriate installation, repair, modification or fabrication of various City pipelines per City specifications
- Installs, repairs, and maintains streets, sewers, storm drains, fire hydrants, or water mains
- Ability to identify and use transition couplings, full circle repair clamps, pipeline adapters, compression fittings and other water related repair materials.
- Familiarity with ductile iron, asbestos concrete, copper, brass, and plastic pipes.
- Ability to use gas detectors, jackhammer, compactor, chipping gun, cutoff saw, tapping machine, saw cutter, silver solder, gas torch, boring machine, cement mixer, welder, compressor, pipe freezer, generator, pumps, rotary hammer.
- Ability to operate or familiar with dump truck, forklift and a variety of other hand and power tools, as well as heavy equipment including backhoe, skiploader, excavator, water truck and
compaction roller
- Performs basic construction inspection to ensures compliance of City standards by construction contractors relating to underground utilities
- Operates and maintains water valves
- Performs flow tests for the fire department, businesses, property owner
- Flushes water mains and fire hydrants
- Collects water samples from the distribution system and delivers them to laboratory for analysis
- Performs the full range of maintenance, repair, and construction work assignments
- Assigns, directs, trains and monitors the work of others in the safe and proper completion of a wide variety of maintenance, repair and construction projects
- Operates a variety of light, medium and heavy equipment
- Determines quantity and type of tools, materials, equipment and labor needed for assigned work
- Reads blueprints and surveyor stakes
- Performs routine maintenance and safety checks on assigned equipment and vehicles; reports the need for major mechanical repairs
- Uses a variety of hand and power tools
- Maintains records and prepares records as assigned
- Informs others concerning status of work completed
- Performs general maintenance duties
- Performs related duties as assigned
- Installs and repairs water and sewer mains, streets, storm drains and hydrants
- Operates a backhoe, dump truck, welding equipment, jack hammer and tamp
- Prunes and removes trees when needed
- Performs AC paving and concrete finishing
- Serves as rotating on-call response person for field service duties
- Constructs/maintains berms, roads, pads and drainage facilities such as ponds
- Operates tractors, compactors, scrapers, graders, dump trucks, water tank trucks and service trucks

**Additional Duties of Water Services Technician III Assigned to Underground Service Locating**
- Locates underground utilities including water, sewer, storm drain, telephone, fiber optics, electric lines, gas lines using specialized equipment
- Maintains computerized records for underground service locates
- Operates and maintain underground service locating equipment
- Coordinates utility locating with contractors, other utility companies, other City personnel, businesses and the public
- Performs basic construction inspection to ensures compliance of City standards by construction contractors relating to underground utilities
- Operates and maintains water valves
- Performs flow tests for the fire department, businesses, property owner
- Flushes water mains and fire hydrants
• Collects water samples from the distribution system and delivers them to laboratory for analysis
• Knowledge and skills to operate the valve operating truck
• Maintains computerized records of hydrant and valve data
• Coordinates and notifies flushing schedule internally and externally (i.e. contractors, other utility companies, other City personnel, businesses and the public)

EMPLOYMENT STANDARDS:
Knowledge of:

• the safe operation and basic repair of a variety of maintenance and construction equipment
• methods, materials and practices used in public works and utilities maintenance and construction activities
• use of hand tools
• safe work practices

ABILITY TO:

• read blueprints, plans and surveyor stakes
• safely and effectively operate light, medium and heavy maintenance and construction equipment
• perform complex equipment operation assignments in a variety of maintenance and construction situations
• perform skilled and unskilled public works maintenance and construction work
• understand and follow oral and written directions in an independent manner
• direct, train and monitor the work of others
• use a keyboard
• drive an automobile and heavy equipment
• hear and distinguish various sounds, such as voices of co-workers in noisy environments, pager, cell phone, etc.
• work outdoors in adverse weather conditions
• establish and maintain effective work relationships with those contacted in the performance of required duties

PHYSICAL REQUIREMENTS:
Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
• Meet the physical requirements necessary to safely and effectively perform required duties
• hear and distinguish various sounds, such as voices of co-workers in noisy environments and sounds of operating equipment
• drive an automobile
• hear adequately to converse on the telephone, radio, cellular phone, and in person
• use a computer keyboard
• intermittently bend, twist, and reach
• get in and out of a truck
• Safely and effectively work on ladders and tall structures
• Be exposed to chemicals, bacteria and influent.
• Climb up and down ladders and stairs.
• Grasp with right and left hands.
• Use fine hand manipulation.
• Perform manual labor involving frequent bending, pulling, pushing, lifting, squatting, twisting, turning, climbing and carrying of weights up to 50 lbs.
• Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.
• walk on uneven surfaces.
• work outside in inclement weather
• Operate large heavy equipment while sitting for prolonged periods of time in outdoor environments and subject to all weather conditions
• work under conditions as confined spaces, high noise levels, strong and unpleasant odors, vibration from equipment, exposure to dust, toxic substances and/or chemical irritants (within legal exposure limits)
• distinguish colors
• reach above and at shoulder height
• perform physical tasks involving frequent bending, lifting, carrying, pushing and pulling of weights up to 50 pounds
• safely and effectively operate light, medium and heavy maintenance and construction equipment

TRAINING AND EXPERIENCE:

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

• Minimum of three years of experience comparable to that of a Water Services Technician II with the City of Watsonville

• Employees assigned to Underground Service Locating must be fully knowledgeable about the dynamics of the distribution system.

LICENSE & CERTIFICATION:

• Possession of a Class A California Driver’s License with the following endorsements: tankers, double-triples and airbrake, and a safe driving record
• Possession of a Grade-III State Water Resource Control Board Water Distribution Operator Certification is required
City of Watsonville
Job Description

JOB TITLE: Water Services Crew Leader

DEPARTMENT: Public Works and Utilities

DATE APPROVED:

REPORTS TO: Receives limited supervision from Water Services Supervisor and Water Services Manager. Fills in during the absence of the Water Services Supervisor

SUPERVISION: Exercises direct supervision over assigned work crews

EMPLOYEE UNIT: Mid-Management

JOB SUMMARY:
Directs and leads the work of crews in a variety of semi-skilled and skilled assignments in the construction, maintenance, and repair of City water distribution system, mains, services and other water related apparatuses; and performs related work as assigned. Install, maintain, repair, fabricate and modify pipelines, valves, hydrants, air-vacs, backflow devices, fire lines and services of City pipelines and facilities. Provide miscellaneous support to other operations and maintenance crews. To perform a variety of skilled and semi-skilled work in the construction, maintenance and repair of streets, storm drains, sewer systems, landfill, water mains and other elements of the City’s infrastructure.

DISTINGUISHING CHARACTERISTICS
This job class functions at an advanced journey level of classification and receives limited supervision within a framework of standard policies and procedures, and is expected to act at a working full supervisory level which includes training, directing, coordinating, and formally evaluating the work of subordinate work crews.

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

- Leads work crews in the performance of a variety of maintenance and construction duties
- Provides leadership, supervision, guidance and training to less experienced workers
- Performs and directs the full range of maintenance, repair, and construction work assignments
- Operates and supervises the operation of a variety of medium and heavy equipment and hand tools including backhoe, front-end loader, dump truck, and a variety of water construction related equipment and provides training to others in this equipment
- Determines quantity and type of tools, materials, equipment and labor needed for special assignments
- Directs construction work from blueprints and surveyor stakes
- Directs and performs routine maintenance and safety checks on assigned equipment and vehicles; reports the need for repairs
- Conducts employee evaluations along with Water Services Supervisor or Manager
- Assists with estimating project cost and time requirements
- Creates “as-buils” of work performed and maintains records as assigned
- Prepares daily and project reports for supervisor
• Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

• Procedures for supervision and training of work crews
• Water and public works standards and procedures for supervision and training of work crews
• Uses and functions of a variety of maintenance and construction equipment used in public works projects
• Methods, materials, and practices utilized in water and public works maintenance and construction activities
• Safety programs and practices

Ability to:

• Supervise work crews in the safe and efficient performance of construction and maintenance projects
• Understand and follow oral and written instructions
• Effectively train others to safely and correctly perform tasks
• Establish and maintain effective work relationships with those contacted in the performance of required duties

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

• Meet the physical requirements necessary to safely and effectively perform required duties
• Hear and distinguish various sounds, such as voices of co-workers in noisy environments, pager, cell phone, etc.
• Use a keyboard
• Drive an automobile
• Hear adequately to converse on the telephone, radio, cellular phone, and in person
• Use a computer keyboard
• Intermittently bend, twist, and reach
• Get in and out of a truck
• Safely and effectively work on ladders and tall structures
• Be exposed to chemicals, bacteria and influent.
• Climb up and down ladders and stairs.
• Grasp with right and left hands.
• Use fine hand manipulation.
• Perform manual labor involving frequent bending, pulling, pushing, lifting, squatting, twisting, turning, climbing and carrying of weights up to 50 lbs.
• Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.
• Walk on uneven surfaces.
• Work outside in inclement weather
• operate large heavy equipment while sitting for prolonged periods of time in outdoor environments and subject to all weather conditions
• work under conditions as confined spaces, high noise levels, strong and unpleasant odors, vibration from equipment, exposure to dust, toxic substances and/or chemical irritants (within legal exposure limits)
• distinguish colors
• reach above and at shoulder height
• safely and effectively operate light, medium and heavy maintenance and construction equipment

**TRAINING AND EXPERIENCE:**

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

Three (3) years of experience comparable to that of the Water Service Technician III with the City of Watsonville

**LICENSE & CERTIFICATION:**

• Possession of a Class A California Driver’s License with the following endorsements: tankers, double-triples and airbrake, stick-shift, safe driving record
• Possession of a Grade-IV State Water Resource Control Board Water Distribution Operator Certification

The licenses and certifications above must be maintained throughout employment in this job classification.
City of Watsonville
Job Description

JOB TITLE: Water Services Supervisor
DATE APPROVED:

DEPARTMENT: Public Works & Utilities
SUPERSEDES: Field Services Supervisor

REPORTS TO: Receives limited supervision by Water Services Manager

SUPERVISION: Exercises direct supervision over work crews as assigned

EMPLOYEE UNIT: Mid-Management

FLSA: Exempt

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

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

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

- Assumes the duties of the Water Services & Emergency Response Manager in his/her absence
- Plans, schedules, organizes, directs, coordinates, and supervises the maintenance, operation, construction, and development of the City street system
- Supervises and formally evaluates the work of water services personnel
- Prioritizes projects; determines and requisitions needed personnel, equipment, and materials for various projects
- Supervises the use of a variety of heavy equipment including backhoe, dump truck, and compaction equipment, loader, and truck crane
- Supervises the excavation, installation, and repair of main pipelines and fittings; new water mains, hydrants, and service lines; makes various system changes
- Reads job plans and organizes work schematics
- Maintains records of work hours, equipment, and materials used on jobs; prepares related reports and correspondence
- Trains employees in safe and proper work methods and practices
- Responds to emergency calls
- Assists in budget preparation
- Initiates and carries out improvement projects; prepares and administers contracts for minor projects
• Reviews street, water, and drainage plans
• Oversees proper maintenance of equipment and machinery
• Prepares cost estimates and submits final cost reports; oversees maintenance of project costs for work hours, equipment hours, and materials used; prepares other reports and correspondence as needed
• Inspects facilities for proper completion of work assignments
• Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

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

Ability to:

• Plan, assign, direct, and coordinate assigned public works maintenance, construction, and repair activities
• Direct and inspect the technical details of project completion
• Prepare estimates of time, material, and equipment needed to perform projects
• Assist in developing specifications and effective recommendations for expansion of public works facilities and ensuring the proper completion of minor contract work
• Assist with the preparation of operating and capital improvement budgets and control of expenditures
• Research and prepare comprehensive and complete reports
• Effectively represent the Public Works and Utilities Department with public groups, other agencies, and organizations as directed
• Establish and maintain effective work relationships with those contacted in the performance of required duties
• Work from plans and specifications
• Train, direct, and formally evaluate the work of others
• Maintain accurate schedules and records
• Make minor repairs and alterations in equipment
• Deal tactfully with the public and private construction representatives
PHYSICAL REQUIREMENTS:
Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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

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

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

  For internal recruitments:
  - Five (5) of those eight (8) years experience should be as a Water Services Crew Leader receiving two consecutive highly-satisfactory or above ratings on the annual evaluation.

LICENSE & CERTIFICATION:

- a valid Class A California Driver's license with the following endorsements: tankers, double-triples and airbrake, and a safe driving record
- possession of a Grade-IV State Water Resource Control Board Water Distribution Operator Certification

The licenses and certifications above must be maintained throughout employment in this job classification.
City of Watsonville

Job Description

JOB TITLE: Water Services Manager

DEPARTMENT: Public Works & Utilities

DATE APPROVED:

SUPERSEDES: Field Services Manager

REPORTS TO: Assistant Director and Director of Public Works & Utilities

SUPERVISION: Exercises direct supervision over the Water Services Division staff and others as assigned

EMPLOYEE UNIT: Mid-Management

FLSA: EXEMPT

JOB SUMMARY:
To plan, organize, direct, coordinate, and supervise the maintenance, operation, construction, repair, and development of City streets, sewers, storm drains, and water distribution system; to develop and prepare operations, and capital improvements budgets. Coordinate Public Works emergency response work and perform related planning.

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

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

- Plans, schedules, organizes, directs, coordinates, and supervises the maintenance, operation, construction, and development of the City street system
- Supervises and formally evaluates the work of field services personnel
- Prioritizes projects; determines and requisitions needed personnel, equipment, and materials for various projects
- Supervises the use of a variety of heavy equipment including backhoe, dump truck, and compaction equipment, loader, and truck crane
- Supervises the excavation, installation, and repair of main pipelines and fittings; new water mains, hydrants, and service lines; makes various system changes
- Main contact for City’s participation with CalWARN
- Is main contact for the City within the County of Santa Cruz, Mutual Aid Agreement
- Reads job plans and organizes work schematics
- Maintains records of work hours, equipment, and materials used on jobs; prepares related reports and correspondence
- Trains employees in safe and proper work methods and practices: confined space, trenching shoring, excavation, and traffic control safety, emergency response events.
• Responds to emergency calls
• Prepares budgets
• Initiates and carries out improvement projects; prepares and administers contracts for minor projects
• Reviews street, water, and drainage plans
• Oversees proper maintenance of equipment and machinery
• Prepares cost estimates and submits final cost reports; oversees maintenance of project costs for work hours, equipment hours, and materials used; prepares other reports and correspondence as needed
• Inspects facilities for proper completion of work assignments
• Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

• use of materials, tools, and equipment related to water system construction and maintenance work scheduling systems
• principles and techniques of supervision including staffing, employee development, and planning and organizing work
• methods, materials, equipment, and techniques used in public works maintenance, repair, and construction, particularly as applied to streets, sewer systems, storm drains, and the installation and servicing of water distribution systems
• laws, rules, ordinances, and regulations related to public works maintenance, construction, and repair
• designing, planning, and developing specifications for public works maintenance and construction projects
• long range planning for public works facilities
• principles of budget preparation and expenditure control
• safe work practices

Ability to:

• plan, assign, direct, and coordinate assigned public works maintenance, construction, and repair activities
• direct and inspect the technical details of project completion
• prepare estimates of time, material, and equipment needed to perform projects
• assist in developing specifications and effective recommendations for expansion of public works facilities and ensuring the proper completion of minor contract work
• assist with the preparation of operating and capital improvement budgets and control of expenditures
• research and prepare comprehensive and complete reports
• effectively represent the Public Works and Utilities Department with public groups, other agencies, and organizations as directed
• establish and maintain effective work relationships with those contacted in the performance of required duties
• work from plans and specifications
• train, direct, and formally evaluate the work of others
• maintain accurate schedules and records
• make minor repairs and alterations in equipment
• deal tactfully with the public and private construction representatives
PHYSICAL REQUIREMENTS:
Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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

TRAINING AND EXPERIENCE:

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

Ten (10) years of increasingly responsible experience in public works or utilities maintenance, construction, and repair work, with an emphasis on water distribution and/or production including at least (5) years in a supervisory capacity

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver’s License and a safe driving record
- At a minimum Possession of Grade-IV State Water Resource Control Board Water Distribution Operator Certification
- Possession of a Grade-III State Water Resource Control Board Water Treatment Operator Certification
EXISTING JOB DESCRIPTIONS
JOB TITLE:  UTILITY WORKER I/II

DEFINITION

To perform general maintenance, repair, and construction work assignments in support of public works projects; and to operate light and moderately heavy maintenance and construction equipment. Positions in this classification are usually assigned to a work crew and may work on City streets, storm drains, sewer systems, water mains, and/or park maintenance equipment.

DISTINGUISHING CHARACTERISTICS

UTILITY WORKER I

Employees in this classification receive close supervision within a framework of well-defined policies and procedures. The job class performs unskilled maintenance, repair, and construction tasks while learning and assisting in semi-skilled and the more skilled tasks. This job class is the entry and training level classification in the Utility Worker series and requires limited or no experience in related areas. After one year of employment as a Utility Worker I with the City of Watsonville and after receiving a satisfactory or above rating on the first-year performance evaluations, promotion to the Utility Worker II classification shall occur.

UTILITY WORKER II

Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class may train, direct, and monitor the work of others in the accomplishment of specific projects as assigned. This job class exercises responsibility for performing a wide variety of maintenance, repair, and construction tasks at the semiskilled and skilled level. This job class functions at a full journey level of classification.

SUPERVISION RECEIVED AND EXERCISED

- The Utility Worker I receives close supervision from the Utility Worker II
- The Utility Worker II receives general supervision from the Utility Worker III

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

- Installs, repairs, and maintains streets, sewers, storm drains, fire hydrants, or water mains
- stripes pavement; makes, installs, and repairs street signs
- Checks and stocks service truck for daily duties
- Installs catch basins, patches streets, reconstructs alleys, and resurfaces pavement
• Maintains and installs water mains, water services, water pumping equipment, water purification equipment, and fire hydrants
• Makes taps, installs valves, repairs and installs copper and plastic services
• Operates a variety of equipment, including hand and power tools, trucks, and other light and moderately heavy equipment, may learn to operate landfill equipment
• Cleans and maintains grounds as assigned; performs tree cutting; performs rodent control; applies pesticides
• Cleans streets; keeps streets clear of trash as assigned
• Maintains and repairs park maintenance equipment as assigned
• Sets-up safety control zones for re-routed traffic; acts as flagman for traffic control
• Maintains records and prepares reports related to assignment as assigned
• Performs heavy manual labor
• Performs related duties similar to the above in scope and function as required

UTILITY WORKER I

EMPLOYMENT STANDARDS

Knowledge of:

• basic methods and tools used in general construction and maintenance work
• safe work practices

Ability to:

• learn a variety of semi-skilled and skilled maintenance, repair, and construction assignments
• learn the uses of hand and power equipment
• learn to safely and effectively operate light and moderately heavy maintenance and construction equipment
• understand and follow oral and written instructions
• meet the physical requirements necessary to safely and effectively perform required duties
• upgrade Driver’s license to Class 1 or 2 and obtain related endorsements
• obtain forklift and crane safety certifications.
• establish and maintain effective work relationships with those contacted in the performance of required duties
• drive an automobile and heavy equipment
• work outdoors in adverse weather conditions
• perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs.
• hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.
TRAINING AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge and abilities is qualifying.

LICENSE AND CERTIFICATION

- Possession of a valid Class C California Drivers License and a safe driving record

UTILITY WORKER II: (In addition to the above standards)

EMPLOYMENT STANDARDS

In addition to the above standards:

Knowledge of:

- methods, tools, equipment, and procedures used in public works maintenance and construction work with special emphasis on streets, sewers, storm drains and water mains and landfill characteristics, operation, and maintenance of a variety of light and moderately heavy maintenance and construction equipment

Ability to:

- use hand and power tools skillfully
- safely and effectively operate light and moderately heavy maintenance and construction equipment
- perform a variety of unskilled, semiskilled, and skilled public works maintenance, repair, and construction assignments
- maintain a variety of records and prepare reports related to assignment

TRAINING AND EXPERIENCE

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

- One year of work experience comparable to that of a UTILITY WORKER I with the City of Watsonville
JOB TITLE: Utility Worker III

DEFINITION

To perform a variety of unskilled, semi-skilled and skilled maintenance, repair and construction work assignments in support of public works and utilities projects; to operate light, medium and heavy maintenance and construction equipment. Positions in this classification may be assigned to the Field Services Division or the City Landfill.

DISTINGUISHING CHARACTERISTICS

This job classification functions at the journey level and is distinguished from the Utility Worker II in increased level of responsibility for the coordination of work of others in the accomplishment of specific projects. Employees in this classification may also be assigned to work alone on assigned projects. Employees in this classification receive limited supervision within a framework of standard policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

➢ Receives direction from the Field Services Supervisor, Utility Crew Leader or Integrated Waste Supervisor

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

➢ Performs the full range of maintenance, repair, and construction work assignments
➢ Assigns, directs, trains and monitors the work of others in the safe and proper completion of a wide variety of maintenance, repair and construction projects
➢ Operates a variety of light, medium and heavy equipment
➢Determines quantity and type of tools, materials, equipment and labor needed for assigned work
➢Reads blueprints and surveyor stakes
➢Performs routine maintenance and safety checks on assigned equipment and vehicles; reports the need for major mechanical repairs
➢Uses a variety of hand and power tools
➢Maintains records and prepares records as assigned
➢Informs others concerning status of work completed
➢Performs general maintenance duties
➢Performs related duties as assigned

Additional Duties of Utility Worker III Assigned to Field Services Division

➢ Installs and repairs water and sewer mains, streets, storm drains and hydrants
➢ Operates a backhoe, dump truck, welding equipment, jack hammer and tamp
Utility Worker III - 2

➢ Prunes and removes trees, applies herbicides
➢ Performs AC paving and concrete finishing
➢ Serves as rotating on-call response person for field service duties

Additional Duties of Utility Worker III Assigned to Landfill Equipment Operation

➢ Operates tractors, compactors, scrapers, graders, dump trucks, garbage trucks, water tank trucks and service trucks
➢ Operates pumps for storm water and leachate handling
➢ Performs routine cleaning, maintenance and fueling of landfill heavy equipment
➢ Reads landfill construction maps and plans
➢ Constructs/maintains berms, roads, pads and drainage facilities such as ponds
➢ Installs, operates and maintains leachate and gas collection systems and monitoring wells
➢ Performs routine data entry and report generation with computers
➢ Operates/maintains landfill weigh scale

Additional Duties of Utility Worker III Assigned to Underground Service Locating

➢ Locates underground utilities including water, sewer, storm drain, telephone, fiber optics, electric lines, gas lines using specialized equipment
➢ Maintains computerized records for underground service locates
➢ Operates and maintain underground service locating equipment
➢ Coordinates utility locating with contractors, other utility companies, other City personnel, businesses and the public
➢ Performs basic construction inspection to ensures compliance of City standards by construction contractors relating to underground utilities
➢ Operates and maintains water valves
➢ Performs flow tests for the fire department, businesses, property owner
➢ Flushes water mains and fire hydrants
➢ Collects water samples from the distribution system and delivers them to laboratory for analysis

EMPLOYMENT STANDARDS

Knowledge of:

➢ the safe operation and basic repair of a variety of maintenance and construction equipment
➢ methods, materials and practices used in public works and utilities maintenance and construction activities
➢ use of hand tools
➢ safe work practices

Ability to:
read blueprints, plans and surveyor stakes

Utility Worker III - 3

➤ safely and effectively operate light, medium and heavy maintenance and construction equipment
➤ perform complex equipment operation assignments in a variety of maintenance and construction situations
➤ perform skilled and unskilled public works maintenance and construction work
➤ understand and follow oral and written directions in an independent manner
➤ direct, train and monitor the work of others
➤ perform physical tasks involving frequent bending, lifting, carrying, pushing and pulling of weights up to 50 pounds
➤ use a keyboard
➤ drive an automobile and heavy equipment
➤ hear and distinguish various sounds, such as voices of co-workers in noisy environments, pager, cell phone, etc.
➤ work outdoors in adverse weather conditions
➤ establish and maintain effective work relationships with those contacted in the performance of required duties

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

➤ Two years of experience comparable to that of a Utility Worker II with the City of Watsonville

SPECIAL REQUIREMENTS

➤ A Class A California Driver’s License and a safe driving record

➤ Employees assigned to the Underground Service Locating position are required to possess a Water Distribution Operators, Grade D2 certificate as issued by the California Department of Health Services.
JOB TITLE: Utility Crew Leader

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a variety of skilled and semi-skilled work in the construction, maintenance and repair of streets, storm drains, sewer systems, landfill, water mains and other elements of the City’s infrastructure. Directs and leads the work of small crews and provides guidance and training to less experienced personnel including regular employees, special program trainees, and other special program personnel.

DISTINGUISHING CHARACTERISTICS

This job class functions at an advanced journey level of classification and receives limited supervision within a framework of standard policies and procedures, and is expected to act at a working full supervisory level which includes training, directing, coordinating, and formally evaluating the work of subordinate work crews.

SUPERVISION RECEIVED AND EXERCISED

- Receives limited supervision from the Field Services Supervisor and Field Services Manager
- Exercises direct supervision over assigned work crews

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

- Leads small work crews in the performance of a variety of maintenance and construction duties
- Provides leadership, supervision, guidance and training to less experienced workers
- Performs and directs the full range of maintenance, repair, and construction work assignments
- Operates and supervises the operation of a variety of medium and heavy equipment and hand tools including backhoe, dump truck, welding equipment, jack hammer and tamper and provides training to others on this equipment
- Determines quantity and type of tools, materials, equipment and labor needed for special assignments
- Directs construction work from blueprints and surveyor stakes
- Directs and performs routine maintenance and safety checks on assigned equipment and vehicles; reports the need for repairs
- Conducts employee evaluations
- Assists with estimating project cost and time requirements
- Maintains records as assigned
- Prepares reports for supervisor
- May prune or remove trees, apply herbicides and perform other general maintenance duties for the City
- Performs related duties similar to the above in scope and function as required

Utility Crew Leader - Page 2

EMPLOYMENT STANDARDS

Knowledge of:
procedures for supervision and training of work crews
uses and functions of a variety of maintenance and construction equipment used in public works projects
methods, materials, and practices utilized in public works maintenance and construction activities
safety programs and practices

Ability to:

supervise work crews in the safe and efficient performance of construction and maintenance projects
understand and follow oral and written instructions
perform physical tasks involving frequent bending, lifting, carrying, pushing and pulling of weights up to 50 pounds
use a keyboard
drive an automobile
hear and distinguish various sounds, such as voices of co-workers in noisy environments, pager, cell phone, etc.
effectively train others to safely and correctly perform tasks
work outdoors in adverse weather conditions
establish and maintain effective work relationships with those contacted in the performance of required duties

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

➢ Three years of experience comparable to that of the Utility Worker III with the City of Watsonville

SPECIAL REQUIREMENTS

➢ a valid Class A California Driver’s license with tanker and stick shift endorsements, and a safe driving record
➢ Water Distribution System Operator Grade II certification
JOB TITLE: FIELD SERVICES SUPERVISOR

DEFINITION
Assists in the planning, organizing, directing, coordination, and supervision of the maintenance, operation, construction, repair, and development of City streets, sewers, storm drains, and water distribution system; to assist in the development and preparation of operations, and capital improvements budgets.

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

SUPERVISION RECEIVED AND EXERCISED
Receives minimal supervision from the Field Services Manager.

Exercises direct supervision over the Utility Workers and others as assigned.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, assisting with the following:
- Assumes the duties of the Field Services Manager in his/her absence
- Plans, schedules, organizes, directs, coordinates, and supervises the maintenance, operation, construction, and development of the City street system
- Supervises and formally evaluates the work of field services personnel
- Prioritizes projects; determines and requisitions needed personnel, equipment, and materials for various projects
- Supervises the use of a variety of heavy equipment including backhoe, dump truck, and compaction equipment, loader, and truck crane
- Supervises the excavation, installation, and repair of main pipelines and fittings; new water mains, hydrants, and service lines; makes various system changes
- Reads job plans and organizes work schematics
- Maintains records of work hours, equipment, and materials used on jobs; prepares related reports and correspondence
- Trains employees in safe and proper work methods and practices
- Responds to emergency calls
- Prepares budgets
- Initiates and carries out improvement projects; prepares and administers contracts for minor projects
- Reviews street, water, and drainage plans
- Oversees proper maintenance of equipment and machinery
- Prepares cost estimates and submits final cost reports; oversees maintenance of project costs for work hours, equipment hours, and materials used; prepares other reports and correspondence as needed
- Inspects facilities for proper completion of work assignments
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:
- use of materials, tools, and equipment related to water system construction and maintenance
- work scheduling systems
- principles and techniques of supervision including staffing, employee development, and planning and organizing work

Field Services Supervisor - 2
- methods, materials, equipment, and techniques used in public works maintenance, repair, and construction, particularly as applied to streets, sewer systems, storm drains, and the installation and servicing of water distribution systems
- laws, rules, ordinances, and regulations related to public works maintenance, construction, and repair
- designing, planning, and developing specifications for public works maintenance and construction projects
  - long range planning for public works facilities
  - principles of budget preparation and expenditure control
  - safe work practices

Ability to:
- plan, assign, direct, and coordinate assigned public works maintenance, construction, and repair activities
- direct and inspect the technical details of project completion
- prepare estimates of time, material, and equipment needed to perform projects
- assist in developing specifications and effective recommendations for expansion of public works facilities and ensuring the proper completion of minor contract work
- assist with the preparation of operating and capital improvement budgets and control of expenditures
- research and prepare comprehensive and complete reports
- effectively represent the Public Works and Utilities Department with public groups, other agencies, and organizations as directed
- establish and maintain effective work relationships with those contacted in the performance of required duties
- work from plans and specifications
- train, direct, and formally evaluate the work of others
- maintain accurate schedules and records
- make minor repairs and alterations in equipment
- deal tactfully with the public and private construction representatives
- hear and distinguish various sounds, such as voices of co-workers in noisy environments and sounds of operating equipment
- drive an automobile
- hear adequately to converse on the telephone, radio, cellular phone, and in person
- use a computer keyboard
- intermittently bend and twist to reach equipment surrounding desk, perform minor equipment repairs, and get in and out of a truck

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

- Three years of increasingly responsible experience in public works or utilities maintenance, construction, and repair work, including at least one year in a supervisory capacity.

LICENSE
- a valid Class A California Driver's License and a safe driving record
JOB TITLE: FIELD SERVICES MANAGER

DEFINITION
To plan, organize, direct, coordinate, and supervise the maintenance, operation, construction, repair, and development of City streets, sewers, storm drains, and water distribution system; to develop and prepare operations, and capital improvements budgets.

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

SUPERVISION RECEIVED AND EXERCISED
 Receives minimal supervision from the Facilities and Equipment Manager.

Exercises direct supervision over the Field Services Supervisor, Utility Workers and others as assigned.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:
- Plans, schedules, organizes, directs, coordinates, and supervises the maintenance, operation, construction, and development of the City street system
- Supervises and formally evaluates the work of field services personnel
- Prioritizes projects; determines and requisitions needed personnel, equipment, and materials for various projects
- Supervises the use of a variety of heavy equipment including backhoe, dump truck, and compaction equipment, loader, and truck crane
- Supervises the excavation, installation, and repair of main pipelines and fittings; new water mains, hydrants, and service lines; makes various system changes
- Reads job plans and organizes work schematics
- Maintains records of work hours, equipment, and materials used on jobs; prepares related reports and correspondence
- Trains employees in safe and proper work methods and practices
- Responds to emergency calls
- Prepares budgets
- Initiates and carries out improvement projects; prepares and administers contracts for minor projects
- Reviews street, water, and drainage plans
- Oversees proper maintenance of equipment and machinery
- Prepares cost estimates and submits final cost reports; oversees maintenance of project costs for work hours, equipment hours, and materials used; prepares other reports and correspondence as needed
- Inspects facilities for proper completion of work assignments
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:
- use of materials, tools, and equipment related to water system construction and maintenance
- work scheduling systems
- principles and techniques of supervision including staffing, employee development, and planning and
Field Services Manager - 2

organizing work
- methods, materials, equipment, and techniques used in public works maintenance, repair, and construction, particularly as applied to streets, sewer systems, storm drains, and the installation and servicing of water distribution systems
- laws, rules, ordinances, and regulations related to public works maintenance, construction, and repair
- designing, planning, and developing specifications for public works maintenance and construction projects
- long range planning for public works facilities
- principles of budget preparation and expenditure control
- safe work practices

Ability to:
- plan, assign, direct, and coordinate assigned public works maintenance, construction, and repair activities
- direct and inspect the technical details of project completion
- prepare estimates of time, material, and equipment needed to perform projects
- assist in developing specifications and effective recommendations for expansion of public works facilities and ensuring the proper completion of minor contract work
- assist with the preparation of operating and capital improvement budgets and control of expenditures
- research and prepare comprehensive and complete reports
- effectively represent the Public Works and Utilities Department with public groups, other agencies, and organizations as directed
- establish and maintain effective work relationships with those contacted in the performance of required duties
- work from plans and specifications
- train, direct, and formally evaluate the work of others
- maintain accurate schedules and records
- make minor repairs and alterations in equipment
- deal tactfully with the public and private construction representatives
- hear and distinguish various sounds, such as voices of co-workers in noisy environments and sounds of operating equipment
- drive an automobile
- hear adequately to converse on the telephone, radio, cellular phone, and in person
- use a computer keyboard
- intermittently bend and twist to reach equipment surrounding desk, perform minor equipment repairs, and get in and out of a truck

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

- Five years of increasingly responsible experience in public works or utilities maintenance, construction, and repair work, including at least two years in a supervisory capacity.

LICENSE
- a valid Class A California Driver's License and a safe driving record