

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, CA

**SUBJECT: HR - Approval of the Revised Class Specifications for Public Works and Park Services Classifications**

**RECOMMENDATION**

Recommendation of the Human Resources Director and the Civil Service Commission that the City Council approve the revised class specifications and title changes for the following classifications and forward them to the City Council for adoption:

FUNDING No Impact.

Staff recommends that your Honorable Body approve the proposed class specifications, class consolidations and title changes as follows:

- **Cement Finisher** – Updated Class Specification
- **Equipment Operator** – Title Change and Updated Class Specification
- **Irrigation Systems Technician** – Title Change and Updated Class Specification
- **Pest Control Technician** – Title Change and Updated Class Specification
- **Wastewater Technician** – Title Change and Updated Class Specification
- **Sanitation Equipment Operator** – Title Change and Updated Class Specification
- **Maintenance Worker** – Title Change, Updated Class Specification and Consolidation of Groundskeeper, Refuse Truck Operator and Semi-skilled Laborer classes.
- **Lead Maintenance Worker** – Title Change, Updated Class Specification and Consolidation of the Construction Equipment Operator, Park Equipment Operator, Senior Groundskeeper, Senior Tree Trimmer, and Street Maintenance Leader classes.

**BACKGROUND AND ANALYSIS**

Beginning in 2007 and concluding in 2008, the City hired a consultant to conduct a classification study of positions in the Public Works Department and the Park Services Division of the Community Services Department. A total of fourteen (14) classifications were studied.

The objectives of the study were to:

- To develop and/or revise job descriptions to ensure currency, regulatory compliance and recognition of differences in job complexity, knowledge, skills, abilities, other requirements and work environments; and
- To identify and recommend a classification structure based on job analysis that would ensure internal equity and staffing flexibility.

The City has met and conferred with TME-AFSCME who concurs in the recommendation before your Honorable Body.

The classification study revealed that current job descriptions do not clearly define or recognize the varying levels of job complexity, decision making, responsibility, authority, knowledge, skills, and abilities that exist within each job classification.

In summary – the current structure with fourteen classifications is restrictive and inefficient. The current class specifications and the existing structure limit employees who currently possess knowledge and abilities to perform a broader range of duties. The revised structure incorporating the proposed consolidations (eight classifications) will allow for greater flexibility in making assignments and allow the Dept. to more effectively provide services utilizing staff with greater efficiency. In addition, employees will have more opportunities to prepare for lateral movement or promotion.

Results of the study reflected by the proposed classification titles are listed below.

#### **Cement Finisher**

- No changes were made to the title; however the Examples of Duties and Qualification Guidelines sections were updated to reflect the full scope and requirements of the job.

#### **Equipment Operator** (Formerly Heavy Equipment Operator)

- This job classification operates the full range of equipment utilized for the maintenance of infrastructure from light equipment that typically requires a commercial class B driver's license to heavier and combination equipment requiring a commercial class A driver's license.
- The title change is proposed to reflect the primary focus of the job which is to operate the full range of equipment.

#### **Irrigation Systems Technician** (Formerly Sprinkler and Backflow Technician)

- The job description was updated to reflect the full scope of the job and its requirements and the title was changed to reflect standard market terminology.

#### **Pest Control Technician** (Formerly Pest Control Applicator)

- The job title was changed and content was updated to reflect current responsibilities and job description format.

#### **Wastewater Technician** (Formerly Sewer Maintenance Worker)

- The job title was changed and content was updated to reflect current responsibilities and job description format.

#### **Sanitation Equipment Operator** (Formerly Heavy Equipment Operator and Refuse Truck Operator)

- The jobs of Refuse Truck Operator and Heavy Equipment Operator (Motor Sweeper) are similar in that they are routine in nature, operate the same piece or type of equipment on a daily basis, operate equipment on assigned routes, and require possession of a California class B commercial driver's license. Therefore a consolidation of the two classifications is recommended.
- The change to the job title and changes in duties and qualifications are proposed to reflect the primary focus of the job which is to operate equipment in the Sanitation Division.

#### **Maintenance Worker** (Formerly Groundskeeper, Refuse Worker and Semi-skilled Laborer)

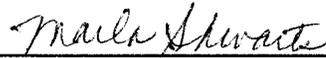
- Based on the similarity in job assignments and areas of responsibility, a consolidation of the three classifications - Groundskeeper, Refuse Worker and Semi-skilled Laborer - is recommended.
- Tasks performed are routine in nature, and limited in complexity.
- The primary differences among the varying assignments are license requirements and work environment.
- The job description was updated to reflect the full scope of the job and its requirements, license requirements and the job title was changed to reflect standard market terminology.

**Lead Maintenance Worker** (Formerly Construction Equipment Operator, Park Equipment Operator, Senior Groundskeeper, Senior Tree Trimmer and Street Maintenance Leader)

- Based on the similarity in job assignments and areas of responsibility, a consolidation of the five classifications – Construction Equipment, Park Equipment Operator, Senior Groundskeeper, Senior Tree Trimmer and Street Maintenance Leader - is recommended.
- This is an advanced journey-level trades-worker that also serves as crew leader within the Streetscape and Street Maintenance Divisions and the Park Services Division.
- The primary focus is to assign, instruct, direct and monitor the work of a small crew and to organize and ensure the safety of assigned job sites
- The job description was updated to reflect the full scope of the job and its requirements and the job title was changed to reflect standard market terminology.

Career Ladders which clearly define career paths within and/or across job families and/or operating units have also been developed to allow employees to plan their future career moves.

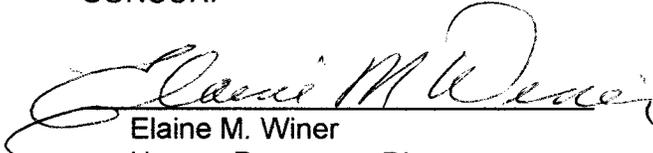
Respectfully submitted,



Civil Service Commission  
Marla Shwartz, Chair

ELAINE M. WINER  
Human Resources Director

CONCUR:



Elaine M. Winer  
Human Resources Director

By 

Melody P. Lawrence  
Human Resources Manager

NOTED:

  
LeRoy J. Jackson  
City Manager

**Attachments:**

- A. Civil Service Commission Meeting March 10, 2009 Item 2
- B. Proposed Class Specification for Cement Finisher
- C. Proposed Class Specification for Equipment Operator
- D. Proposed Class Specification for Irrigation Systems Technician
- E. Proposed Class Specification for Pest Control Technician
- F. Proposed Class Specification for Wastewater Technician
- G. Proposed Class Specification for Sanitation Equipment Operator
- H. Proposed Class Specification for Maintenance Worker
- I. Proposed Class Specification for Lead Maintenance Worker
- J. Career Ladders



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ATTCHMENT A

Commission Meeting  
March 9, 2009

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, CA

**SUBJECT: Approval of the Revised Class Specifications for Public Works and  
Park Services Classifications**

**RECOMMENDATION**

The Human Resources Director recommends that your Honorable Body approve the revised class specifications and title changes for the following classifications and forward them to the City Council for adoption:

<b>Current Classification Title</b>	<b>Proposed Classification/Title Change</b>
Cement Finisher	Cement Finisher
Heavy Equipment Operator	Equipment Operator
Pest Control Applicator	Pest Control Technician
Refuse Truck Operator	Sanitation Equipment Operator
Sewer Maintenance Worker	Wastewater Technician
Sprinkler and Backflow Technician	Irrigation Systems Technician
Groundskeeper Refuse Worker Semi-Skilled Laborer	Maintenance Worker
Senior Groundskeeper Senior Tree Trimmer Street Maintenance Leader Construction Equipment Operator	Lead Maintenance Worker (Crew Leader)

**BACKGROUND**

Beginning in 2007 and concluding in 2008, the City hired a consultant to conduct a classification study of positions in the Public Works Department and the Park Services Division of the Community Services Department. A total of fourteen (14) classifications were studied.

The objectives of the study were to:

- To develop and/or revise job descriptions to ensure currency, regulatory compliance and recognition of differences in job complexity, knowledge, skills, abilities, other requirements and work environments; and
- To identify and recommend a classification structure based on job analysis that would ensure internal equity and staffing flexibility.

The City has met and conferred with TME-AFSCME who concurs in the recommendation before your Honorable Body.

## **ANALYSIS**

The classification study revealed that current job descriptions do not clearly define or recognize the varying levels of job complexity, decision making, responsibility, authority, knowledge, skills, and abilities that exist within each job classification.

The current job descriptions, therefore, do not clearly define career paths within and/or across job families and/or operating units, which could limit staffing flexibility and inhibit employee growth and development. It was also found that job descriptions required updating to ensure compliance with the Americans with Disabilities Act.

Results of the study reflected by the proposed classification titles are listed below.

### **Cement Finisher**

- This is an advanced journey-level trades-worker that also serves as crew leader for concrete crews within the Public Works department.
- No changes were made to the title; however the Examples of Duties and Qualification Guidelines sections were updated to reflect the full scope and requirements of the job.

### **Equipment Operator (Formerly Heavy Equipment Operator)**

- At one time the City was focused on construction of infrastructure; the focus is now on infrastructure maintenance. This has resulted in a decrease in the equipment and vehicle fleet requiring possession of a commercial class A license.
- This job classification operates the full range of equipment utilized for the maintenance of infrastructure from light equipment that typically requires a commercial class B driver's license to heavier and combination equipment requiring a commercial class A driver's license. The title change is proposed to reflect the primary focus of the job which is to operate the full range of equipment.

### **Irrigation Systems Technician (Formerly Sprinkler and Backflow Technician)**

- The backflow testing and repair duties of this job are typically found in the Wastewater unit, while the irrigation system diagnostics, testing, and repair are found in the Park Services Division.
- The job description was updated to reflect the full scope of the job and its requirements and the job title was changed to reflect standard market terminology.

### **Pest Control Technician (Formerly Pest Control Applicator)**

- The job content was updated to reflect current responsibilities and job description format.
- The job title was changed to Pest Control Technician to conform to a title scheme that uses the term "technician" to depict advanced journey knowledge and/or capability in a specialty, trades or heavy construction assignment.

### **Wastewater Technician (Formerly Sewer Maintenance Worker)**

- The job content was updated to reflect current responsibilities and job description format.
- The job title was changed to Wastewater Technician to conform to a title scheme that uses the term "technician" to depict advanced journey knowledge and/or capability in a specialty, trades or heavy construction assignment.

### **Sanitation Equipment Operator (Formerly Heavy Equipment Operator and Refuse Truck Operator)**

- The jobs of Refuse Truck Operator and Heavy Equipment Operator (Motor Sweeper) are similar in that they are routine in nature, operate the same piece or type of equipment on a daily basis, operate equipment on assigned routes, and require possession of a California class B commercial driver's license.

- The Refuse Truck Operator and Heavy Equipment Operator (Motor Sweeper) are differentiated from the Equipment Operator by the daily operation of the same type of equipment on an assigned and scheduled route, while the Equipment Operator may operate various pieces of equipment and vehicles throughout the day dependent upon the assigned work project.
- While the Refuse Truck Operator and Heavy Equipment Operator (Motor Sweeper) do not serve as full Lead Workers, they are often called upon to provide on-the-job training to Maintenance Workers assigned to the Sanitation division.
- The change to the job title and changes in duties and qualifications are proposed to reflect the primary focus of the job which is to operate equipment in the Sanitation Division.

**Maintenance Worker** (Formerly Groundskeeper, Refuse Worker and Semi-skilled Laborer)

- Groundskeepers are assigned primarily to the Parks Maintenance section and, to a lesser degree, to other sections within the Parks Services Division and the Streetscape Division.
- Incumbents performing the work described in the Refuse Worker job description are currently classified as Semi-skilled Laborers assigned to the Sanitation Division.
- Incumbents in the classification Semi-skilled Laborer are assigned to all units within the Parks Services Division and Public Works Department.
- Many Semi-skilled Laborers are performing duties comparable to workers classified as Groundskeepers.
- Tasks performed are routine in nature, and limited in complexity.
- The primary differences among the varying assignments are license requirements and work environment
- The differences in the commercial driver's license requirements are based on assignment within the job classification.
- Based on the similarity in job assignments and areas of responsibility, a consolidation of the three classifications - Groundskeeper, Refuse Worker and Semi-skilled Laborer is recommended.
- The job description was updated to reflect the full scope of the job and its requirements, license requirements and the job title was changed to reflect standard market terminology.

**Lead Maintenance Worker** (Formerly Construction Equipment Operator, Park Equipment Operator, Senior Groundskeeper, Senior Tree Trimmer and Street Maintenance Leader)

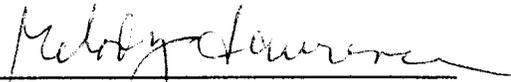
- This is an advanced journey-level trades-worker that also serves as crew leader within the Streetscape and Street Maintenance Divisions and the Park Services Division.
- The primary focus is to assign, instruct, direct and monitor the work of a small crew and to organize and ensure the safety of assigned job sites. In addition, they perform advanced journey level work and operate various types of equipment and vehicles in their assigned area of responsibility.
- The job description was updated to reflect the full scope of the job and its requirements and the job title was changed to reflect standard market terminology.

In summary, staff recommends that your Honorable Body approve the title changes, proposed class specifications, and class consolidations as follows:

- **Cement Finisher** – Updated Class Specification
- **Equipment Operator** – Title Change and Updated Class Specification
- **Irrigation Systems Technician** – Title Change and Updated Class Specification
- **Pest Control Technician** – Title Change and Updated Class Specification
- **Wastewater Technician** – Title Change and Updated Class Specification

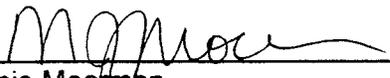
- **Sanitation Equipment Operator** – Title Change and Updated Class Specification
- **Maintenance Worker** – Title Change, Updated Class Specification and Consolidation of Groundskeeper, Refuse Truck Operator and Semi-skilled Laborer classes.
- **Lead Maintenance Worker** – Title Change, Updated Class Specification and Consolidation of the Construction Equipment Operator, Park Equipment Operator, Senior Groundskeeper, Senior Tree Trimmer, and Street Maintenance Leader classes.

Respectfully submitted,

By   
 Melody Lawrence  
 Human Resources Manager

CONCUR:

  
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 Elaine M. Winer  
 Human Resources Director

  
 \_\_\_\_\_  
 Jeannie Moorman  
 TME-AFSCME President

  
 \_\_\_\_\_  
 Greg Ferguson  
 TME-AFSCME Vice President

NOTED:

  
 \_\_\_\_\_  
 Laura Lohres  
 Civil Service Manager

Attachments:

- A. Proposed Class Specification for Cement Finisher
- B. Proposed Class Specification for Equipment Operator
- C. Proposed Class Specification for Irrigation Systems Technician
- D. Proposed Class Specification for Pest Control Technician
- E. Proposed Class Specification for Wastewater Technician
- F. Proposed Class Specification for Sanitation Equipment Operator
- G. Proposed Class Specification for Maintenance Worker
- H. Proposed Class Specification for Lead Maintenance Worker
- I. Career Ladders

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## CEMENT FINISHER

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### DEFINITION

Under general supervision, performs skilled concrete construction and cement finishing work; assists, leads, assigns, instructs, and monitors the work of a crew engaged in the removal, construction and repair of curbs, gutters, walks, sidewalks, driveway aprons, ramps and other concrete structures throughout the City; organizes worksite and ensures job site safety; transports and safely operates a variety of vehicles, tools and equipment; and performs related work as required.

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### DISTINGUISHING CHARACTERISTICS

The Cement Finisher is an advanced-journey level specialist with lead responsibility. This classification is distinguished from the classification of Maintenance Worker by the greater level of technical knowledge and experience required for successful performance of the full range of assigned duties, the responsibility for crew leadership and job site safety; the greater complexity of work assignments; a higher level of independent judgment and initiative exercised in the performance of assignments; and the potential impact of erroneous decisions on worker and public safety and operating costs and schedules.

The Cement Finisher is distinguished from the Lead Maintenance Worker by lead responsibility of a crew engaged in concrete construction and cement finishing work. The Cement Finisher is distinguished from the Public Works Supervisor as the latter classification has full supervisory responsibility for the performance of multiple crews engaged in the work of an assigned work division; while the Cement Finisher performs advanced-journey level concrete construction and cement finishing work with responsibility for the field supervision of an assigned crew and job site safety.

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### SUPERVISION EXERCISED/RECEIVED:

Receives general supervision from the Public Works Supervisor; provides technical or functional supervision to Maintenance Workers.

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### EXAMPLES OF ESSENTIAL DUTIES

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

- Leads, instructs, assigns and assists an assigned crew engaged in concrete construction and repair and cement finishing work
- Organizes worksite to ensure availability of needed tools, equipment and materials and to ensure job site safety
- Calculates square footage of job sites and orders accurate amounts of concrete to complete assigned projects
- Breaks out, removes, repairs, and cleans broken concrete areas
- Sets wood and metal forms; lays and grades job sites to engineering specifications

- Pours concrete to construct curbs, gutters, sidewalks, driveway aprons, ramps and other concrete structures to engineering specifications
- Finishes concrete structures and cement surfaces using trowels, floats, straight edges, joiners and screens to obtain specified texture and shape
- Surveys curbs and gutters for proper drainage on an ongoing basis
- Discusses with supervisor crew member performance and on deviations from work schedules or assignments
- Safely transports and operates a variety of vehicles, equipment, and hand and/or power tools related to area of assignment
- Cleans, greases and visually inspects assigned equipment daily to ensure safe operation
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor
- Oversees field maintenance of tools and equipment
- Develops and maintains time and materials records and prepares periodic and special reports
- Responds to requests and inquiries received from the general public and refers for more in-depth responses, as appropriate

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## **EXAMPLES OF OTHER DUTIES**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- Removes forms, backfills and cleans job site; repairs sprinklers and water mains as needed
- Performs other job-related duties as required

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## **MINIMUM QUALIFICATION GUIDELINES**

### **Knowledge of:**

- Methods, techniques and proper and effective use of hand and power tools, materials and equipment used in performing concrete construction and finishing work
- Characteristics and uses of concrete and various cement mixtures
- Principles of supervision
- Standard departmental work procedures
- Standard safety practices public works construction and repair projects
- Basic first aid practices
- Basic mathematics
- Effective public service techniques
- Water line and irrigation system installation, maintenance and repair

### **Ability to:**

- Plan, schedule, inspect, monitor and assist the work of an assigned crew
- Patch various types of cement surfaces and join cement and various types of street materials
- Correctly build forms, pour and finish cement surfaces to specification
- Effectively follow oral and written instructions
- Identify and effectively resolve technical problems related to work assignments
- Understand, follow and instruct others on work safety procedures and practices
- Read and interpret plans and specifications

- Physically perform sustained manual labor
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments
- Operate vehicles with automatic and manual transmissions observing legal and defensive driving practices
- Develop and maintain time and material records and produce a variety of reports
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work
- Perform essential duties of the job without causing harm to self or others

#### **LICENSE/CERTIFICATION REQUIRED**

Possess and maintain a valid California class B driver license with appropriate endorsements specific to work assignment.

#### **EDUCATION AND EXPERIENCE**

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and a minimum of two (2) years of experience performing cement finishing and concrete work.

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#### **SPECIAL REQUIREMENTS**

##### **Physical Requirements**

On a daily basis, the essential duties of this classification requires the ability to stoop, kneel, crawl and crouch, to reach, to stand for long periods of time; to walk; to lift, push, pull and carry objects weighing up to 75 pounds; to use finger dexterity and hand strength to operate and grasp tools and equipment; to repetitively use feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see within one to twenty feet with a good field of vision and to distinguish basic colors and shades of color. On an occasional basis, incumbents must climb ladders and/or scaffolding; sit for extended periods while operating vehicles and/or equipment; and maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

##### **Work Environment**

Essential duties of this classification are primarily performed in a field environment under various weather conditions. Work is performed on a daily basis in an atmosphere of constant noise; on slippery or uneven surfaces; around moving objects and vehicles; around machinery with moving parts; and with hands in water. On a daily basis incumbents are exposed to dust, silica, fumes, smoke or gases, grease, oils, and pesticides; and occasionally work is performed below ground and incumbents are subjected to vibration and exposed to solvents, chemicals and/or electrical energy.

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#### **CAREER LADDER INFORMATION**

Experience gained in the classification of Cement Finisher may serve to meet minimum qualifications for promotion to Public Works Supervisor.



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## EQUIPMENT OPERATOR

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### DEFINITION

Under general supervision, safely drives and operates heavy equipment, trucks and tractor/trailer combination vehicles for assigned street maintenance and repair projects; loads, transports and unloads materials and equipment to and from work sites; cleans and ensures proper maintenance of assigned vehicles, equipment and tools; may provide technical supervision and training less experienced operators; and performs related work as required.

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### DISTINGUISHING CHARACTERISTICS

Distinguished from the Lead Maintenance Worker classification as incumbents are not responsible for supervising the work of an assigned crew involved in maintaining and repairing City streets. Distinguished from the Maintenance Worker classification by the performance of specialized duties requiring higher levels of skill, such as the daily operation of heavy trucks and equipment.

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### SUPERVISION EXERCISED/RECEIVED:

Receives general supervision from the Public Works Supervisor; may provide technical or functional supervision to Maintenance Workers.

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### EXAMPLES OF ESSENTIAL DUTIES

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

- Safely drives and operates a broad range of trucks and equipment including heavy construction and maintenance equipment to support the maintenance and repair of City streets, including truck/trailer combination vehicles, track and rubber-tire front-end loaders, loader with an asphalt zipper, grader, dump trucks, skip loaders, tractors, rollers, backhoes, berm machines, knuckle boom trucks, and pavers
- Uses equipment to dig holes and ditches, to move dirt and heavy loads; to transport and dump loads; and to break and load concrete and asphalt and haul to dump sites
- Safely, loads, secures and transports materials, equipment and supplies to and from worksites; delivers and spreads materials
- Conducts and documents pre and post-trip inspections of assigned trucks
- Safely operates hand-held power driven equipment and tools such as chain saws, asphalt and concrete saws, and jack hammers and assists in resurfacing, oiling and patching roads
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor
- Provides instruction to less experienced operators on the safe operation and maintenance of vehicles and equipment
- Flags and directs traffic, and properly positions safety cones, signs and other safety equipment around work sites to ensure the safety of the public and the crew
- Operates construction equipment on an emergency, relief or training basis

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## EXAMPLES OF OTHER DUTIES

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- May provide occasional direction to crew members during normal course of work
- May oversee crews during the absence of the Lead Maintenance Worker
- Performs related duties and responsibilities as required

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## MINIMUM QUALIFICATION GUIDELINES

### Knowledge of:

- Safe and proper operation of assigned vehicles, equipment and tools used in the maintenance and repair of City streets and rights of ways
- Methods, practices and materials used in street maintenance and repair projects
- Principles and practices of street construction including asphalt paving and patching
- Preventive maintenance practices to perform minor operational adjustments on vehicles and equipment
- Safety rules and procedures related to the operation of assigned vehicles and equipment
- Safe driving practices and applicable State and local laws and regulations

### Ability to:

- Effectively and safely operate heavy vehicles and equipment on public streets and work sites
- Perform minor operating adjustments on assigned vehicles, equipment and tools
- Understand and apply applicable safety procedures
- Follow oral and written instructions
- Complete routine written reports
- Perform physical labor for extended periods of time
- Establish and maintain effective working relationships with those contacted in the course of work

## LICENSE/CERTIFICATION REQUIRED

Possess and maintain a valid Class A California Driver's License with appropriate endorsements.

## EDUCATION AND EXPERIENCE

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:*

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and two years of responsible experience in operating construction equipment and/or commercial vehicles.

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## SPECIAL REQUIREMENTS

### Physical Requirements

On a daily basis, the essential duties of this classification require repetitive use of feet and hands to operate vehicles and/or equipment; the ability to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; to maintain body equilibrium to prevent falling

when walking, standing or crouching on narrow, slippery or moving surfaces; to climb, stoop, kneel, crouch, crawl, reach, stand, walk and/or sit for long periods of time; to lift and carry objects weighing up to 60 pounds, to push and pull objects weighing up to 30 pounds; and finger dexterity and hand strength to operate and grasp tools and equipment.

**Work Environment**

Essential duties of this classification are performed primarily in a field environment in all weather conditions. While performing essential duties of the job, incumbents work in an environment of constant noise, are exposed to dust, fumes, smoke, gases, oil, grease, solvents and chemicals, work on uneven and slippery surfaces, work around moving vehicles and equipment and on equipment with moving parts and are subject to continuous vibration.

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**CAREER LADDER INFORMATION**

Experience gained in this classification may serve to meet the minimum qualifications for promotion to the classification of Lead Maintenance Worker or Public Works Supervisor.



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## IRRIGATION SYSTEMS TECHNICIAN

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### DEFINITION

Under general supervision, inspects, tests, maintains, repairs and installs irrigations systems and backflow prevention devices on City properties; diagnoses and troubleshoots problems with field units within the irrigation system including controllers, valves and related systems; provides training and functional guidance to maintenance personnel on the calibration, maintenance and repair of the City's irrigation systems; and performs related work as required or assigned.

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### DISTINGUISHING CHARACTERISTICS

The Irrigation Systems Technician is a specialist in the testing, installation, maintenance and repair of irrigations systems and backflow prevention devices. The classification is distinguished from the Maintenance Worker in that the incumbent does not routinely perform construction, maintenance or landscape work. The classification is distinguished from the Lead Maintenance Worker in that the incumbent does not supervise a crew engaged in the performance of construction, maintenance or landscape work.

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### SUPERVISION EXERCISED/RECEIVED:

Receives general supervision from the Public Works Supervisor or Park Services Supervisor; provides technical or functional supervision to Maintenance Workers.

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### EXAMPLES OF ESSENTIAL DUTIES

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

- Inspects, tests, repairs and replaces backflow prevention devices on City properties
- Inspects, repairs, maintains and modifies existing irrigation systems
- Inspects irrigation system contract sites for compliance with contractual requirements and city codes.
- Diagnoses, troubleshoots and repairs field units including controllers, sprinkler heads, valves and related systems
- Effectively applies regulations, policies and procedures related to area of assignment
- Provides functional training and guidance to maintenance workers on the diagnoses and repair of various components of the City's irrigation systems
- Supervises the work of others and provides training in a lead capacity on assigned projects
- Interfaces with other City departments to implement irrigation system projects.
- Develops and maintains a variety of activity, time and parts records; develops and submits scheduled reports to State and local regulatory agencies
- Conducts cross-connection tests to assess and report on the City's reclaimed water supply
- Safely operates vehicle, equipment, and hand tools required for work assignment
- Researches and orders parts needed for the maintenance, repair, and/or installation of irrigation system components and/or backflow devices

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### EXAMPLES OF OTHER DUTIES

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- Performs other job-related duties as required

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## MINIMUM QUALIFICATION GUIDELINES

### Knowledge of:

- Testing, operation and installation requirements of backflow prevention devices
- Pertinent local, State and Federal rules, regulations, laws and reporting requirements
- Principles of soils; drainage systems
- Hydraulics and water flow, including valves, pumps and controllers
- Plumbing as related to cross connections and water purity
- Potential impacts related to the use of reclaimed water
- Tools and equipment related to duties of work assignment
- Safe work practices and procedures; basic first aid

### Ability to:

- Perform skilled work in the testing, diagnoses, maintenance, repair and installation of backflow prevention devices and the City irrigation systems
- Read, interpret and apply information from blueprints or drawings related to irrigation systems installation, maintenance and repair
- Work independently in the absence of immediate supervision
- Effectively supervise the work of others in a lead capacity, as assigned
- Communicate effectively, orally and in writing
- Maintain accurate records; prepare reports in a timely and accurate manner
- Safely and skillfully operate tools and equipment related to work assignments
- Understand and follow work safety procedures and practices
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work

### LICENSE/CERTIFICATION REQUIRED

Possess and maintain a valid California class C driver's license; possess and maintain a valid certification as a Backflow Prevention Device Tester from Los Angeles County Department of Health Services.

### EDUCATION AND EXPERIENCE

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and a minimum of three (3) years of responsible experience in the installation, maintenance and repair of sprinkler systems or two (2) of experience successfully performing landscape maintenance work.

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### SPECIAL REQUIREMENTS

#### Physical Requirements

On a daily basis, the essential duties of this classification require the ability to stoop, kneel, and crouch, to reach, to stand for long periods of time to walk; to lift, push, pull and carry objects weighing up to 50 pounds; to use finger dexterity and hand strength to operate and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see from one to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

**Work Environment**

Essential duties of this classification are performed primarily in a field environment in various weather conditions. Work is performed on a daily basis around moving objects and vehicles; around machinery with moving parts; on slippery and uneven surfaces; and with hands in water. Incumbents are frequently subject to vibration, exposed to smoke, fumes, gas, dust, grease, oil, pesticides chemicals, treated water, and untreated sewage and may occasionally work in confined spaces, perform duties with hands in water and may be exposed to electrical energy.

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**CAREER LADDER INFORMATION**

Experience gained in the classification of Irrigation Systems Technician may serve to meet minimum qualifications for promotion to Park Services Supervisor or Public Works Supervisor.



## ATTACHMENT D

City of Torrance  
Class Code:

March 2009

## PEST CONTROL TECHNICIAN

### DEFINITION

Under direction, mixes sprays and applies appropriate chemical solutions to control weeds, pests, insects, and diseases; provides training and functional guidance to maintenance personnel on the safe application of chemical solutions for weed, disease and pest control; maintains accurate records and develops and submits scheduled reports on pesticide use to regulatory agencies; researches and reports on pesticide issues and new chemical solutions; updates departmental policies and procedures on the safe application of pesticides; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

The Pest Control Technician is a specialist in the mixing, spraying and application of chemical solutions to control weeds, pests, insects and plant and tree diseases. The classification is distinguished from the Maintenance Worker in that the incumbent does not routinely perform construction, maintenance or landscape work. The classification is distinguished from the Lead Maintenance Worker in that the incumbent does not oversee a crew engaged in the performance of construction, maintenance or landscape work.

### SUPERVISION EXERCISED/RECEIVED:

Receives general supervision from the Public Works Supervisor or Park Services Supervisor; provides technical supervision to Maintenance Workers.

### EXAMPLES OF ESSENTIAL DUTIES

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

- Inspects areas and consults with supervisor relative to schedules, methods, chemicals, materials and formulas to be used and areas to be sprayed
- Safely mixes and sprays trees, plants, shrubs, grasses and other flora with chemical solutions to control weeds, pests, diseases and insects
- Sprays ponds and similar areas to control the growth of mosquito and other insect populations
- Effectively applies regulations, policies and procedures related to area of assignment
- Provides functional training to maintenance workers on the appropriate methods for mixing and applying chemical solutions to control pests, weeds and diseases
- Researches and reports on issues and new chemical control applications
- Updates departmental policies and procedures on the safe application of pesticides
- Develops and maintains accurate records on pesticide use; completes and submits scheduled reports to regulatory agencies
- Implements required tasks and duties as mandated by State and Federal regulations and prepares and submits required reports in a timely and accurate manner.
- Acts as the liaison for the City and coordinates with vendors and outside agencies to ensure compliance with regulations, policies and procedures related to the application of chemical solutions to control weeds, pests, insects and diseases.
- Safely operates a vehicle towing spray equipment using defensive driving practices
- Safely operates power driven spray equipment; and disassembles, maintains and repairs spray apparatus including spray guns and hose and reel assembly

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## EXAMPLES OF OTHER DUTIES

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- Performs other job-related duties as required

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## MINIMUM QUALIFICATION GUIDELINES

### Knowledge of:

- Tools and techniques for the proper use and application of chemicals used to control weeds, diseases, insects and other pests
- Pertinent local, State and Federal rules, regulations, laws and reporting requirements
- Proper maintenance of spray equipment
- Safe work practices and procedures related to use of chemical sprays
- Treatment for pesticide poisoning and basic first aid

### Ability to:

- Safely perform skilled work in the preparation and application of chemical solutions to control weeds, diseases, insects and other pests
- Work independently in the absence of immediate supervision
- Communicate effectively, orally and in writing
- Maintain accurate records; and prepare reports in a timely and accurate manner
- Safely and skillfully operate tools and equipment related to work assignments
- Maintain and make minor repairs to spray apparatus
- Read and comprehend pertinent rules, laws and regulations and specialized materials such as technical manuals, written instructions, and mixing formulas
- Understand and follow work safety procedures and practices
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work

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## LICENSE/CERTIFICATION REQUIRED

Possess and maintain a valid California class C driver's license; and possess and maintain a valid Qualified Applicator Certificate.

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## EDUCATION AND EXPERIENCE

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and a minimum of three (3) years of responsible experience in the identification, mixing and use of chemical solutions to address weed, disease and pest control or two (2) of experience successfully performing landscape maintenance work.

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## SPECIAL REQUIREMENTS

### Physical Requirements

On a daily basis, the essential duties of this classification require the ability to stoop, kneel, and crouch, to reach, to stand for long periods of time to walk; to lift, push, pull and carry objects weighing up to 20 pounds; to use finger dexterity and hand strength to operate and grasp tools and equipment;

the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see from one to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

**Work Environment**

Essential duties of this classification are performed primarily in a field environment under various weather conditions. Work is performed on a daily basis around moving objects and vehicles; around machinery with moving parts; on slippery and uneven surfaces; and with hands in water. On a daily basis, the incumbent is exposed to pesticides, solvents, and chemicals. Occasionally, the incumbent is subjected to vibration; an atmosphere of constant noise; and/or exposed to silica, smoke, fumes, gas, dust, grease, and oil.

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**CAREER LADDER INFORMATION**

Experience gained in the classification of Pest Control Technician may serve to meet minimum qualifications for promotion to Park Services Supervisor or Public Works Supervisor.



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## WASTEWATER TECHNICIAN

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### DEFINITION

Under general supervision, performs a variety of routine duties to assist with the servicing, cleaning, maintenance, inspection and repair of the City's wastewater collection systems; learns to safely operate a sewer vacuum truck, video truck and a variety of manual and power driven equipment, devices and tools; cleans and ensures maintenance of all assigned vehicles, equipment and tools; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

Wastewater Technician is the journey level classification in the Wastewater Technician series. Incumbents in this classification are distinguished from the Maintenance Worker by the ability to perform the full range of assigned duties and tasks under general supervision, the safe operation of assigned tools and equipment, and a greater complexity of work assignments. Distinguished from the Public Works Supervisor as incumbents are not responsible for supervising the work of crews collecting refuse or cleaning City streets.

### SUPERVISION EXERCISED/RECEIVED:

Receives general supervision from the Public Works Supervisor; may provide technical supervision to Maintenance Workers.

### EXAMPLES OF ESSENTIAL DUTIES

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

#### **Wastewater Technician**

- Reads sewer and storm drain system maps to locate manholes, sewer lines and connections
  - Uses a variety of hydro-jet equipment to clean and maintain the City's sewer systems and storm drain facilities
  - Uses a variety of manual and power driven equipment, devices and tools to clean, repair and replace pumps and valves at sewer lift and storm drain pumping stations
  - Locates breaks in sewer line and storm drain pipes; excavates and shores trenches; repairs, replaces or installs new sewer and/or storm drain pipes as appropriate
  - Safely operates large trucks, backhoes, skip loaders and a variety of manual and power-driven equipment, devices and tools; tows equipment to job sites
  - Inspects assigned equipment daily to ensure safe and reliable operation
  - Flags and directs traffic, and properly positions safety cones, signs and other safety equipment around work sites to ensure the safety of the public and the crew
  - Responds to routine questions from the public relative to clogged drains or system breaks and refers unresolved complaints to supervisor for resolution
  - Prepares a variety of routine reports and maintains a variety of system, equipment and work activity logs and records
  - Responds to various sewer maintenance emergencies and may be subject to call out during non-work hours
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## **EXAMPLES OF OTHER DUTIES**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- May provide training to less-experienced staff or Maintenance Workers.
  - May set flow and sample meter devices
  - Performs other job-related duties as required
- 

## **MINIMUM QUALIFICATION GUIDELINES**

### **Knowledge of:**

- Methods, practices, equipment, tools, and materials used in the inspection, cleaning, maintenance and repair of wastewater collection systems
- Safety practices applicable to biohazard conditions and wastewater collection systems cleaning, maintenance and repair
- Pumps and valves used in sewer lift pumping stations
- Basic methods and use of hand and power tools, materials and equipment used in public works maintenance and construction work
- Safe work methods and pertinent safety regulations
- Basic safety and first aid practices
- Effective public service techniques

### **Ability to:**

- Safely and effectively operate all types of specialized wastewater collection system maintenance equipment
- Perform heavy physical labor safely for extended periods
- Work in confined spaces
- Wear specialized breathing apparatus
- Safely and properly set up work sites on public streets
- Prepare and maintain a variety of routine system, equipment and work activity reports and records
- Follow and understand oral and written instructions, including wastewater collection system maps, work orders, safety and operating manuals and a variety of policies, procedures, rules and regulations
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform heavy and sustained manual labor
- Effectively follow oral and written instructions
- Learn and effectively perform work methods specific to the maintenance of wastewater collection systems
- Follow work safety procedures and practices
- Safely and effectively operate a variety of hand and power tools and equipment
- Operate vehicles while observing legal and defensive driving practices
- Work in confined spaces
- Wear specialized breathing apparatus
- Complete basic time and activity records and reports
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work

**LICENSES/CERTIFICATIONS REQUIRED:**

Possess and maintain a valid Class B California Driver's License with appropriate endorsements; and forklift certification prior to the completion of the probationary period.

**EDUCATION AND EXPERIENCE**

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

A minimum of one (1) year of responsible experience performing inspection, construction, maintenance and servicing of wastewater collection comparable to the work performed by a Maintenance Worker assigned to Wastewater which includes completion of required training and attainment of required proficiency, licenses and certifications.

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**SPECIAL REQUIREMENTS**

Incumbents may be subject to call-out during non-working hours; may be required to wear breathing apparatus to safely perform duties of the job and may perform work in confined spaces.

**Physical Requirements**

On a daily basis, the essential duties of this classification require the ability to climb ladders; to stoop, kneel, and crouch, to reach, to sit and stand for long periods of time; to walk; to lift, push, pull and carry objects weighing up to 75 pounds and/or weighing up to 200 pounds with assistance; to use finger dexterity and hand strength to operate and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

**Work Environment**

Essential duties of this classification are performed primarily in a field environment in all weather conditions. Work is performed on a daily basis in an atmosphere of constant noise, around moving objects and vehicles, on ladders and scaffolding, and below ground. Incumbents are frequently subject to vibration, exposed to smoke, fumes, gas, dust, grease, oil, chemicals, treated water, and untreated sewage, and must work in confined spaces. On a less frequent basis, incumbents perform duties around machinery with moving parts, with hands in water and may be exposed to electrical energy.

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**CAREER LADDER INFORMATION**

If incumbent possesses a class B California driver license, experience gained as a Wastewater Technician level may serve to meet minimum qualifications for transfer to the classification of Equipment Operator or Sanitation Equipment Operator or promotion to Public Works Supervisor.



## ATTACHMENT F

City of Torrance  
Class Code:

March 2009

## SANITATION EQUIPMENT OPERATOR

### DEFINITION

Under general supervision, operates a refuse packer truck, recycling truck, green waste vehicle and/or other equivalent waste collection vehicle to collect and dispose of solid waste and recyclable commodities or operates a heavy motor broom and vacuum street sweeper to clear streets of debris for an assigned route; cleans and maintains assigned equipment and supplies, may provide technical supervision and training to less experienced drivers/operators; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

Distinguished from the Public Works Supervisor as incumbents are not responsible for supervising the work of crews collecting refuse or cleaning City streets. Distinguished from the Maintenance Worker classification by the performance of specialized duties requiring higher levels of skill, such as the daily operation of heavy trucks and equipment.

Distinguished from the Equipment Operator classification as the latter classification has the responsibility for driving and operating a variety of vehicles and equipment, including heavy maintenance and construction equipment and truck/trailer combinations requiring possession of a class A California commercial driver's license.

### SUPERVISION EXERCISED/RECEIVED:

Receives general supervision from the Public Works Supervisor; may provide technical supervision to Maintenance Workers.

### EXAMPLES OF ESSENTIAL DUTIES

The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.

#### Refuse Unit

- Safely drives a side or front loading and/or roll-off truck on an assigned route and according to an established schedule to collect refuse, recyclable materials, and/or green waste
- Transports and disposes of refuse, recyclable and green waste materials at designated sites
- Cleans, greases and visually inspects assigned equipment daily to ensure safe operation
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor
- Maintains mileage, weight, route and vehicle inspection and service records
- Provides instruction to crew members on the safe operation and maintenance of vehicles and equipment; refuse pickup, transport and disposal procedures; and assigned routes and schedules
- Provides information to the public on refuse, recyclable, and green waste removal policies, procedures and schedules and receives and responds to complaints as appropriate
- Informs supervisor of problems that occur along the route
- Performs emergency road hazard clean ups.
- Responsible for loading and maintaining roll off area where sweepers unload

**Sweeper Unit**

- Safely operates a heavy vacuum and broom type motor-driven sweeper on an assigned route and according to an established schedule to clean streets and gutters and to pick up debris
- Inspects equipment during operation and makes minor operating adjustments to chains, gears, brooms and sprinklers
- Assembles and installs gutter brooms
- Fills water tanks at regular intervals and regulates valves to control water pressure
- Cleans, greases and visually inspects assigned equipment daily to ensure safe operation
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor
- Maintains mileage, water consumption, number and location of dumps and sweeper inspection and service records
- Provides instruction to crew members on the safe operation of sweepers and equipment, operating procedures, and assigned routes and schedules
- Provides information to the public on street sweeping policies, procedures and schedules and receives and responds to complaints as appropriate
- Informs supervisor of problems that occur along the route

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**EXAMPLES OF OTHER DUTIES**

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Delivers, replaces and/or repairs refuse, recyclable and green waste containers
- Performs related duties and responsibilities as required

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**MINIMUM QUALIFICATION GUIDELINES****Knowledge of:**

- Safe and proper operation of assigned vehicles, equipment and tools used in the disposal of solid waste or for cleaning City streets
- Preventive maintenance practices to keep assigned vehicles, equipment and tools operational and safe
- Safety rules and procedures related to the operation of assigned vehicles and equipment
- Safe driving practices and applicable State and local laws and regulations
- Safety practices related to lifting heavy articles
- Standard methods and practices of waste removal or street cleaning
- Operating policies, procedures, routes and schedules related to work assignment

**Ability to:**

- Safely operate assigned vehicles and equipment in the removal of refuse, recyclables and green waste or sweeping and cleaning City streets
- Perform minor operating adjustments and maintenance on assigned vehicles, equipment and tools
- Ability to follow verbal and written instructions
- Complete routine written reports
- Lift heavy loads and articles repeatedly in a safe manner
- Establish and maintain effective working relationships with those contacted in the course of work

**LICENSE/CERTIFICATION REQUIRED**

Possess and maintain a valid Class B California Driver's License with appropriate Air Brake endorsement.

**EDUCATION AND EXPERIENCE**

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and one year of responsible experience in operating construction, agricultural, or heavy vehicular equipment and/or refuse trucks.

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**SPECIAL REQUIREMENTS****Physical Requirements**

On a daily basis, the essential duties of this classification require repetitive use of feet and hands to operate vehicles and/or equipment; the ability to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces; to reach, sit and stand for long periods of time, to walk; to lift and carry objects weighing between up to 75 pounds, or up to 100 pounds with assistance, and to push and pull objects weighing up to 75 pounds; and finger dexterity and hand strength to operate and grasp tools and equipment.

**Work Environment**

Essential duties of this classification are performed primarily in a field environment in all weather conditions. Work is regularly performed on uneven and slippery surfaces, on ladders, around moving vehicles and equipment and on equipment with moving parts and subject to continuous vibration. While performing essential duties incumbents are regularly exposed to high frequency and constant noise, dust, silica, allergens, chemicals, solvents, fumes, smoke, gases, grease, and oil.

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**CAREER LADDER INFORMATION**

Experience gained in this classification may serve to meet minimum qualifications for promotion to Lead Maintenance Worker or Public Works Supervisor. If incumbent possesses a class A California Driver's License, experience gained in this classification may serve to meet minimum qualifications for transfer to the classification of Equipment Operator.



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## MAINTENANCE WORKER

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### DEFINITION

Under general supervision, performs a variety of routine unskilled to semi-skilled manual labor and maintenance work and safely operates a variety of vehicles, tools and equipment required to maintain the general appearance of the City and to assist with the removal of trash and debris and/or the maintenance, replacement and repair of City parks, trees, grounds, facilities, streets, sidewalks, medians, parkways, traffic signals and signage; and performs related work as required in one of the following areas:

- **Park Services:** as a member of a crew, performs routine assignments to assist in the maintenance, replacement and basic repair of City parks, trees and landscaping, irrigation systems and recreational facilities.
- **Concrete:** as a member of a crew, performs manual labor and unskilled to semi-skilled concrete work to assist with the construction and/or repair of City curbs, gutters, sidewalks and other concrete structures.
- **Sanitation:** individually and as a member of a crew, assists with refuse loading and packing; repairs sweeper brooms, maintains equipment; and serves as relief driver on a refuse truck or motor sweeper once license and training requirements are met.
- **Street Maintenance:** as a member of a crew, performs light to heavy manual labor and assigned semi-skilled construction work and safely operates a variety of tools and equipment to assist with the construction and repair of City streets.
- **Streetscape:** as a member of a crew, performs routine assignments to assist in the maintenance, and replacement of trees and grounds, and the basic repair of irrigation systems located on City parkways and medians.
- **Traffic and Lighting:** as a member of a crew, performs unskilled to semi-skilled assignments to assist journey-level craft workers with the maintenance, replacement and/or repair of traffic signals; traffic signs and street markings.
- **Transit:** cleans and services Transit bus stop shelters and adjacent grounds and safely operates vehicles and equipment.

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### DISTINGUISHING CHARACTERISTICS

This is the entry level classification of field operations positions. It is typically used to train incumbents on maintenance methods and the safe operation of a variety of tools and equipment. Over time, Incumbents normally perform the full range of duties and tasks related to area of assignment, the safe operation of assigned tools and equipment, the greater complexity of work assignments, the level of independent judgment and initiative exercised in the performance of assignments, and the provision of functional training and guidance to less-experienced workers as assigned.

The Maintenance Worker is distinguished from the advanced-journey lead classifications of Lead Maintenance Worker, and Cement Finisher, in that the incumbents in the latter classifications work independently, and act in a lead capacity, to organize and ensure the safety of job sites and possess an advanced level of job-related knowledge and skills.

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### **SUPERVISION EXERCISED/RECEIVED:**

Receives general supervision from the Public Works Supervisor, Park Services Supervisor or Fleet Services Supervisor; may receive technical or functional supervision from the higher level staff typically in a lead or senior capacity.

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### **EXAMPLES OF ESSENTIAL DUTIES**

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

- Performs light to heavy manual labor and/or unskilled to semi-skilled tasks to assist with removal of trash and debris and/or construction, maintenance, replacement, and repair of City streets, sidewalks, traffic signals and signage
- Safely operates a variety of vehicles, equipment, and hand and/or power tools related to area of assignment
- As appropriate, pre-trip and post-trip checks and maintains assigned vehicles and equipment
- Learns and effectively applies regulations, policies and procedures related to area of assignment
- Develops and keeps simple records and makes routine reports
- Responds to requests and inquiries received from the general public

*In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:*

#### **Park Services:**

- Weeds, cultivates, plants, fertilizes, and irrigates lawns and landscaped areas
- Safely uses power equipment and hand tools to mow (using non-riding mowers), aerate and edge lawn areas
- Prunes and trims trees, shrubs and hedges; stakes trees as necessary
- Rakes, sweeps and vacuums leaves and lawn clippings; clears debris from walks, fields, and other facilities
- Identifies need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator or makes referral for appropriate treatment.
- Inspects and performs basic repair on playground equipment, picnic tables, barbecues and other equipment; refers as appropriate for more extensive repairs
- Prepares and maintains athletic fields and related facilities; grades, fills, and shapes baseball diamonds
- Installs, maintains and repairs water lines, irrigation and sprinkler systems; changes and adjusts heads and may reset/schedule automatic control systems

#### **Streetscape:**

- Weeds, cultivates, plants, fertilizes, and irrigates landscaped medians and parkways
- Safely uses power equipment and hand tools to mow, aerate and edge lawn areas
- Prunes and trims trees, shrubs and hedges; stakes trees as necessary
- Rakes, sweeps and vacuums leaves and lawn clippings; clears debris from work area
- Provides traffic control, setting up and removing signage, cones and barricades as appropriate to the job site
- Care and maintenance of plants, trees, grasses, flowers and shrubs
- Traffic control rules and regulations

#### **Concrete:**

- Loads and unloads supplies, tools and equipment
- Picks up concrete, as needed

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- Breaks up, picks up and dumps concrete, dirt and roots
- Assists and/or forms worksites for concrete
- Pours and spreads concrete and assists in finishing concrete using appropriate tools and materials
- Removes forms and cleans work site

#### **Sanitation**

- Assists in picking up refuse, waste, trash and discarded household items
- Loads refuse into truck, exercising safe lifting practices
- Replaces containers; tags unsafe containers
- Operates refuse, recycling and green waste trucks and/or motor sweeper as a relief driver
- Builds and delivers cans
- Operates service truck
- Repairs brooms for sweepers

#### **Street Maintenance:**

- Loads and unloads supplies, tools and equipment
- Picks up asphalt from asphalt plant
- Breaks up, picks up and dumps asphalt, dirt and debris
- Prepares area for asphalt; oils area using a compressor; dumps, spreads and rakes asphalt; seals, caps and cleans area
- Provides traffic control, setting up and removing signage, cones and barricades as appropriate to the job site

#### **Traffic and Lighting:**

- Performs manual labor and/or semi-skilled trades work and operates equipment to assist Traffic Electricians with the installation and/or repair of traffic signals
- Performs manual labor and/or semi-skilled trades work and operates a variety of equipment to assist the Traffic Painter with the construction and installation of traffic signs, painting of curbs and the painting and/or installation of traffic patterns on City streets

#### **Transit:**

- Performs inspections of bus stops and bus shelters
- Pressure washes shelters and replaces panels
- Picks up litter, removes graffiti
- Repairs and/or replaces basic lighting components
- Installs information in kiosks and 2-sided displays and repairs as needed
- Installs trash receptacles

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#### **EXAMPLES OF OTHER DUTIES**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- May provide training to less-experienced maintenance and seasonal staff
  - Performs other job-related duties as required
- 

#### **MINIMUM QUALIFICATION GUIDELINES**

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**Knowledge of:**

- Basic methods and proper and efficient use of hand and power tools, materials and equipment used in maintenance and construction trades
- Basic safety and first aid practices
- Effective public service techniques
- Defensive driving practices
- Methods, techniques, tools and operating characteristics of equipment used in light to heavy construction, installation and maintenance projects

*In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:*

**Park Services:**

- Care and maintenance of plants, trees, grasses, flowers and shrubs Modern methods, techniques, materials and safe operation of equipment used for landscaping, grounds and irrigation systems maintenance and repair
- Plant pests and diseases, and methods of control and eradication
- Water line and irrigation system installation, maintenance and repair
- Methods, techniques and tools and operating characteristics of mechanical equipment used in the construction and maintenance of parks, buildings and recreation facilities

**Streetscape:**

- Care and maintenance of plants, trees, grasses, flowers and shrubs
- Traffic control rules and regulations
- Modern methods, techniques, materials and safe operation of equipment used for landscaping maintenance and irrigation system installation and repair
- Plant pests and diseases, and methods of control and eradication
- Water line and irrigation system installation, maintenance and repair

**Concrete:**

- Basic methods and techniques used in concrete construction and repair projects
- Traffic control rules and regulations
- Modern methods, techniques, materials and safe operation of equipment used for the planning, forming, pouring and finishing of concrete slabs, curbs, gutters, and sidewalks.
- Traffic control rules and regulations

**Sanitation:**

- Maps and routes and interpretation of street maps
- Operating characteristics of vehicles with automatic and manual transmissions
- Operational characteristics of a variety of refuse trucks and/or motor sweepers
- California driving rules and regulations

**Street Maintenance:**

- Street maintenance and repair methods and techniques
- Traffic control rules and regulations
- Modern methods, techniques, materials and safe operation of equipment used for street maintenance, construction and repair projects

**Traffic and Lighting:**

- Basic electrical theory and painting and stenciling techniques
- Traffic control rules and regulations
- DMV regulations relative to traffic signage
- Modern methods, techniques, materials, regulations and safe operation of equipment used for traffic signal installation and repair; and the construction and installation of traffic signage

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### Transit

- Basic cleaning techniques and equipment.
- Basic cleaning chemicals, interactions, danger signs and safe disposal methods.

### Ability to:

- Perform heavy and sustained manual labor
- Operate vehicles while observing legal and defensive driving practices
- Effectively follow oral and written instructions
- Speak, read, and write Basic English.
- Follow work safety procedures and practices
- Complete basic work activity records and time reports
- Learn and effectively perform maintenance techniques specific to work assignment
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work
- Work independently in the temporary absence of supervision
- Guide the activities of less-experienced maintenance and seasonal staff
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments

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### LICENSE/CERTIFICATION REQUIRED

Possess and maintain a valid class C California Driver license at time of hire; and obtain the required grade with appropriate endorsements as required by work assignment (as listed below) and forklift certification prior to the completion of the probationary period.

**Park Services:** (a) California driver license class C is required for most Park assignments; (b) A California driver license class A is required for assignments to the Projects crew.

**Streetscape:** California driver license class B is required.

**Concrete:** California driver license class B is required.

**Sanitation:** California driver license class B is required.

**Street Maintenance:** California driver license class A is required.

**Traffic and Lighting:** California driver license class C is required; there is occasional need for a class B license.

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### EDUCATION AND EXPERIENCE

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance.

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### SPECIAL REQUIREMENTS

#### Physical Requirements

On a daily basis, the essential duties of this classification require the ability to climb ladders; to stoop, kneel, crawl and crouch, to reach, to stand for long periods of time and to sit for extended periods while operating vehicles and equipment; to walk; to lift, push, pull and carry objects weighing up to 75 pounds; to use finger dexterity and hand strength to operate and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by

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touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

### **Work Environment**

Dependent upon assignment, essential duties of this classification are performed primarily in a field environment in various weather conditions. Work is performed on a daily basis in an atmosphere of constant noise; around moving objects and vehicles; around machinery with moving parts; on ladders and scaffolding; and occasionally below ground. Incumbents are frequently subject to vibration, exposed to smoke, fumes, gas, dust, grease, oil, pesticides chemicals, treated water, and untreated sewage and may occasionally work in confined spaces, perform duties with hands in water and may be exposed to electrical energy.

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### **CAREER LADDER INFORMATION**

Experience gained in the classification may serve to meet minimum qualifications for promotion to Lead Maintenance Worker, Cement Finisher, Tree Trimmer, Irrigation Systems Technician, Traffic Painter, Cement Finisher, or Wastewater Technician.

If incumbent possesses a class B California driver license, experience gained at this level may serve to meet minimum qualifications for promotion to the classification of Sanitation Equipment Operator.

If incumbent possesses a class A California driver license, experience gained at this level may serve to meet minimum qualifications for promotion to the classification of Equipment Operator.

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## LEAD MAINTENANCE WORKER

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### DEFINITION

Under general supervision, assists, leads, instructs, directs and monitors the work of a small crew engaged in the maintenance and repair of parks, parkways, medians, trees, recreational and park facilities and City properties; and in the construction, repair and maintenance of City streets; develops and maintains a variety of time and materials records and reports; and performs related work as required in one of the following areas:

- **Park Services:** Leads, instructs, assists, and ensures the safety of a small crew engaged in the care and maintenance of landscape activities or the installation, maintenance and repair of City park facilities and equipment within assigned City parks, and oversees and assists with the inspection, maintenance and basic repair of irrigation systems and park and recreational facilities and equipment.
- **Streetscape:** Leads, instructs, assists, and ensures the safety of a small crew engaged in the care and maintenance of landscape and trees on assigned City medians and parkways; oversees and assists with the calibration, maintenance and basic repair of irrigation systems at those sites; and plans and establishes traffic safety patterns to ensure the safety of the crew and the public.
- **Street Operations:** Leads, instructs, assists and ensures the safety of crews engaged in the construction, repair and maintenance of City streets, sumps and ditches; and performs a variety of skilled construction, maintenance and/or trades work; transports and safely operates a variety of vehicles, tools and complex equipment.

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### DISTINGUISHING CHARACTERISTICS

This is the lead classification within the Maintenance Worker series. Incumbents in this classification are distinguished from the Maintenance Worker by the responsibility for crew leadership and the safety of assigned work sites; the ability to perform the full range of duties and tasks related to area of assignment; greater complexity of work assignments; a higher level of independent judgment and initiative exercised in the performance of assignments; and the potential impact of erroneous decisions on worker and public safety and operating schedules.

This classification is distinguished from the classifications of Parks Services Supervisor and Public Works Supervisor as these classifications have full supervisory responsibility for the performance of multiple crews engaged in the work of their work division; while the Lead Maintenance Worker has responsibility for the leadership of an assigned crew and job site safety; full supervisory responsibility for crew performance remains with the division supervisor.

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### SUPERVISION EXERCISED/RECEIVED:

Receives general supervision from the Public Works Supervisor or a Park Services Supervisor; may provide technical supervision to Maintenance Worker.

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### EXAMPLES OF ESSENTIAL DUTIES

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

- Leads, instructs and assists an assigned crew engaged in the maintenance and repair of parks, parkways, medians, trees, recreational and park facilities and City properties or in the construction, repair and maintenance of City streets, sumps and ditches.

- Confers with supervisor relative to crew member performance and on deviations from work schedules or assignments
- Safely transports and operates a variety of vehicles, equipment, and hand and/or power tools related to area of assignment
- Cleans, greases and visually inspects assigned equipment daily to ensure safe operation
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor
- Oversees field maintenance of tools and equipment
- Develops and maintains time and materials records and prepares periodic and special reports
- Organizes worksite to ensure availability of needed tools, equipment and materials and to ensure job site safety
- Responds to requests and inquiries received from the general public and refers for more in-depth responses, as appropriate

*In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:*

#### **Park Services:**

- Leads, instructs and assists an assigned crew engaged in the planting, cultivation, and maintenance of trees, shrubs, ground cover and grass in assigned City parks and in the inspection, maintenance and basic repair of park and recreational facilities and equipment
- Oversees and assists a variety of grounds maintenance activities including, mowing, edging, cultivating, planting, and fertilizing lawns and landscaped areas; and the staking of trees as necessary
- Identifies need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator or makes referral for appropriate treatment
- Directs and/or Installs, maintains and repairs water lines, irrigation and sprinkler systems; changes and adjusts heads and calibrates automatic control systems

#### **Streetscape:**

- Leads, instructs and assists an assigned crew engaged in the planting, cultivation, and maintenance of trees, shrubs, ground cover and grass on assigned City medians and parkways
- Identifies need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator or makes referral for appropriate treatment.
- Prepares trees for removal, removes roots and stumps using a stump grinding machine.
- Operates all power equipment necessary to perform tree trimming/landscape operations including: aerial truck, chipper, root grinder, stump grinder, backhoe, skip loader, water truck, and chain saws.
- Uses axes, power or hand saws and other basic trimming tools to prune trees, remove limbs and branches.
- Responds to emergency calls for tree removal and trimming, and takes appropriate action.
- Calibrates, maintains and performs basic repair of irrigation systems at assigned job sites; refers as appropriate for specialized repair
- Plans and establishes traffic safety patterns, setting up and removing signage, cones and barricades as appropriate to ensure job site and public safety

#### **Street Operations:**

- Leads, instructs and assists an assigned crew engaged in the construction, repair and maintenance of City streets; cutting out, backfilling and compacting patching material; and rolling areas with oil, rock, asphalt and other permanent paving materials after excavations have settled to fill and holes, ditches and cracks in City streets

- Plans and establishes traffic safety patterns, setting up and removing signage, cones and barricades as appropriate to ensure job site and public safety
- Develops and maintains time and materials records and prepares periodic and special reports

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### **EXAMPLES OF OTHER DUTIES**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- Conducts equipment safety training.
- Responds to emergency calls during work and may be subject to call out during non work hours.
- Performs other job-related duties as required

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### **MINIMUM QUALIFICATION GUIDELINES**

#### **Knowledge of:**

- Basic methods and proper and effective use of hand and power tools, materials and equipment used in maintenance, construction trades and/or gardening
- Work safety and basic first aid practices
- Principles of supervision
- Basic mathematics
- Standard departmental work procedures
- Effective public service techniques
- Defensive driving practices
- City and Department Mission including strategic goals and objectives; and
- General City operations.

*In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:*

#### **Park Services:**

- Proper care and maintenance of plants, trees, grasses, flowers and shrubs
- Park maintenance procedures
- Modern methods, techniques, and materials used for landscaping, grounds
- Plant pests and diseases, and methods of control and eradication
- Water line and irrigation system installation, maintenance and repair

#### **Streetscape:**

- Proper care and maintenance of plants, trees, grasses, flowers and shrubs including planting, pruning, shaping, trimming and maintenance methods and procedures for different tree species
- Modern methods, techniques, materials used for landscaping, and grounds
- Water line and irrigation system installation, maintenance and repair
- Traffic control rules and regulations
- Tree pruning and removal techniques;
- Common and botanical names of trees;
- Various kinds of soil preparation in planting work and the use of different kinds of fertilizers;
- Insects, parasites and fungi, and the pesticide sprays or other means for their extermination;
- Customer service principles;
- Tree trimming guidelines according to ANSI (American National Standards Institute) and ISA (International Society of Arboriculture);
- Safety guidelines according to OSHA (Occupational Safety and Health Administration);

- Safety practices related to the use of chain saws and other power tools, vehicle and equipment operation, heavy lifting, and general field operations;
- Proper use and maintenance of hand tools, power tools and equipment used in tree maintenance;

### **Street Operations**

- Methods, terminology, tools and equipment used in street construction and repair
- Characteristics and uses of concrete, asphalt and a variety of paving materials
- Standard safety practices and devices used in street construction and repair projects
- Traffic control rules and regulations

### **Ability to:**

- Plan, schedule, inspect, monitor and assist the work of an assigned crew
- Read and interpret plans and specifications
- Physically perform sustained manual labor
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments
- Operate vehicles with automatic transmissions observing legal and defensive driving practices
- Effectively follow oral and written instructions
- Identify and effectively resolve technical problems related to work assignments
- Understand, follow and instruct others on work safety procedures and practices
- Develop and maintain time and material records and produce a variety of reports
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments

### **LICENSE/CERTIFICATION REQUIRED**

Possess and maintain a valid California Driver license of appropriate class or grade with appropriate endorsements as required by work assignment.

**Park Services:** California driver license class A is required for Park assignments.

**Streetscape:** California driver license class B is required for some of the equipment operated or hauled in this division.

**Street Operations:** California driver license class A is required.

### **EDUCATION AND EXPERIENCE**

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and a minimum of three (3) years of responsible experience performing landscaping, construction and/or maintenance duties comparable to that of a Maintenance Worker that includes completion of required training and attainment of required proficiency and certifications.

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### **SPECIAL REQUIREMENTS**

#### **Physical Requirements**

On a daily basis, the essential duties of this classification require the ability to climb ladders; to stoop, kneel, crawl and crouch, to reach, to stand for long periods of time and to sit for extended periods while operating vehicles and equipment; to walk; to lift, push, pull and carry objects weighing up to 50 pounds and up to 100 pounds with assistance; to use finger dexterity and hand strength to operate

and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

### **Work Environment**

Dependent upon assignment, essential duties of this classification are performed primarily in a field environment in various weather conditions. Work is performed on a daily basis in an atmosphere of constant noise; around moving objects and vehicles; around machinery with moving parts; on ladders and scaffolding; and occasionally below ground. Incumbents are frequently subject to vibration, exposed to smoke, fumes, gas, dust, grease, oil, pesticides chemicals, treated water, and untreated sewage and may occasionally work in confined spaces, perform duties with hands in water and may be exposed to electrical energy.

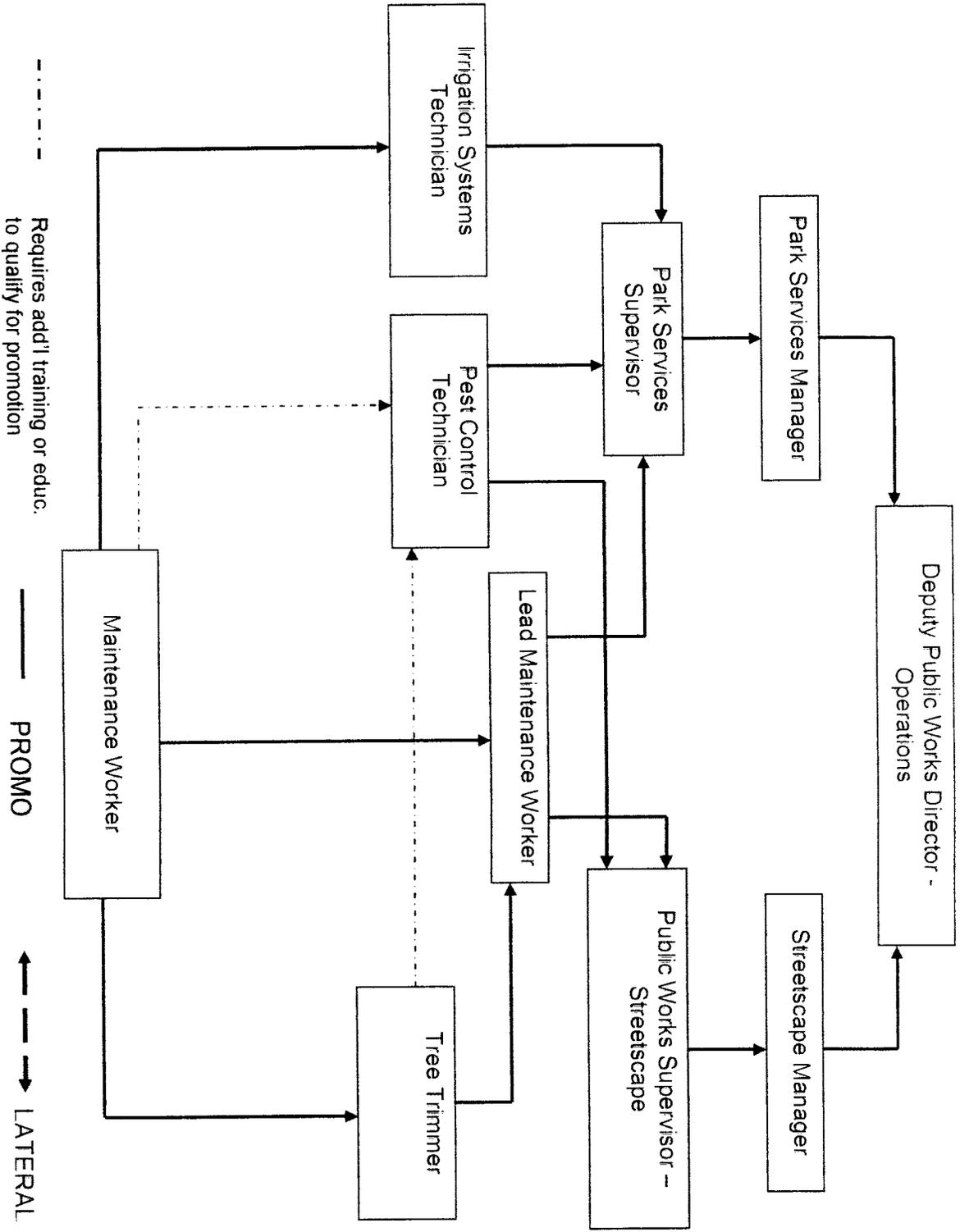
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### **CAREER LADDER INFORMATION**

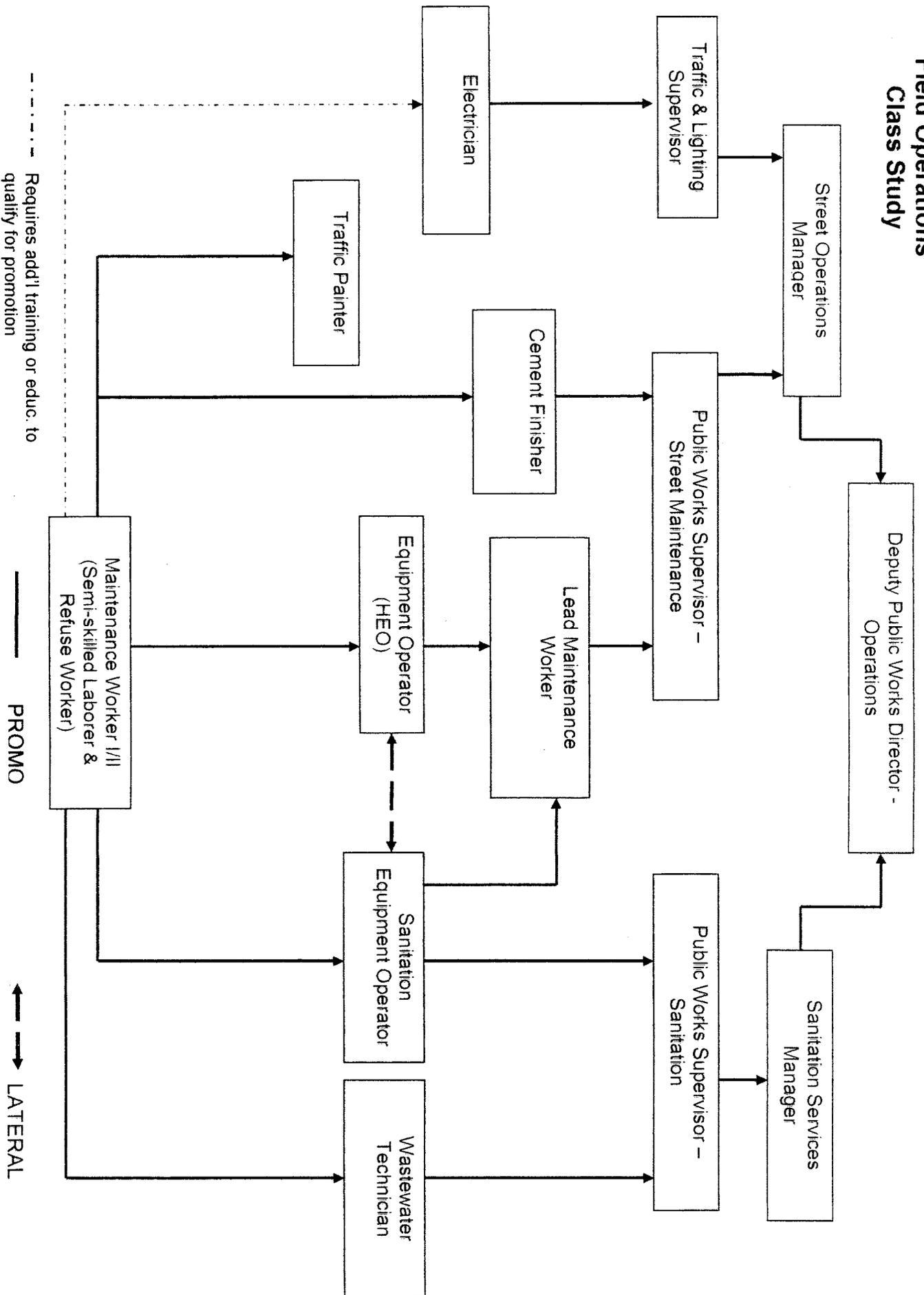
Experience gained in the classification of Lead Maintenance Worker may serve to meet minimum qualifications for promotion to Public Works Supervisor or Parks Services Supervisor.



**Field Operations  
Career Ladder**



# Field Operations Class Study



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## CEMENT FINISHER

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### DEFINITION

Under general supervision, performs skilled concrete construction and cement finishing work; assists, leads, assigns, instructs, and monitors the work of a crew engaged in the removal, construction and repair of curbs, gutters, walks, sidewalks, driveway aprons, ramps and other concrete structures throughout the City; organizes worksite and ensures job site safety; transports and safely operates a variety of vehicles, tools and equipment; and performs related work as required.

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### DISTINGUISHING CHARACTERISTICS

The Cement Finisher is an advanced-journey level specialist with lead responsibility. This classification is distinguished from the classification of Maintenance Worker by the greater level of technical knowledge and experience required for successful performance of the full range of assigned duties, the responsibility for crew leadership and job site safety; the greater complexity of work assignments; a higher level of independent judgment and initiative exercised in the performance of assignments; and the potential impact of erroneous decisions on worker and public safety and operating costs and schedules.

The Cement Finisher is distinguished from the Lead Maintenance Worker by lead responsibility of a crew engaged in concrete construction and cement finishing work. The Cement Finisher is distinguished from the Public Works Supervisor as the latter classification has full supervisory responsibility for the performance of multiple crews engaged in the work of an assigned work division; while the Cement Finisher performs advanced-journey level concrete construction and cement finishing work with responsibility for the field supervision of an assigned crew and job site safety.

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### SUPERVISION EXERCISED/RECEIVED:

Receives general supervision from the Public Works Supervisor; provides technical or functional supervision to Maintenance Workers.

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### EXAMPLES OF ESSENTIAL DUTIES

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

- Leads, instructs, assigns and assists an assigned crew engaged in concrete construction and repair and cement finishing work
- Organizes worksite to ensure availability of needed tools, equipment and materials and to ensure job site safety
- Calculates square footage of job sites and orders accurate amounts of concrete to complete assigned projects
- Breaks out, removes, repairs, and cleans broken concrete areas
- Sets wood and metal forms; lays and grades job sites to engineering specifications

- Pours concrete to construct curbs, gutters, sidewalks, driveway aprons, ramps and other concrete structures to engineering specifications
- Finishes concrete structures and cement surfaces using trowels, floats, straight edges, joiners and screens to obtain specified texture and shape
- Surveys curbs and gutters for proper drainage on an ongoing basis
- Discusses with supervisor crew member performance and on deviations from work schedules or assignments
- Safely transports and operates a variety of vehicles, equipment, and hand and/or power tools related to area of assignment
- Cleans, greases and visually inspects assigned equipment daily to ensure safe operation
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor
- Oversees field maintenance of tools and equipment
- Develops and maintains time and materials records and prepares periodic and special reports
- Responds to requests and inquiries received from the general public and refers for more in-depth responses, as appropriate

## **EXAMPLES OF OTHER DUTIES**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- Removes forms, backfills and cleans job site; repairs sprinklers and water mains as needed
- Performs other job-related duties as required

## **MINIMUM QUALIFICATION GUIDELINES**

### **Knowledge of:**

- Methods, techniques and proper and effective use of hand and power tools, materials and equipment used in performing concrete construction and finishing work
- Characteristics and uses of concrete and various cement mixtures
- Principles of supervision
- Standard departmental work procedures
- Standard safety practices public works construction and repair projects
- Basic first aid practices
- Basic mathematics
- Effective public service techniques
- Water line and irrigation system installation, maintenance and repair

### **Ability to:**

- Plan, schedule, inspect, monitor and assist the work of an assigned crew
- Patch various types of cement surfaces and join cement and various types of street materials
- Correctly build forms, pour and finish cement surfaces to specification
- Effectively follow oral and written instructions
- Identify and effectively resolve technical problems related to work assignments
- Understand, follow and instruct others on work safety procedures and practices
- Read and interpret plans and specifications

- Physically perform sustained manual labor
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments
- Operate vehicles with automatic and manual transmissions observing legal and defensive driving practices
- Develop and maintain time and material records and produce a variety of reports
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work
- Perform essential duties of the job without causing harm to self or others

#### **LICENSE/CERTIFICATION REQUIRED**

Possess and maintain a valid California class B driver license with appropriate endorsements specific to work assignment.

#### **EDUCATION AND EXPERIENCE**

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and a minimum of two (2) years of experience performing cement finishing and concrete work.

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#### **SPECIAL REQUIREMENTS**

##### **Physical Requirements**

On a daily basis, the essential duties of this classification requires the ability to stoop, kneel, crawl and crouch, to reach, to stand for long periods of time; to walk; to lift, push, pull and carry objects weighing up to 75 pounds; to use finger dexterity and hand strength to operate and grasp tools and equipment; to repetitively use feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see within one to twenty feet with a good field of vision and to distinguish basic colors and shades of color. On an occasional basis, incumbents must climb ladders and/or scaffolding; sit for extended periods while operating vehicles and/or equipment; and maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

##### **Work Environment**

Essential duties of this classification are primarily performed in a field environment under various weather conditions. Work is performed on a daily basis in an atmosphere of constant noise; on slippery or uneven surfaces; around moving objects and vehicles; around machinery with moving parts; and with hands in water. On a daily basis incumbents are exposed to dust, silica, fumes, smoke or gases, grease, oils, and pesticides; and occasionally work is performed below ground and incumbents are subjected to vibration and exposed to solvents, chemicals and/or electrical energy.

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#### **CAREER LADDER INFORMATION**

Experience gained in the classification of Cement Finisher may serve to meet minimum qualifications for promotion to Public Works Supervisor.



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## **EQUIPMENT OPERATOR**

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### **DEFINITION**

Under general supervision, safely drives and operates heavy equipment, trucks and tractor/trailer combination vehicles for assigned street maintenance and repair projects; loads, transports and unloads materials and equipment to and from work sites; cleans and ensures proper maintenance of assigned vehicles, equipment and tools; may provide technical supervision and training less experienced operators; and performs related work as required.

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### **DISTINGUISHING CHARACTERISTICS**

Distinguished from the Lead Maintenance Worker classification as incumbents are not responsible for supervising the work of an assigned crew involved in maintaining and repairing City streets. Distinguished from the Maintenance Worker classification by the performance of specialized duties requiring higher levels of skill, such as the daily operation of heavy trucks and equipment.

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### **SUPERVISION EXERCISED/RECEIVED:**

Receives general supervision from the Public Works Supervisor; may provide technical or functional supervision to Maintenance Workers.

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### **EXAMPLES OF ESSENTIAL DUTIES**

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

- Safely drives and operates a broad range of trucks and equipment including heavy construction and maintenance equipment to support the maintenance and repair of City streets, including truck/trailer combination vehicles, track and rubber-tire front-end loaders, loader with an asphalt zipper, grader, dump trucks, skip loaders, tractors, rollers, backhoes, berm machines, knuckle boom trucks, and pavers
- Uses equipment to dig holes and ditches, to move dirt and heavy loads; to transport and dump loads; and to break and load concrete and asphalt and haul to dump sites
- Safely, loads, secures and transports materials, equipment and supplies to and from worksites; delivers and spreads materials
- Conducts and documents pre and post-trip inspections of assigned trucks
- Safely operates hand-held power driven equipment and tools such as chain saws, asphalt and concrete saws, and jack hammers and assists in resurfacing, oiling and patching roads
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor
- Provides instruction to less experienced operators on the safe operation and maintenance of vehicles and equipment
- Flags and directs traffic, and properly positions safety cones, signs and other safety equipment around work sites to ensure the safety of the public and the crew
- Operates construction equipment on an emergency, relief or training basis

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### **EXAMPLES OF OTHER DUTIES**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- May provide occasional direction to crew members during normal course of work
- May oversee crews during the absence of the Lead Maintenance Worker
- Performs related duties and responsibilities as required

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### **MINIMUM QUALIFICATION GUIDELINES**

#### **Knowledge of:**

- Safe and proper operation of assigned vehicles, equipment and tools used in the maintenance and repair of City streets and rights of ways
- Methods, practices and materials used in street maintenance and repair projects
- Principles and practices of street construction including asphalt paving and patching
- Preventive maintenance practices to perform minor operational adjustments on vehicles and equipment
- Safety rules and procedures related to the operation of assigned vehicles and equipment
- Safe driving practices and applicable State and local laws and regulations

#### **Ability to:**

- Effectively and safely operate heavy vehicles and equipment on public streets and work sites
- Perform minor operating adjustments on assigned vehicles, equipment and tools
- Understand and apply applicable safety procedures
- Follow oral and written instructions
- Complete routine written reports
- Perform physical labor for extended periods of time
- Establish and maintain effective working relationships with those contacted in the course of work

### **LICENSE/CERTIFICATION REQUIRED**

Possess and maintain a valid Class A California Driver's License with appropriate endorsements.

### **EDUCATION AND EXPERIENCE**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and skills would be:*

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and two years of responsible experience in operating construction equipment and/or commercial vehicles.

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### **SPECIAL REQUIREMENTS**

#### **Physical Requirements**

On a daily basis, the essential duties of this classification require repetitive use of feet and hands to operate vehicles and/or equipment; the ability to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; to maintain body equilibrium to prevent falling

when walking, standing or crouching on narrow, slippery or moving surfaces; to climb, stoop, kneel, crouch, crawl, reach, stand, walk and/or sit for long periods of time; to lift and carry objects weighing up to 60 pounds, to push and pull objects weighing up to 30 pounds; and finger dexterity and hand strength to operate and grasp tools and equipment.

**Work Environment**

Essential duties of this classification are performed primarily in a field environment in all weather conditions. While performing essential duties of the job, incumbents work in an environment of constant noise, are exposed to dust, fumes, smoke, gases, oil, grease, solvents and chemicals, work on uneven and slippery surfaces, work around moving vehicles and equipment and on equipment with moving parts and are subject to continuous vibration.

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**CAREER LADDER INFORMATION**

Experience gained in this classification may serve to meet the minimum qualifications for promotion to the classification of Lead Maintenance Worker or Public Works Supervisor.



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## IRRIGATION SYSTEMS TECHNICIAN

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### DEFINITION

Under general supervision, inspects, tests, maintains, repairs and installs irrigations systems and backflow prevention devices on City properties; diagnoses and troubleshoots problems with field units within the irrigation system including controllers, valves and related systems; provides training and functional guidance to maintenance personnel on the calibration, maintenance and repair of the City's irrigation systems; and performs related work as required or assigned.

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### DISTINGUISHING CHARACTERISTICS

The Irrigation Systems Technician is a specialist in the testing, installation, maintenance and repair of irrigations systems and backflow prevention devices. The classification is distinguished from the Maintenance Worker in that the incumbent does not routinely perform construction, maintenance or landscape work. The classification is distinguished from the Lead Maintenance Worker in that the incumbent does not supervise a crew engaged in the performance of construction, maintenance or landscape work.

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### SUPERVISION EXERCISED/RECEIVED:

Receives general supervision from the Public Works Supervisor or Park Services Supervisor; provides technical or functional supervision to Maintenance Workers.

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### EXAMPLES OF ESSENTIAL DUTIES

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

- Inspects, tests, repairs and replaces backflow prevention devices on City properties
- Inspects, repairs, maintains and modifies existing irrigation systems
- Inspects irrigation system contract sites for compliance with contractual requirements and city codes.
- Diagnoses, troubleshoots and repairs field units including controllers, sprinkler heads, valves and related systems
- Effectively applies regulations, policies and procedures related to area of assignment
- Provides functional training and guidance to maintenance workers on the diagnoses and repair of various components of the City's irrigation systems
- Supervises the work of others and provides training in a lead capacity on assigned projects
- Interfaces with other City departments to implement irrigation system projects.
- Develops and maintains a variety of activity, time and parts records; develops and submits scheduled reports to State and local regulatory agencies
- Conducts cross-connection tests to assess and report on the City's reclaimed water supply
- Safely operates vehicle, equipment, and hand tools required for work assignment
- Researches and orders parts needed for the maintenance, repair, and/or installation of irrigation system components and/or backflow devices

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### EXAMPLES OF OTHER DUTIES

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- Performs other job-related duties as required

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## MINIMUM QUALIFICATION GUIDELINES

### Knowledge of:

- Testing, operation and installation requirements of backflow prevention devices
- Pertinent local, State and Federal rules, regulations, laws and reporting requirements
- Principles of soils; drainage systems
- Hydraulics and water flow, including valves, pumps and controllers
- Plumbing as related to cross connections and water purity
- Potential impacts related to the use of reclaimed water
- Tools and equipment related to duties of work assignment
- Safe work practices and procedures; basic first aid

### Ability to:

- Perform skilled work in the testing, diagnoses, maintenance, repair and installation of backflow prevention devices and the City irrigation systems
- Read, interpret and apply information from blueprints or drawings related to irrigation systems installation, maintenance and repair
- Work independently in the absence of immediate supervision
- Effectively supervise the work of others in a lead capacity, as assigned
- Communicate effectively, orally and in writing
- Maintain accurate records; prepare reports in a timely and accurate manner
- Safely and skillfully operate tools and equipment related to work assignments
- Understand and follow work safety procedures and practices
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work

### LICENSE/CERTIFICATION REQUIRED

Possess and maintain a valid California class C driver's license; possess and maintain a valid certification as a Backflow Prevention Device Tester from Los Angeles County Department of Health Services.

### EDUCATION AND EXPERIENCE

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and a minimum of three (3) years of responsible experience in the installation, maintenance and repair of sprinkler systems or two (2) of experience successfully performing landscape maintenance work.

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### SPECIAL REQUIREMENTS

#### Physical Requirements

On a daily basis, the essential duties of this classification require the ability to stoop, kneel, and crouch, to reach, to stand for long periods of time to walk; to lift, push, pull and carry objects weighing up to 50 pounds; to use finger dexterity and hand strength to operate and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see from one to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

**Work Environment**

Essential duties of this classification are performed primarily in a field environment in various weather conditions. Work is performed on a daily basis around moving objects and vehicles; around machinery with moving parts; on slippery and uneven surfaces; and with hands in water. Incumbents are frequently subject to vibration, exposed to smoke, fumes, gas, dust, grease, oil, pesticides chemicals, treated water, and untreated sewage and may occasionally work in confined spaces, perform duties with hands in water and may be exposed to electrical energy.

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**CAREER LADDER INFORMATION**

Experience gained in the classification of Irrigation Systems Technician may serve to meet minimum qualifications for promotion to Park Services Supervisor or Public Works Supervisor.



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## PEST CONTROL TECHNICIAN

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### DEFINITION

Under direction, mixes sprays and applies appropriate chemical solutions to control weeds, pests, insects, and diseases; provides training and functional guidance to maintenance personnel on the safe application of chemical solutions for weed, disease and pest control; maintains accurate records and develops and submits scheduled reports on pesticide use to regulatory agencies; researches and reports on pesticide issues and new chemical solutions; updates departmental policies and procedures on the safe application of pesticides; and performs related work as required.

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### DISTINGUISHING CHARACTERISTICS

The Pest Control Technician is a specialist in the mixing, spraying and application of chemical solutions to control weeds, pests, insects and plant and tree diseases. The classification is distinguished from the Maintenance Worker in that the incumbent does not routinely perform construction, maintenance or landscape work. The classification is distinguished from the Lead Maintenance Worker in that the incumbent does not oversee a crew engaged in the performance of construction, maintenance or landscape work.

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### SUPERVISION EXERCISED/RECEIVED:

Receives general supervision from the Public Works Supervisor or Park Services Supervisor; provides technical supervision to Maintenance Workers.

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### EXAMPLES OF ESSENTIAL DUTIES

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

- Inspects areas and consults with supervisor relative to schedules, methods, chemicals, materials and formulas to be used and areas to be sprayed
- Safely mixes and sprays trees, plants, shrubs, grasses and other flora with chemical solutions to control weeds, pests, diseases and insects
- Sprays ponds and similar areas to control the growth of mosquito and other insect populations
- Effectively applies regulations, policies and procedures related to area of assignment
- Provides functional training to maintenance workers on the appropriate methods for mixing and applying chemical solutions to control pests, weeds and diseases
- Researches and reports on issues and new chemical control applications
- Updates departmental policies and procedures on the safe application of pesticides
- Develops and maintains accurate records on pesticide use; completes and submits scheduled reports to regulatory agencies
- Implements required tasks and duties as mandated by State and Federal regulations and prepares and submits required reports in a timely and accurate manner.
- Acts as the liaison for the City and coordinates with vendors and outside agencies to ensure compliance with regulations, policies and procedures related to the application of chemical solutions to control weeds, pests, insects and diseases.
- Safely operates a vehicle towing spray equipment using defensive driving practices
- Safely operates power driven spray equipment; and disassembles, maintains and repairs spray apparatus including spray guns and hose and reel assembly

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## **EXAMPLES OF OTHER DUTIES**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- Performs other job-related duties as required

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## **MINIMUM QUALIFICATION GUIDELINES**

### **Knowledge of:**

- Tools and techniques for the proper use and application of chemicals used to control weeds, diseases, insects and other pests
- Pertinent local, State and Federal rules, regulations, laws and reporting requirements
- Proper maintenance of spray equipment
- Safe work practices and procedures related to use of chemical sprays
- Treatment for pesticide poisoning and basic first aid

### **Ability to:**

- Safely perform skilled work in the preparation and application of chemical solutions to control weeds, diseases, insects and other pests
- Work independently in the absence of immediate supervision
- Communicate effectively, orally and in writing
- Maintain accurate records; and prepare reports in a timely and accurate manner
- Safely and skillfully operate tools and equipment related to work assignments
- Maintain and make minor repairs to spray apparatus
- Read and comprehend pertinent rules, laws and regulations and specialized materials such as technical manuals, written instructions, and mixing formulas
- Understand and follow work safety procedures and practices
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work

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## **LICENSE/CERTIFICATION REQUIRED**

Possess and maintain a valid California class C driver's license; and possess and maintain a valid Qualified Applicator Certificate.

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## **EDUCATION AND EXPERIENCE**

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and a minimum of three (3) years of responsible experience in the identification, mixing and use of chemical solutions to address weed, disease and pest control or two (2) of experience successfully performing landscape maintenance work.

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## **SPECIAL REQUIREMENTS**

### **Physical Requirements**

On a daily basis, the essential duties of this classification require the ability to stoop, kneel, and crouch, to reach, to stand for long periods of time to walk; to lift, push, pull and carry objects weighing up to 20 pounds; to use finger dexterity and hand strength to operate and grasp tools and equipment;

the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see from one to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

**Work Environment**

Essential duties of this classification are performed primarily in a field environment under various weather conditions. Work is performed on a daily basis around moving objects and vehicles; around machinery with moving parts; on slippery and uneven surfaces; and with hands in water. On a daily basis, the incumbent is exposed to pesticides, solvents, and chemicals. Occasionally, the incumbent is subjected to vibration; an atmosphere of constant noise; and/or exposed to silica, smoke, fumes, gas, dust, grease, and oil.

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**CAREER LADDER INFORMATION**

Experience gained in the classification of Pest Control Technician may serve to meet minimum qualifications for promotion to Park Services Supervisor or Public Works Supervisor.



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## WASTEWATER TECHNICIAN

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### DEFINITION

Under general supervision, performs a variety of routine duties to assist with the servicing, cleaning, maintenance, inspection and repair of the City's wastewater collection systems; learns to safely operate a sewer vacuum truck, video truck and a variety of manual and power driven equipment, devices and tools; cleans and ensures maintenance of all assigned vehicles, equipment and tools; and performs related work as required.

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### DISTINGUISHING CHARACTERISTICS

Wastewater Technician is the journey level classification in the Wastewater Technician series. Incumbents in this classification are distinguished from the Maintenance Worker by the ability to perform the full range of assigned duties and tasks under general supervision, the safe operation of assigned tools and equipment, and a greater complexity of work assignments. Distinguished from the Public Works Supervisor as incumbents are not responsible for supervising the work of crews collecting refuse or cleaning City streets.

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### SUPERVISION EXERCISED/RECEIVED:

Receives general supervision from the Public Works Supervisor; may provide technical supervision to Maintenance Workers.

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### EXAMPLES OF ESSENTIAL DUTIES

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

#### Wastewater Technician

- Reads sewer and storm drain system maps to locate manholes, sewer lines and connections
  - Uses a variety of hydro-jet equipment to clean and maintain the City's sewer systems and storm drain facilities
  - Uses a variety of manual and power driven equipment, devices and tools to clean, repair and replace pumps and valves at sewer lift and storm drain pumping stations
  - Locates breaks in sewer line and storm drain pipes; excavates and shores trenches; repairs, replaces or installs new sewer and/or storm drain pipes as appropriate
  - Safely operates large trucks, backhoes, skip loaders and a variety of manual and power-driven equipment, devices and tools; tows equipment to job sites
  - Inspects assigned equipment daily to ensure safe and reliable operation
  - Flags and directs traffic, and properly positions safety cones, signs and other safety equipment around work sites to ensure the safety of the public and the crew
  - Responds to routine questions from the public relative to clogged drains or system breaks and refers unresolved complaints to supervisor for resolution
  - Prepares a variety of routine reports and maintains a variety of system, equipment and work activity logs and records
  - Responds to various sewer maintenance emergencies and may be subject to call out during non-work hours
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## EXAMPLES OF OTHER DUTIES

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- May provide training to less-experienced staff or Maintenance Workers.
  - May set flow and sample meter devices
  - Performs other job-related duties as required
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## MINIMUM QUALIFICATION GUIDELINES

### Knowledge of:

- Methods, practices, equipment, tools, and materials used in the inspection, cleaning, maintenance and repair of wastewater collection systems
- Safety practices applicable to biohazard conditions and wastewater collection systems cleaning, maintenance and repair
- Pumps and valves used in sewer lift pumping stations
- Basic methods and use of hand and power tools, materials and equipment used in public works maintenance and construction work
- Safe work methods and pertinent safety regulations
- Basic safety and first aid practices
- Effective public service techniques

### Ability to:

- Safely and effectively operate all types of specialized wastewater collection system maintenance equipment
- Perform heavy physical labor safely for extended periods
- Work in confined spaces
- Wear specialized breathing apparatus
- Safely and properly set up work sites on public streets
- Prepare and maintain a variety of routine system, equipment and work activity reports and records
- Follow and understand oral and written instructions, including wastewater collection system maps, work orders, safety and operating manuals and a variety of policies, procedures, rules and regulations
- Establish and maintain effective working relationships with those contacted in the course of work
- Perform heavy and sustained manual labor
- Effectively follow oral and written instructions
- Learn and effectively perform work methods specific to the maintenance of wastewater collection systems
- Follow work safety procedures and practices
- Safely and effectively operate a variety of hand and power tools and equipment
- Operate vehicles while observing legal and defensive driving practices
- Work in confined spaces
- Wear specialized breathing apparatus
- Complete basic time and activity records and reports
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work

**LICENSES/CERTIFICATIONS REQUIRED:**

Possess and maintain a valid Class B California Driver's License with appropriate endorsements; and forklift certification prior to the completion of the probationary period.

**EDUCATION AND EXPERIENCE**

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

A minimum of one (1) year of responsible experience performing inspection, construction, maintenance and servicing of wastewater collection comparable to the work performed by a Maintenance Worker assigned to Wastewater which includes completion of required training and attainment of required proficiency, licenses and certifications.

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**SPECIAL REQUIREMENTS**

Incumbents may be subject to call-out during non-working hours; may be required to wear breathing apparatus to safely perform duties of the job and may perform work in confined spaces.

**Physical Requirements**

On a daily basis, the essential duties of this classification require the ability to climb ladders; to stoop, kneel, and crouch, to reach, to sit and stand for long periods of time; to walk; to lift, push, pull and carry objects weighing up to 75 pounds and/or weighing up to 200 pounds with assistance; to use finger dexterity and hand strength to operate and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

**Work Environment**

Essential duties of this classification are performed primarily in a field environment in all weather conditions. Work is performed on a daily basis in an atmosphere of constant noise, around moving objects and vehicles, on ladders and scaffolding, and below ground. Incumbents are frequently subject to vibration, exposed to smoke, fumes, gas, dust, grease, oil, chemicals, treated water, and untreated sewage, and must work in confined spaces. On a less frequent basis, incumbents perform duties around machinery with moving parts, with hands in water and may be exposed to electrical energy.

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**CAREER LADDER INFORMATION**

If incumbent possesses a class B California driver license, experience gained as a Wastewater Technician level may serve to meet minimum qualifications for transfer to the classification of Equipment Operator or Sanitation Equipment Operator or promotion to Public Works Supervisor.



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## **SANITATION EQUIPMENT OPERATOR**

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### **DEFINITION**

Under general supervision, operates a refuse packer truck, recycling truck, green waste vehicle and/or other equivalent waste collection vehicle to collect and dispose of solid waste and recyclable commodities or operates a heavy motor broom and vacuum street sweeper to clear streets of debris for an assigned route; cleans and maintains assigned equipment and supplies, may provide technical supervision and training to less experienced drivers/operators; and performs related work as required.

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### **DISTINGUISHING CHARACTERISTICS**

Distinguished from the Public Works Supervisor as incumbents are not responsible for supervising the work of crews collecting refuse or cleaning City streets. Distinguished from the Maintenance Worker classification by the performance of specialized duties requiring higher levels of skill, such as the daily operation of heavy trucks and equipment.

Distinguished from the Equipment Operator classification as the latter classification has the responsibility for driving and operating a variety of vehicles and equipment, including heavy maintenance and construction equipment and truck/trailer combinations requiring possession of a class A California commercial driver's license.

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### **SUPERVISION EXERCISED/RECEIVED:**

Receives general supervision from the Public Works Supervisor; may provide technical supervision to Maintenance Workers.

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### **EXAMPLES OF ESSENTIAL DUTIES**

The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.

#### **Refuse Unit**

- Safely drives a side or front loading and/or roll-off truck on an assigned route and according to an established schedule to collect refuse, recyclable materials, and/or green waste
- Transports and disposes of refuse, recyclable and green waste materials at designated sites
- Cleans, greases and visually inspects assigned equipment daily to ensure safe operation
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor
- Maintains mileage, weight, route and vehicle inspection and service records
- Provides instruction to crew members on the safe operation and maintenance of vehicles and equipment; refuse pickup, transport and disposal procedures; and assigned routes and schedules
- Provides information to the public on refuse, recyclable, and green waste removal policies, procedures and schedules and receives and responds to complaints as appropriate
- Informs supervisor of problems that occur along the route
- Performs emergency road hazard clean ups.
- Responsible for loading and maintaining roll off area where sweepers unload

**Sweeper Unit**

- Safely operates a heavy vacuum and broom type motor-driven sweeper on an assigned route and according to an established schedule to clean streets and gutters and to pick up debris
- Inspects equipment during operation and makes minor operating adjustments to chains, gears, brooms and sprinklers
- Assembles and installs gutter brooms
- Fills water tanks at regular intervals and regulates valves to control water pressure
- Cleans, greases and visually inspects assigned equipment daily to ensure safe operation
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor
- Maintains mileage, water consumption, number and location of dumps and sweeper inspection and service records
- Provides instruction to crew members on the safe operation of sweepers and equipment, operating procedures, and assigned routes and schedules
- Provides information to the public on street sweeping policies, procedures and schedules and receives and responds to complaints as appropriate
- Informs supervisor of problems that occur along the route

**EXAMPLES OF OTHER DUTIES**

The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:

- Delivers, replaces and/or repairs refuse, recyclable and green waste containers
- Performs related duties and responsibilities as required

**MINIMUM QUALIFICATION GUIDELINES****Knowledge of:**

- Safe and proper operation of assigned vehicles, equipment and tools used in the disposal of solid waste or for cleaning City streets
- Preventive maintenance practices to keep assigned vehicles, equipment and tools operational and safe
- Safety rules and procedures related to the operation of assigned vehicles and equipment
- Safe driving practices and applicable State and local laws and regulations
- Safety practices related to lifting heavy articles
- Standard methods and practices of waste removal or street cleaning
- Operating policies, procedures, routes and schedules related to work assignment

**Ability to:**

- Safely operate assigned vehicles and equipment in the removal of refuse, recyclables and green waste or sweeping and cleaning City streets
- Perform minor operating adjustments and maintenance on assigned vehicles, equipment and tools
- Ability to follow verbal and written instructions
- Complete routine written reports
- Lift heavy loads and articles repeatedly in a safe manner
- Establish and maintain effective working relationships with those contacted in the course of work

**LICENSE/CERTIFICATION REQUIRED**

Possess and maintain a valid Class B California Driver's License with appropriate Air Brake endorsement.

**EDUCATION AND EXPERIENCE**

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and one year of responsible experience in operating construction, agricultural, or heavy vehicular equipment and/or refuse trucks.

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**SPECIAL REQUIREMENTS****Physical Requirements**

On a daily basis, the essential duties of this classification require repetitive use of feet and hands to operate vehicles and/or equipment; the ability to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces; to reach, sit and stand for long periods of time, to walk; to lift and carry objects weighing between up to 75 pounds, or up to 100 pounds with assistance, and to push and pull objects weighing up to 75 pounds; and finger dexterity and hand strength to operate and grasp tools and equipment.

**Work Environment**

Essential duties of this classification are performed primarily in a field environment in all weather conditions. Work is regularly performed on uneven and slippery surfaces, on ladders, around moving vehicles and equipment and on equipment with moving parts and subject to continuous vibration. While performing essential duties incumbents are regularly exposed to high frequency and constant noise, dust, silica, allergens, chemicals, solvents, fumes, smoke, gases, grease, and oil.

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**CAREER LADDER INFORMATION**

Experience gained in this classification may serve to meet minimum qualifications for promotion to Lead Maintenance Worker or Public Works Supervisor. If incumbent possesses a class A California Driver's License, experience gained in this classification may serve to meet minimum qualifications for transfer to the classification of Equipment Operator.



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## MAINTENANCE WORKER

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### DEFINITION

Under general supervision, performs a variety of routine unskilled to semi-skilled manual labor and maintenance work and safely operates a variety of vehicles, tools and equipment required to maintain the general appearance of the City and to assist with the removal of trash and debris and/or the maintenance, replacement and repair of City parks, trees, grounds, facilities, streets, sidewalks, medians, parkways, traffic signals and signage; and performs related work as required in one of the following areas:

- **Park Services:** as a member of a crew, performs routine assignments to assist in the maintenance, replacement and basic repair of City parks, trees and landscaping, irrigation systems and recreational facilities.
- **Concrete:** as a member of a crew, performs manual labor and unskilled to semi-skilled concrete work to assist with the construction and/or repair of City curbs, gutters, sidewalks and other concrete structures.
- **Sanitation:** individually and as a member of a crew, assists with refuse loading and packing; repairs sweeper brooms, maintains equipment; and serves as relief driver on a refuse truck or motor sweeper once license and training requirements are met.
- **Street Maintenance:** as a member of a crew, performs light to heavy manual labor and assigned semi-skilled construction work and safely operates a variety of tools and equipment to assist with the construction and repair of City streets.
- **Streetscape:** as a member of a crew, performs routine assignments to assist in the maintenance, and replacement of trees and grounds, and the basic repair of irrigation systems located on City parkways and medians.
- **Traffic and Lighting:** as a member of a crew, performs unskilled to semi-skilled assignments to assist journey-level craft workers with the maintenance, replacement and/or repair of traffic signals; traffic signs and street markings.
- **Transit:** cleans and services Transit bus stop shelters and adjacent grounds and safely operates vehicles and equipment.

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### DISTINGUISHING CHARACTERISTICS

This is the entry level classification of field operations positions. It is typically used to train incumbents on maintenance methods and the safe operation of a variety of tools and equipment. Over time, Incumbents normally perform the full range of duties and tasks related to area of assignment, the safe operation of assigned tools and equipment, the greater complexity of work assignments, the level of independent judgment and initiative exercised in the performance of assignments, and the provision of functional training and guidance to less-experienced workers as assigned.

The Maintenance Worker is distinguished from the advanced-journey lead classifications of Lead Maintenance Worker, and Cement Finisher, in that the incumbents in the latter classifications work independently, and act in a lead capacity, to organize and ensure the safety of job sites and possess an advanced level of job-related knowledge and skills.

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### **SUPERVISION EXERCISED/RECEIVED:**

Receives general supervision from the Public Works Supervisor, Park Services Supervisor or Fleet Services Supervisor; may receive technical or functional supervision from the higher level staff typically in a lead or senior capacity.

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### **EXAMPLES OF ESSENTIAL DUTIES**

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

- Performs light to heavy manual labor and/or unskilled to semi-skilled tasks to assist with removal of trash and debris and/or construction, maintenance, replacement, and repair of City streets, sidewalks, traffic signals and signage
- Safely operates a variety of vehicles, equipment, and hand and/or power tools related to area of assignment
- As appropriate, pre-trip and post-trip checks and maintains assigned vehicles and equipment
- Learns and effectively applies regulations, policies and procedures related to area of assignment
- Develops and keeps simple records and makes routine reports
- Responds to requests and inquiries received from the general public

*In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:*

#### **Park Services:**

- Weeds, cultivates, plants, fertilizes, and irrigates lawns and landscaped areas
- Safely uses power equipment and hand tools to mow (using non-riding mowers), aerate and edge lawn areas
- Prunes and trims trees, shrubs and hedges; stakes trees as necessary
- Rakes, sweeps and vacuums leaves and lawn clippings; clears debris from walks, fields, and other facilities
- Identifies need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator or makes referral for appropriate treatment.
- Inspects and performs basic repair on playground equipment, picnic tables, barbecues and other equipment; refers as appropriate for more extensive repairs
- Prepares and maintains athletic fields and related facilities; grades, fills, and shapes baseball diamonds
- Installs, maintains and repairs water lines, irrigation and sprinkler systems; changes and adjusts heads and may reset/schedule automatic control systems

#### **Streetscape:**

- Weeds, cultivates, plants, fertilizes, and irrigates landscaped medians and parkways
- Safely uses power equipment and hand tools to mow, aerate and edge lawn areas
- Prunes and trims trees, shrubs and hedges; stakes trees as necessary
- Rakes, sweeps and vacuums leaves and lawn clippings; clears debris from work area
- Provides traffic control, setting up and removing signage, cones and barricades as appropriate to the job site
- Care and maintenance of plants, trees, grasses, flowers and shrubs
- Traffic control rules and regulations

#### **Concrete:**

- Loads and unloads supplies, tools and equipment
- Picks up concrete, as needed

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- Breaks up, picks up and dumps concrete, dirt and roots
- Assists and/or forms worksites for concrete
- Pours and spreads concrete and assists in finishing concrete using appropriate tools and materials
- Removes forms and cleans work site

#### **Sanitation**

- Assists in picking up refuse, waste, trash and discarded household items
- Loads refuse into truck, exercising safe lifting practices
- Replaces containers; tags unsafe containers
- Operates refuse, recycling and green waste trucks and/or motor sweeper as a relief driver
- Builds and delivers cans
- Operates service truck
- Repairs brooms for sweepers

#### **Street Maintenance:**

- Loads and unloads supplies, tools and equipment
- Picks up asphalt from asphalt plant
- Breaks up, picks up and dumps asphalt, dirt and debris
- Prepares area for asphalt; oils area using a compressor; dumps, spreads and rakes asphalt; seals, caps and cleans area
- Provides traffic control, setting up and removing signage, cones and barricades as appropriate to the job site

#### **Traffic and Lighting:**

- Performs manual labor and/or semi-skilled trades work and operates equipment to assist Traffic Electricians with the installation and/or repair of traffic signals
- Performs manual labor and/or semi-skilled trades work and operates a variety of equipment to assist the Traffic Painter with the construction and installation of traffic signs, painting of curbs and the painting and/or installation of traffic patterns on City streets

#### **Transit:**

- Performs inspections of bus stops and bus shelters
- Pressure washes shelters and replaces panels
- Picks up litter, removes graffiti
- Repairs and/or replaces basic lighting components
- Installs information in kiosks and 2-sided displays and repairs as needed
- Installs trash receptacles

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#### **EXAMPLES OF OTHER DUTIES**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- May provide training to less-experienced maintenance and seasonal staff
  - Performs other job-related duties as required
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**MINIMUM QUALIFICATION GUIDELINES****Knowledge of:**

- Basic methods and proper and efficient use of hand and power tools, materials and equipment used in maintenance and construction trades
- Basic safety and first aid practices
- Effective public service techniques
- Defensive driving practices
- Methods, techniques, tools and operating characteristics of equipment used in light to heavy construction, installation and maintenance projects

*In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:*

**Park Services:**

- Care and maintenance of plants, trees, grasses, flowers and shrubs Modern methods, techniques, materials and safe operation of equipment used for landscaping, grounds and irrigation systems maintenance and repair
- Plant pests and diseases, and methods of control and eradication
- Water line and irrigation system installation, maintenance and repair
- Methods, techniques and tools and operating characteristics of mechanical equipment used in the construction and maintenance of parks, buildings and recreation facilities

**Streetscape:**

- Care and maintenance of plants, trees, grasses, flowers and shrubs
- Traffic control rules and regulations
- Modern methods, techniques, materials and safe operation of equipment used for landscaping maintenance and irrigation system installation and repair
- Plant pests and diseases, and methods of control and eradication
- Water line and irrigation system installation, maintenance and repair

**Concrete:**

- Basic methods and techniques used in concrete construction and repair projects
- Traffic control rules and regulations
- Modern methods, techniques, materials and safe operation of equipment used for the planning, forming, pouring and finishing of concrete slabs, curbs, gutters, and sidewalks.
- Traffic control rules and regulations

**Sanitation:**

- Maps and routes and interpretation of street maps
- Operating characteristics of vehicles with automatic and manual transmissions
- Operational characteristics of a variety of refuse trucks and/or motor sweepers
- California driving rules and regulations

**Street Maintenance:**

- Street maintenance and repair methods and techniques
- Traffic control rules and regulations
- Modern methods, techniques, materials and safe operation of equipment used for street maintenance, construction and repair projects

**Traffic and Lighting:**

- Basic electrical theory and painting and stenciling techniques
- Traffic control rules and regulations
- DMV regulations relative to traffic signage

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- Modern methods, techniques, materials, regulations and safe operation of equipment used for traffic signal installation and repair; and the construction and installation of traffic signage

#### Transit

- Basic cleaning techniques and equipment.
- Basic cleaning chemicals, interactions, danger signs and safe disposal methods.

#### Ability to:

- Perform heavy and sustained manual labor
- Operate vehicles while observing legal and defensive driving practices
- Effectively follow oral and written instructions
- Speak, read, and write Basic English.
- Follow work safety procedures and practices
- Complete basic work activity records and time reports
- Learn and effectively perform maintenance techniques specific to work assignment
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work
- Work independently in the temporary absence of supervision
- Guide the activities of less-experienced maintenance and seasonal staff
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments

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#### LICENSE/CERTIFICATION REQUIRED

Possess and maintain a valid class C California Driver license at time of hire; and obtain the required grade with appropriate endorsements as required by work assignment (as listed below) and forklift certification prior to the completion of the probationary period.

**Park Services:** (a) California driver license class C is required for most Park assignments; (b) A California driver license class A is required for assignments to the Projects crew.

**Streetscape:** California driver license class B is required.

**Concrete:** California driver license class B is required.

**Sanitation:** California driver license class B is required.

**Street Maintenance:** California driver license class A is required.

**Traffic and Lighting:** California driver license class C is required; there is occasional need for a class B license.

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#### EDUCATION AND EXPERIENCE

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance.

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#### SPECIAL REQUIREMENTS

##### Physical Requirements

On a daily basis, the essential duties of this classification require the ability to climb ladders; to stoop, kneel, crawl and crouch, to reach, to stand for long periods of time and to sit for extended periods while operating vehicles and equipment; to walk; to lift, push, pull and carry objects weighing up to 75

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pounds; to use finger dexterity and hand strength to operate and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

### **Work Environment**

Dependent upon assignment, essential duties of this classification are performed primarily in a field environment in various weather conditions. Work is performed on a daily basis in an atmosphere of constant noise; around moving objects and vehicles; around machinery with moving parts; on ladders and scaffolding; and occasionally below ground. Incumbents are frequently subject to vibration, exposed to smoke, fumes, gas, dust, grease, oil, pesticides chemicals, treated water, and untreated sewage and may occasionally work in confined spaces, perform duties with hands in water and may be exposed to electrical energy.

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### **CAREER LADDER INFORMATION**

Experience gained in the classification may serve to meet minimum qualifications for promotion to Lead Maintenance Worker, Cement Finisher, Tree Trimmer, Irrigation Systems Technician, Traffic Painter, Cement Finisher, or Wastewater Technician.

If incumbent possesses a class B California driver license, experience gained at this level may serve to meet minimum qualifications for promotion to the classification of Sanitation Equipment Operator.

If incumbent possesses a class A California driver license, experience gained at this level may serve to meet minimum qualifications for promotion to the classification of Equipment Operator.

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## LEAD MAINTENANCE WORKER

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### DEFINITION

Under general supervision, assists, leads, instructs, directs and monitors the work of a small crew engaged in the maintenance and repair of parks, parkways, medians, trees, recreational and park facilities and City properties; and in the construction, repair and maintenance of City streets; develops and maintains a variety of time and materials records and reports; and performs related work as required in one of the following areas:

- **Park Services:** Leads, instructs, assists, and ensures the safety of a small crew engaged in the care and maintenance of landscape activities or the installation, maintenance and repair of City park facilities and equipment within assigned City parks, and oversees and assists with the inspection, maintenance and basic repair of irrigation systems and park and recreational facilities and equipment.
- **Streetscape:** Leads, instructs, assists, and ensures the safety of a small crew engaged in the care and maintenance of landscape and trees on assigned City medians and parkways; oversees and assists with the calibration, maintenance and basic repair of irrigation systems at those sites; and plans and establishes traffic safety patterns to ensure the safety of the crew and the public.
- **Street Operations:** Leads, instructs, assists and ensures the safety of crews engaged in the construction, repair and maintenance of City streets, sumps and ditches; and performs a variety of skilled construction, maintenance and/or trades work; transports and safely operates a variety of vehicles, tools and complex equipment.

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### DISTINGUISHING CHARACTERISTICS

This is the lead classification within the Maintenance Worker series. Incumbents in this classification are distinguished from the Maintenance Worker by the responsibility for crew leadership and the safety of assigned work sites; the ability to perform the full range of duties and tasks related to area of assignment; greater complexity of work assignments; a higher level of independent judgment and initiative exercised in the performance of assignments; and the potential impact of erroneous decisions on worker and public safety and operating schedules.

This classification is distinguished from the classifications of Parks Services Supervisor and Public Works Supervisor as these classifications have full supervisory responsibility for the performance of multiple crews engaged in the work of their work division; while the Lead Maintenance Worker has responsibility for the leadership of an assigned crew and job site safety; full supervisory responsibility for crew performance remains with the division supervisor.

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### SUPERVISION EXERCISED/RECEIVED:

Receives general supervision from the Public Works Supervisor or a Park Services Supervisor; may provide technical supervision to Maintenance Worker.

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### EXAMPLES OF ESSENTIAL DUTIES

*The following duties represent the principal job duties; however they may vary depending upon actual assignment and are not all-inclusive.*

- Leads, instructs and assists an assigned crew engaged in the maintenance and repair of parks, parkways, medians, trees, recreational and park facilities and City properties or in the construction, repair and maintenance of City streets, sumps and ditches.

- Confers with supervisor relative to crew member performance and on deviations from work schedules or assignments
- Safely transports and operates a variety of vehicles, equipment, and hand and/or power tools related to area of assignment
- Cleans, greases and visually inspects assigned equipment daily to ensure safe operation
- Conducts pre and post trip inspection on assigned equipment and tools; reports the need for mechanical maintenance and repair to the supervisor
- Oversees field maintenance of tools and equipment
- Develops and maintains time and materials records and prepares periodic and special reports
- Organizes worksite to ensure availability of needed tools, equipment and materials and to ensure job site safety
- Responds to requests and inquiries received from the general public and refers for more in-depth responses, as appropriate

*In addition to the duties listed above, incumbents assigned to the specific areas listed below perform the following:*

#### **Park Services:**

- Leads, instructs and assists an assigned crew engaged in the planting, cultivation, and maintenance of trees, shrubs, ground cover and grass in assigned City parks and in the inspection, maintenance and basic repair of park and recreational facilities and equipment
- Oversees and assists a variety of grounds maintenance activities including, mowing, edging, cultivating, planting, and fertilizing lawns and landscaped areas; and the staking of trees as necessary
- Identifies need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator or makes referral for appropriate treatment
- Directs and/or Installs, maintains and repairs water lines, irrigation and sprinkler systems; changes and adjusts heads and calibrates automatic control systems

#### **Streetscape:**

- Leads, instructs and assists an assigned crew engaged in the planting, cultivation, and maintenance of trees, shrubs, ground cover and grass on assigned City medians and parkways
- Identifies need for pest, disease and weed control; may assist with the application of pesticides by assisting a certified applicator or makes referral for appropriate treatment.
- Prepares trees for removal, removes roots and stumps using a stump grinding machine.
- Operates all power equipment necessary to perform tree trimming/landscape operations including: aerial truck, chipper, root grinder, stump grinder, backhoe, skip loader, water truck, and chain saws.
- Uses axes, power or hand saws and other basic trimming tools to prune trees, remove limbs and branches.
- Responds to emergency calls for tree removal and trimming, and takes appropriate action.
- Calibrates, maintains and performs basic repair of irrigation systems at assigned job sites; refers as appropriate for specialized repair
- Plans and establishes traffic safety patterns, setting up and removing signage, cones and barricades as appropriate to ensure job site and public safety

#### **Street Operations:**

- Leads, instructs and assists an assigned crew engaged in the construction, repair and maintenance of City streets; cutting out, backfilling and compacting patching material; and rolling areas with oil, rock, asphalt and other permanent paving materials after excavations have settled to fill and holes, ditches and cracks in City streets

- Plans and establishes traffic safety patterns, setting up and removing signage, cones and barricades as appropriate to ensure job site and public safety
- Develops and maintains time and materials records and prepares periodic and special reports

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### **EXAMPLES OF OTHER DUTIES**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- Conducts equipment safety training.
- Responds to emergency calls during work and may be subject to call out during non work hours.
- Performs other job-related duties as required

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### **MINIMUM QUALIFICATION GUIDELINES**

#### **Knowledge of:**

- Basic methods and proper and effective use of hand and power tools, materials and equipment used in maintenance, construction trades and/or gardening
- Work safety and basic first aid practices
- Principles of supervision
- Basic mathematics
- Standard departmental work procedures
- Effective public service techniques
- Defensive driving practices
- City and Department Mission including strategic goals and objectives; and
- General City operations.

*In addition to the above, incumbents assigned to the specific areas listed below are also expected to have knowledge of the following:*

#### **Park Services:**

- Proper care and maintenance of plants, trees, grasses, flowers and shrubs
- Park maintenance procedures
- Modern methods, techniques, and materials used for landscaping, grounds
- Plant pests and diseases, and methods of control and eradication
- Water line and irrigation system installation, maintenance and repair

#### **Streetscape:**

- Proper care and maintenance of plants, trees, grasses, flowers and shrubs including planting, pruning, shaping, trimming and maintenance methods and procedures for different tree species
- Modern methods, techniques, materials used for landscaping, and grounds
- Water line and irrigation system installation, maintenance and repair
- Traffic control rules and regulations
- Tree pruning and removal techniques;
- Common and botanical names of trees;
- Various kinds of soil preparation in planting work and the use of different kinds of fertilizers;
- Insects, parasites and fungi, and the pesticide sprays or other means for their extermination;
- Customer service principles;
- Tree trimming guidelines according to ANSI (American National Standards Institute) and ISA (International Society of Arboriculture);
- Safety guidelines according to OSHA (Occupational Safety and Health Administration);

- Safety practices related to the use of chain saws and other power tools, vehicle and equipment operation, heavy lifting, and general field operations;
- Proper use and maintenance of hand tools, power tools and equipment used in tree maintenance;

### **Street Operations**

- Methods, terminology, tools and equipment used in street construction and repair
- Characteristics and uses of concrete, asphalt and a variety of paving materials
- Standard safety practices and devices used in street construction and repair projects
- Traffic control rules and regulations

### **Ability to:**

- Plan, schedule, inspect, monitor and assist the work of an assigned crew
- Read and interpret plans and specifications
- Physically perform sustained manual labor
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments
- Operate vehicles with automatic transmissions observing legal and defensive driving practices
- Effectively follow oral and written instructions
- Identify and effectively resolve technical problems related to work assignments
- Understand, follow and instruct others on work safety procedures and practices
- Develop and maintain time and material records and produce a variety of reports
- Establish and maintain effective work relationships with the general public, co-workers, and those contacted during the course of work
- Safely and skillfully operate hand tools, mechanical equipment, power tools and equipment required to complete work assignments

### **LICENSE/CERTIFICATION REQUIRED**

Possess and maintain a valid California Driver license of appropriate class or grade with appropriate endorsements as required by work assignment.

**Park Services:** California driver license class A is required for Park assignments.

**Streetscape:** California driver license class B is required for some of the equipment operated or hauled in this division.

**Street Operations:** California driver license class A is required.

### **EDUCATION AND EXPERIENCE**

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

Formal or informal education which ensures the ability to read and write at a level necessary for successful job performance; and a minimum of three (3) years of responsible experience performing landscaping, construction and/or maintenance duties comparable to that of a Maintenance Worker that includes completion of required training and attainment of required proficiency and certifications.

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### **SPECIAL REQUIREMENTS**

#### **Physical Requirements**

On a daily basis, the essential duties of this classification require the ability to climb ladders; to stoop, kneel, crawl and crouch, to reach, to stand for long periods of time and to sit for extended periods while operating vehicles and equipment; to walk; to lift, push, pull and carry objects weighing up to 50 pounds and up to 100 pounds with assistance; to use finger dexterity and hand strength to operate

and grasp tools and equipment; the repetitive use of feet and hands to operate vehicles and/or equipment; to feel attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision and the ability to distinguish basic colors and shades of color; and to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.

**Work Environment**

Dependent upon assignment, essential duties of this classification are performed primarily in a field environment in various weather conditions. Work is performed on a daily basis in an atmosphere of constant noise; around moving objects and vehicles; around machinery with moving parts; on ladders and scaffolding; and occasionally below ground. Incumbents are frequently subject to vibration, exposed to smoke, fumes, gas, dust, grease, oil, pesticides chemicals, treated water, and untreated sewage and may occasionally work in confined spaces, perform duties with hands in water and may be exposed to electrical energy.

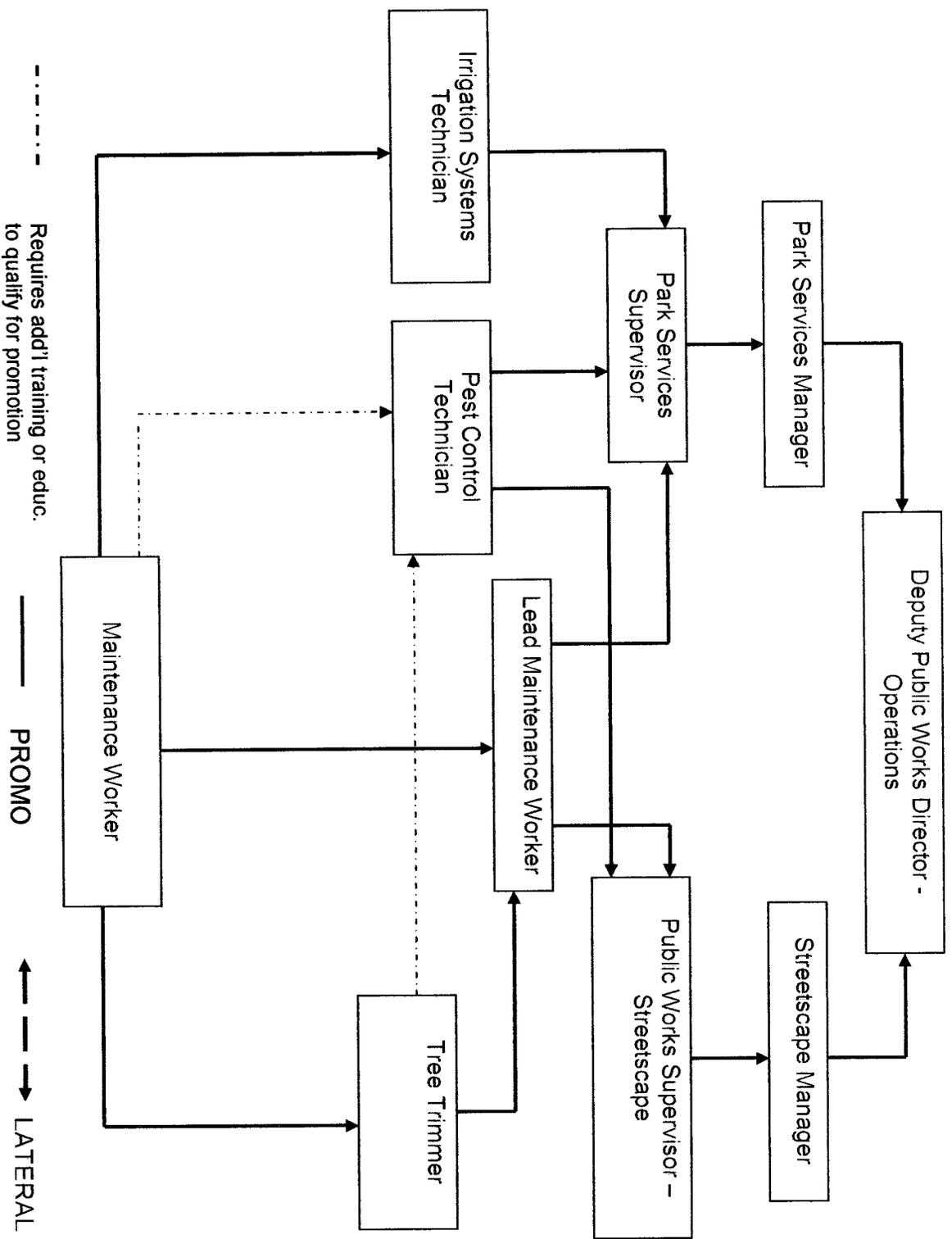
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**CAREER LADDER INFORMATION**

Experience gained in the classification of Lead Maintenance Worker may serve to meet minimum qualifications for promotion to Public Works Supervisor or Parks Services Supervisor.



# Field Operations Career Ladder



# Field Operations Class Study

