

CITY OF MERCED

"Gateway to Yosemite"



Jack Lesch, Chairperson

Board Members:

Fred Buckingham, Yolanda Chavez,

Helen Flores, Terri Lucas

WELCOME TO YOUR PERSONNEL BOARD

AGENDA

October 9, 2017

**DENEEN L. PROCTOR, DIRECTOR OF
SUPPORT SERVICES**

Regular Session 4:00 PM, Council Chambers

COUNCIL CHAMBERS

678 West 18TH Street

Merced, California

(www.cityofmerced.org)

COPIES OF THE STAFF REPORTS OR OTHER WRITTEN DOCUMENTATION RELATING TO EACH ITEM OF BUSINESS REFERRED TO ON THE AGENDA ARE ON FILE IN THE PERSONNEL OFFICE. ANY PERSON WHO HAS QUESTIONS CONCERNING ANY AGENDA ITEM MAY CALL THE PERSONNEL OFFICE AT 209-385-6837 TO MAKE INQUIRY REGARDING THE NATURE OF THE ITEM DESCRIBED ON THE AGENDA.

Assisted Hearing Devices Available for Hearing Impaired

THE PUBLIC HAS THE OPPORTUNITY TO ASK QUESTIONS OR COMMENT AT THE TIME SPECIFIC AGENDA ITEMS ARE CONSIDERED. NORMALLY, EACH AGENDA ITEM WILL HAVE A STAFF PRESENTATION, FOLLOWED BY COMMENTS OR QUESTIONS BY BOARD MEMBERS. AFTER ANY PUBLIC INPUT, THE BOARD MAY HAVE FURTHER DISCUSSION BEFORE TAKING ACTION OR MOVING TO THE NEXT AGENDA ITEM.

- A. **CALL TO ORDER** (4:00 PM, City Council Chambers, 2nd Floor, Civic Center)
- B. **ROLL CALL**
- C. **ORAL COMMUNICATIONS**

AT THIS TIME, AUDIENCE MEMBERS WHO WISH TO SPEAK ON ANY MATTER NOT LISTED ON THE AGENDA MAY DO SO. PLEASE COME TO THE PODIUM TO YOUR RIGHT, USE THE MICROPHONE, STATE YOUR NAME AND CITY OF RESIDENCE. THE BOARD WILL NOT TAKE ACTION ON THE ITEM THAT IS BROUGHT TO THEIR ATTENTION THIS EVENING. IF IT REQUIRES ACTION, IT WILL BE REFERRED TO STAFF AND/OR LISTED ON THE NEXT BOARD AGENDA. **PLEASE BE BRIEF AND TO THE POINT. AVOID REPEATING WHAT PREVIOUS SPEAKERS HAVE SAID. IF TWO OR MORE INDIVIDUALS ARE HERE AS A GROUP AND WISH TO SPEAK ON ONE SIDE OF AN ISSUE, PLEASE SELECT A SINGLE SPOKESPERSON TO PRESENT YOUR VIEWS.**

- D. **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered routine and will be adopted by one action of the Board unless a member of the audience wishes to comment or a Board Member has a question or wishes to make a statement or discuss an item. In that event, the Secretary will remove that item from the Consent Calendar and place it for separate consideration.

- 1. **EMPLOYMENT ELIBILITY LIST-LESS THAN 3 NAMES**
(Lists will be provided at the meeting if necessary)
BUILDING INSPECTOR III

CITY SURVEYOR

2. **EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS**
CHIEF BUILDING/CONSTRUCTION OFFICIAL
DEPUTY FINANCE OFFICER
PARK WORKER III-IRRIGATION
POLICE CLERK I
SENIOR ENGINEER

3. **NEW JOB DESCRIPTIONS**
COLLECTION SYSTEM LEAD WORKER
WWTP MAINTENANCE ELECTRICIAN

RECOMMENDATION: Approve and file.

3. **PERSONNEL BOARD MINUTES OF**
AUGUST 14, 2017

RECOMMENDATION: Approve and file.

E. REPORTS

1. **MONTHLY REPORT – SEPTEMBER 2017**

F. BUSINESS

G. ADJOURNMENT

<p>INFORMATION FOR INDIVIDUALS WITH DISABILITIES: - Accommodation for individuals with disabilities may be arranged by contacting the Personnel Office at 209-388-7100.</p>
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CITY OF MERCED
invites applications for the position of:

CHIEF BUILDING/CONSTRUCTION PROJECT OFFICIAL

SALARY: \$49.78 - \$60.51 Hourly
\$3,982.40 - \$4,840.80 Biweekly
\$8,628.53 - \$10,488.40 Monthly
\$103,542.40 - \$125,860.80 Annually

OPENING DATE: 08/31/17

CLOSING DATE: 09/29/17 11:59 PM

DESCRIPTION:

DEFINITION

Under general direction, to plan, organize, direct, and coordinate the building inspection and building code enforcement, and zoning enforcement functions of the City; to train, supervise, and evaluate the work of subordinate staff; to provide consultation for building ordinance revision and development; to perform the most complex and sensitive inspection, plan review, and code enforcement work; to approve building permits; to answer questions regarding code enforcement and structural requirements for the public, architects, contractors, and engineers; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification for the top-level management position which provides direction and supervision for the City's building and zoning inspection, plan checking, and code enforcement functions.

REPORTS TO

City Manager, through the Director of Development Services

CLASSIFICATIONS SUPERVISED

Staff assigned to the Inspection Services Department.

EXAMPLES OF DUTIES:

(The following is used as a partial description and is not restrictive as to duties required.)

Plans, organizes, directs, and manages the City's building inspection, plan checking, and code enforcement functions; has responsibility for zoning enforcement; supervises, trains, and evaluates assigned staff; develops a unit budget and controls expenditures; provides major input in the development and revision of City building and zoning ordinances; develops and recommends changes in fee schedules; serves on special committees and task forces; oversees the development and maintenance of building inspection records; may perform the most complex and sensitive building inspection, plan checking, plan review for fire prevention, fire inspection for new business, and zoning enforcement functions; provides consultation and assists staff with work problems and assignments; approves the issue of building permits; provides advice and consultations to the public, contractors, architects, and engineers; interprets and adapts model ordinances and codes to meet the needs of the City; serves as Project Coordinator for Capital Building Projects; represents the city building inspection

and zoning enforcement functions and policies with governing boards, community organizations, other government agencies, and the general public.

TYPICAL QUALIFICATIONS:

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; ability to walk in uneven terrain and on slippery surfaces; normal manual dexterity and eye-hand coordination; ability to crawl through various areas requiring movement on hands and knees; ability to climb, stoop, crouch, and kneel; lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX machine; operate an automobile.

TYPICAL WORKING CONDITIONS

Work is performed in office, outdoor, and driving environments; some assignments performed alone in unusual locations; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to electrical currents; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Practices, tools, equipment, and materials used in the general construction trades. Accepted safety standards and methods of building construction.

Qualities of various construction materials.

Building codes and ordinances enforceable by the City.

Principles of mathematics related to the building trades.

Inspection methods and procedures.

City code enforcement and zoning policies.

Plan checking and review.

Budget development and control.

Project planning, development, coordination, and administration.

Principles of management, supervision, training, and employee evaluation.

Ability to:

Plan, organize, manage, and direct City building inspection, plan checking, zoning; and code enforcement functions.

Provide supervision, training, and work evaluation for assigned staff.

Coordinate and oversee the construction of Capital Building Projects.

Perform the most complex inspection, plan checking and review, and code enforcement assignments.

Use and apply a wide scope of inspection methods and techniques.

Detect deviations from laws, regulations, and standard construction practices.

Read, interpret, and explain building plans, specifications, and codes.

Apply technical knowledge of building trades work.

Make mathematical calculations quickly and accurately.

Communicate effectively both orally and in writing.

Provide advice on acceptable construction methods and practices.

Enforce regulations with firmness and tact.

Prepare clear and concise reports.

Represent the City Building Inspection and Zoning Enforcement functions with

governing boards, community organizations, other government agencies, and the public.

Establish and maintain cooperative working relationships.

Training and Experience:

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

Completion of a Bachelor's degree in engineering, architecture, or a related field, and five years of responsible building inspection and code enforcement experience, including experience in an administrative or supervisory capacity.

Special Requirements::

Possession of an appropriate California Driver's License.

Possession of certification, training, and education pursuant to Chapter 7, Part 2.5 of Division 13 of the California Health and Safety Code.

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://cityofmerced.org>

678 W 18th Street
Merced, CA 95348
209-385-6822

personnel@cityofmerced.org

Position #590
CHIEF BUILDING/CONSTRUCTION PROJECT OFFICIAL
MH



CITY OF MERCED
invites applications for the position of:

Deputy Finance Officer

SALARY: \$42.47 - \$51.63 Hourly
\$3,397.60 - \$4,130.40 Biweekly
\$7,361.47 - \$8,949.20 Monthly
\$88,337.60 - \$107,390.40 Annually

OPENING DATE: 08/31/17

CLOSING DATE: 09/29/17 11:59 PM

DESCRIPTION:

DEFINITION

Under general direction of the Finance Officer, plans, organizes, directs and coordinates the activities of the Finance Department.

DISTINGUISHING CHARACTERISTICS

This position reports to the Finance Officer and serves as the Finance Officer in his/her absence. The incumbent is responsible for managing and directing the Finance Department; to plan, organize and direct daily activities, ensuring optimum effectiveness and productivity.

REPORTS TO

Finance Officer or Designee

CLASSIFICATION SUPERVISED

Staff assigned to the various divisions of the Finance Department.

EXAMPLES OF DUTIES:

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Assist the Finance Officer in managing and directing the Finance Department;
- Assist in developing department goals and objectives;
- Assist in the development of and implementation of City policies, procedures and licensing;
- Plan, organize and direct the activities of central accounting, payroll, treasury, utility billing, collections, purchasing, inventory and grants management;
- Plans, directs and participates in the audit of all financial transactions and expenditure of appropriated funds;
- Ensures the integrity of the City internal control improvement program;
- Plans and directs the preparation of the comprehensive annual financial report;
- Supervises and coordinates the preparation of all budgets and financial plans, develops forecasts to project the future needs related to staffing, equipment, materials, services and supplies;
- Administers the annual budget upon adoption;
- Recommend the appointment of personnel;
- Provide or coordinate staff training;
- Conduct performance evaluations;
- Implement discipline procedures as required;
- Maintain discipline and high standards necessary for the efficient and professional operation of the Finance Department;

- Provide administrative support to the Finance Officer;
- Assist with special projects as assigned;
- Prepare complex and sensitive reports for various state and federal agencies;
- Works closely with and provide technical guidance to the Purchasing Division;
- Represent the Finance Department to outside groups and organizations;
- Participate in outside community and professional groups and committees;
- Provide technical financial assistance as necessary;
- Research, prepare and present technical and administrative reports to Council, commissions and committees;
- Build and maintain positive working relationships with Senior Executive Team, Mayor, City Council, co-workers, other City employees and the public using principles of good customer service;
- Performs related work as required.

TYPICAL QUALIFICATIONS:

TYPICAL QUALIFICATIONS:

Typical Physical Requirements

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

Typical Working Conditions

Work is performed in an office environment, continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Extensive knowledge of the modern principles and practices of public finance administration with particular reference to budgeting, accounting and auditing, taxation, and revenue management.
- Thorough knowledge of Charter provisions, ordinances and state and federal laws governing the financial administration of the City government.
- Thorough knowledge of fund and grant accounting and reporting.
- Knowledge of data processing concepts.
- Thorough understanding of internal control concepts.
- Considerable knowledge of the functions, organization, staffing and operations of the various City departments.

Ability to:

- Ability to compile and analyze financial reports and make revenue estimates within reasonable limits.
- Ability to prepare and administer a budget and analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of Council priorities.
- Ability to select, train, assign and supervise employees.
- Ability to present reports and express ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with other City officials, employees, and the public.

Training and Experience

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

Completion of a Bachelor's degree in accounting, business administration, or related field and at least five years of experience in municipal accounting and fiscal management including two years of

supervisory or administrative experience. Master's degree in business or public administration is desired.

Special Requirements:

- Possession of valid California Driver License.
- Certified Public Accountant (CPA), or related certification is desirable.

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://cityofmerced.org>

Position #580
DEPUTY FINANCE OFFICER
MH

678 W 18th Street
Merced, CA 95348
209-385-6822

personnel@cityofmerced.org



CITY OF MERCED
invites applications for the position of:

Park Worker III - Irrigation Specialist

SALARY: \$21.30 - \$25.89 Hourly
\$1,704.00 - \$2,071.20 Biweekly
\$3,692.00 - \$4,487.60 Monthly
\$44,304.00 - \$53,851.20 Annually

OPENING DATE: 08/31/17

CLOSING DATE: 09/21/17 11:59 PM

DESCRIPTION:

Class Definition

Under general supervision, installs and repairs irrigation lines and related equipment, vacuum breakers, booster pumps and other related work as required. Performs park maintenance tasks and oversees, directs, and coordinates park worker crews in a lead capacity.

Distinguishing Characteristics

This is a lead worker position and is distinguished from the Park Worker I/II position by responsibility for adhering to schedules and maintaining quality of park projects, productivity of the park workers and safe operations of equipment.

EXAMPLES OF DUTIES:

Typical Tasks

Under supervision, installs and repairs irrigation lines and related equipment, vacuum breakers, booster pumps, and other related work as required.

To perform general park maintenance duties.

Oversees, coordinates and/or leads park district personnel, support services crews and park maintenance crews.

Assists the Park Supervisor in scheduling and directing the work of a crew assigned to the Parks Division.

Works with crews to assure accuracy and compliance to City standards.

Monitors daily logs of work in progress and jobs completed by crews .

Performs skilled work in the efficient and safe operation of park maintenance equipment. Responds to public complaints regarding parks projects and informs public of City standards and policies.

Inspects park vehicles and equipment .to assure safe operating conditions .

Assists the Park Supervisor in training new employees in established procedures and safe equipment operation.

Provides input to the Park Supervisor on employee evaluations.

Performs related work as required.

TYPICAL QUALIFICATIONS:

Knowledge of :

The methods, procedures, and equipment used in park maintenance and construction methods.
The laws, rules, and safe operation of parks equipment, city parks and recreational facilities.
Established city standards as applied to parks construction and maintenance work.

Ability to:

Oversee, coordinate and direct the work of others in a lead capacity.
Operate equipment efficiently and skillfully according to traffic laws, ordinances and regulations.
Communicate effectively in oral and written form.
Maintain records and logs related to parks projects.
Prepare accurate written reports.
Establish and maintain effective work relationships with other employees, supervisors, and the general public.

Minimum Requirements

Sufficient education, experience and training to demonstrate the knowledges, skills, and abilities. These would normally be acquired by the completion of high school and three years experience in park maintenance activities to include equipment operation and landscape horticulture practices, or an equivalent combination of education and experience.

Necessary Special Requirements

Possession of a valid California Class C driver's license.

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://cityofmerced.org>

Position #607
PARK WORKER III - IRRIGATION SPECIALIST
MH

678 W 18th Street
Merced, CA 95348
209-385-6822

personnel@cityofmerced.org



CITY OF MERCED
invites applications for the position of:

Police Clerk I

SALARY: \$15.54 - \$18.88 Hourly
\$1,243.20 - \$1,510.40 Biweekly
\$2,693.60 - \$3,272.53 Monthly
\$32,323.20 - \$39,270.40 Annually

OPENING DATE: 09/06/17

CLOSING DATE: 09/27/17 11:59 PM

DESCRIPTION:

Written Test - October 6
Oral Interview - October 17

DEFINITION

Under general supervision, to learn to perform a variety of office assistance and law enforcement support duties in the maintenance of Police Department records and reports; to transcribe reports from tapes, making copies and routing to appropriate departments; to perform counter work with the public; to process warrants; to perform general office support assignments; and to do related work as required. An incumbent must have good customer/citizen contact skills and use great diplomacy and tact in dealing with the public.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Police Clerk class series. Incumbents learn to maintain Police Department records and reports, and may be required to work any one of the Police substations and Evidence Yard. The Police Clerk I performs many assignments in a training and learning capacity. When an incumbent becomes familiar with the Police Department records systems and policies, and demonstrates good sustained work performance, they may be promoted to the Police Clerk II.

REPORTS TO

Police Records Supervisor; assigned Police Sergeant

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

EXAMPLES OF DUTIES:

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

{Many of the assignments listed below are performed in a training capacity with the expectation that an incumbent will develop the capacity to perform the full scope of work with minimal guidance and supervision}

Transcribes reports and a variety of other work from tape, copy, or rough draft; enters information into a computer system, reviewing documents for accuracy of the cited codes; enters citation, report, arrest register, and disposition data into the appropriate data base and/or information system; distributes citations/reports to other law enforcement agencies; reviews information requests and retrieves data from various data bases; serves as a receptionist, providing public information regarding departmental procedures and practices and selling reports and bike licenses; operates the CLETS system to print booking slips, registrations, warrant entries, and criminal history. Provides information and directions to the public regarding the completion of complaint filing; contacts other appropriate law enforcement agencies pertaining to warrants, disposition of charges, and extradition of prisoners; indexes, selects, cross-references and arranges records, documents, and correspondence in a variety of files and computerized information systems; verifies the proper recording of documents; handles mail and telephone requests for reports; balances the cash drawer; keeps arrest registers and performs NCIC validation and arrest dispositions; handles subpoenas; answers the telephone, exercises basic responsibility in determining priority of responses and transferring emergency calls to other agencies, as warranted; receives, sorts, and distributes incoming and/or interoffice mail; collects fees; prepares reports as required, may serve as primary office support and receptionist at a Substation; verifies and inputs statistical data; performs record and warrant checks; logs and processes served warrants; and verifies warrant status for outside agencies.

TYPICAL QUALIFICATIONS:

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, typewriter, dictaphone, transcriber, telephone, calculator, copiers, and FAX equipment.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Correct English grammar, usage and spelling.
Modern office methods and procedures.
Proper telephone techniques and procedures.
Excellent customer/citizen contact skills.

Ability to:

Learn the operating policies, procedures, and functions of the Merced City Police.
Learn the laws, codes, and regulations related to police records and reports.
Learn to operate computerized systems, transcription machine, and teletype equipment.
Use sound judgment in handling sensitive material.
Understand and follow oral and written directions.
Read, analyze, and interpret laws, codes, rules, and regulations
Evaluate situations and respond appropriately
Use a computer keyboard to enter and extract a variety of data and information.
Perform a variety of office support work.
Deal tactfully and courteously with the public and other staff.
Establish and maintain cooperative working relationships.

Training and Experience:

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

Graduation from high school or equivalent and two years experience performing responsible clerical work in a position having substantial public contact; or any equivalent combination of education and experience.

Special Requirements:

Possession of an appropriate California driver's license issued by the Motor Vehicles Department.

Type at a rate of 40 words per minute net. Typing certificate required at time of application.

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://cityofmerced.org>

Position #Police Clerk I/II
POLICE CLERK I
MH

678 W 18th Street
Merced, CA 95348
209-385-6822

personnel@cityofmerced.org



CITY OF MERCED
invites applications for the position of:

Senior Engineer

SALARY: \$39.98 - \$48.60 Hourly
\$3,198.63 - \$3,887.96 Biweekly
\$6,930.36 - \$8,423.91 Monthly
\$83,164.32 - \$101,086.92 Annually

OPENING DATE: 02/28/17

CLOSING DATE: 09/08/17 02:04 PM

DESCRIPTION:

DEFINITION

Under direction, to provide management for City capital improvement projects and provide a high level of engineering related to public and private project development including application of City requirements and other regulations; to perform a variety of the most difficult and complex professional office and field engineering work; to prepare and/or review plans, designs, and specifications for a variety of City and private development projects; to review work prepared by outside consultants; to prepare engineering and planning reports; to provide project direction, work coordination, and training for professional, paraprofessional, and technical engineering, planning, and building staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the highest experienced registered level classification in the professional engineering class series. Incumbents provide project planning and management for City capital improvement projects and for City land development processes and work direction for other engineering and planning support staff. A Senior Engineer also performs a wide scope of the most complex professional office and field engineering work. This class is distinguished from Associate Engineer by the breadth and scope of project management, land, and site development responsibilities, as well as responsibility for performing the most complex professional engineering work.

REPORTS TO

City Engineer/City Planner

CLASSIFICATIONS SUPERVISED

Incumbents provide project management, direction, and training for Associate Engineer, Engineering Assistant, and Engineering Technicians .

EXAMPLES OF DUTIES:

(The following is used as a partial description and is not restrictive as to duties required.)

Performs project development for public and private projects and oversight for assigned City capital improvement projects; provides work direction, coordination, and training for other City technical, professional, and paraprofessional engineering and planning staff; designs, prepares, and/or evaluates preliminary and final plans and specifications for a variety of street, drainage system, water and

wastewater treatment facilities, airport, and other capital and private improvement projects, requiring professional engineering expertise; performs a variety of project development and coordination assignments; serves as a resident engineer, performing contract and subdivision administration, construction inspection, and project administration; ensures that contractors meet proper standards, specification requirements, cost controls, and time requirements; approves changes orders and progress payments; performs foundation and hydrology studies; receives public inquiries regarding City engineering standards; researches data and provides consultation to engineers and contractors; collects, organizes, summarizes, and analyzes a variety of technical engineering data; prepares grant proposals and administers grants; performs engineering reviews of environmental impact reports; prepares evaluations and approval conditions for subdivisions and other land development projects; oversees and administers subdivision processes; reviews and evaluates maps, improvement plans, provides structural review for buildings; performs field surveys; uses a computer to reduce survey data; performs engineering calculations; develops data for the acquisition of right-of-way; prepares engineering cost estimates; reviews laboratory reports and analyzes the quality and compliance of materials; performs traffic studies; develops and proposes solutions to complex engineering problems; reviews applications and approves the issue of permits; provides a variety of technical advice to the public and other agencies; may provide some work coordination and training for technical and paraprofessional engineering staff; represents the City Development Services Department in meetings with contractors, engineers, developers, property owners, attorneys, and representatives of other public agencies.

TYPICAL QUALIFICATIONS:

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of engineering and office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; may work outside; some exposure to weather and temperature variances; exposure to dust, continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Public and private improvement projects, planning, development, and administration.

Comprehensive knowledge of the theory, principles, and practices of civil engineering and their application to the design, preparation of engineering specifications, and construction of public works facilities, including roads, bridges, drainage systems, airports, and water and wastewater facilities.

Laws, rules, regulations, and policies affecting public works engineering and installation, subdivisions and site plans.

Construction methods, materials, and equipment.

Proper inspection methods and procedures.

Contract development and administration.

Uses of computers and computer applications in professional engineering.

Principles of project supervision, work coordination, and training.

Ability to:

Be responsible for the planning, development, and administration of assigned City capital improvement projects and planning and development for private projects.

Assist the City Engineer or City Planner with Department administrative functions.

- Provide project management, work coordination, and training for professional, paraprofessional, and technical engineering and planning support staff.
- Perform a wide scope of the most professional engineering work in the preparation of plans, designs, and specifications for public works and city facility development, construction, and maintenance.
- Prepare a variety of engineering and planning reports.
- Conduct engineering reviews of designs, plans, and specifications Prepared by others.
- Gather, organize, analyze, and present a variety of technical engineering and statistical data.
- Perform construction project administration, ensuring compliance with plans, specifications, and contracts.
- Use a computer and appropriate software in professional engineering and administrative work.
- Effectively represent the City Development Services Department in contacts with the public, other City staff, and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience:

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

Completion of requirements for a Bachelor's degree in civil engineering; and five years of increasingly responsible professional engineering experience in the planning, development, construction, and maintenance of public and private projects at a level equivalent to Associate Engineer with the City of Merced.

Special Requirements:

Possession of, or ability to obtain, a valid California Drivers License.

Possession of current California registration as a professional civil engineer.

Equal Opportunity Employer

The City of Merced declares a hiring policy, which disqualifies habitual users of tobacco products from eligibility for employment.

The City is willing to make reasonable accommodation in the application and examination process for individuals with disabilities. Requests for accommodation should be made prior to or at the time of application. In compliance with 24 CFR, 8.54(b), the City does not discriminate in admission or access to, or treatment or employment in its federally assisted programs and activities. In addition, the City extends the prohibition of discrimination on the basis of disability established by Section 504 of the Rehabilitation Act of 1973, as amended, to all activities including those that do not receive Federal financial assistance. Deneen Proctor, Director of Support Services, is the designated City employee responsible as the City's Section 504/ADA Coordinator. Concerns or comments shall be addressed to the Coordinator at (209) 388-7100 or at the TTY telephone number 771.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://cityofmerced.org>

Position #Senior Engineer

SENIOR ENGINEER

MH

678 W 18th Street
Merced, CA 95348
209-385-6822

personnel@cityofmerced.org

**CITY OF MERCED
INTER-OFFICE MEMORANDUM**

TO: Personnel Board

DATE: October 5, 2017

FROM: Deneen Proctor, Director of Support Services

SUBJECT: New Job Descriptions

Attached please find the new job descriptions for the positions of Collection System Lead Worker and WWTP Maintenance Electrician. The proposed job descriptions have been reviewed by the union and are being recommended by the Director of Public Works for approval by the Board.

The new job descriptions have been added and approved in the 2017/2018 fiscal year budget.

The action required of the Personnel Board is to either approve or amend the job description as submitted and, if approved recommend adoption by the City Council. If you have any questions, please give me a call at 385-4780.

Attachments – Job Specifications
Collection System Lead Worker
WWTP Maintenance Electrician/Mechanic



Collection System Lead Worker

Class Code:

Bargaining Unit: MACE

CITY OF MERCED

Established Date:

Revision Date:

DEFINITION

Under general supervision, leads and participates in the activities of wastewater and storm water collection system crews in the performance of manual, semi-skilled and skilled work using mechanical equipment and related tools in the servicing/cleaning, maintenance, inspection, repair and construction of wastewater and storm water collection systems. Performs a variety of duties related to scheduling, planning, assigning, and prioritizing construction and maintenance projects for the wastewater and storm water collection system infrastructure and equipment; to prepare and maintain project files and related documentation; and to provide technical support to supervisor. Regularly assists in the training of staff on equipment operations, City and department policies, procedures, rules and regulations, and safety practices.

DISTINGUISHING CHARACTERISTICS

This is a single-position lead class. Collection System Lead worker is the advanced journey-level lead position in the Collection System Maintenance Operator class. Incumbents provide lead direction and participate in the servicing/cleaning, maintenance, inspection, repair and construction of wastewater and storm water collection systems. Collection System Lead Worker incumbents may be assigned to work on-call, standby and holidays. Collection System Lead worker is distinguished from Collection System Supervisor in that incumbents of the latter have full first-line supervisory responsibilities. The Collection System Lead Worker is distinguished from Collection System Maintenance Worker I/II/III in that incumbents of the former have on-going advanced journey level lead responsibility for multiple crews.

REPORTS TO

Receives direction from Wastewater and Storm Water Collection System Supervisor and management staff.

CLASSIFICATION SUPERVISED

Exercises technical and functional supervision over crews engaged in operation, maintenance and repair activities.

EXAMPLES OF DUTIES

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Receives assignments: plans and directs the work of wastewater and storm water collection system and creeks maintenance crews; trains crewmembers; ensures adherence to policies, procedures, rules, regulations, work methods, and safety practices;
- Leads and participates in the safe performance of a variety of servicing/cleaning, maintenance, inspection, repair and construction work including hydroflush servicing/cleaning, television camera inspection and repair, maintaining and repairing air relief valves, and installation of manholes and pipelines;
- Ensures a safe working environment and observance of applicable safety practices: properly positions and removes safety cones, flags, signs, and other safety equipment around work site locations. Plan and coordinate routine to complex traffic control plans; obtain appropriate permits for work on State highways;
- Uses, adjusts, maintains and cares for a variety of manual and power operated tools, devices and equipment used in the servicing/cleaning, maintenance, inspection, repair and construction of wastewater and storm water collection systems;
- Writes service orders, maintains accurate records of all work and prepares reports; completes work reports and time records on all projects; responds to customer complaints;
- Research and solicit purchase quotes for equipment and supplies; makes recommendations on purchases;
- Assists in the identification of capital improvement projects necessary to upgrade the city's sewer and storm drain infrastructure for distribution to upper management;
- Reads and interprets construction plans and specifications to ensure new sewer and storm drain line construction meets city design standards;
- Coordinate activities with other departments, utilities and outside organizations as needed to accomplish tasks;

- Oversee the use, maintenance, repair and inventory of equipment used in the maintenance and repair of the wastewater and storm water collection systems;
- Prepare project cost estimates; requisition supplies and materials;
- Perform the duties of assigned crews as needed;
- Perform confined space entries per City of Merced and Cal OSHA regulations;
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service;
- Operates on-line computer systems used in the City;
- GIS integration of sewer and storm drain assets with use of iPads for infrastructure updates and documentation;
- Assists with directing and overseeing the containment, cleanup, and reporting of sanitary sewer overflows (SSOs) as needed;
- Assigns employees, including self, in Underground Service Alert (USA) utility identification;
- Performs other related duties as required.

TYPICAL QUALIFICATIONS

Typical Physical Requirements

Frequently stand, walk, stoop, kneel, and crouch; occasionally sits; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 90 pounds; exert unusual physical effort in the maintenance and repair of the underground sanitary sewer and storm water mains and related components; corrected hearing and vision to normal range; verbal communication; operate motorized equipment; use a variety of hand and power equipment; operate a two-way radio; use a telephone; operate a personal computer, and iPad.

Typical Working Conditions

Work is performed both in a corporation yard and outdoors in varying temperatures and weather conditions; exposure to hazardous materials, smoke, gasses, and fumes; exposure to hazards such as moving machine parts and electrical current; continuous contact with other staff and regular contact with the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Materials, methods, practices and equipment used in wastewater and storm water collection system pipeline servicing/cleaning, maintenance, inspection, repair and construction.

- Safety practices applicable to biohazard conditions and wastewater collection systems operations.
- Basic communication techniques, both verbal and written.
- Principles and practices of technical and functional supervision and training. Confined space entry rules and regulations.
- State, Federal, and local laws, codes and regulations.
- Principles and practices of budget monitoring.
- Modern office procedures, methods and computer equipment.

Ability to:

- Lead and direct the work of staff.
- Observe workers performing duties and verify quality and content of work.
- Interpret a variety of policies, procedures, rules and regulations in the field.
- Continuously analyze layout, set up and safety of job sites.
- Identify potential problems, and determine and develop resolutions and proper courses of action.
- Operate all types of specialized wastewater collection system maintenance equipment.
- Perform heavy physical labor safely for extended periods under adverse weather conditions, and ability to work in confined spaces.
- Establish and maintain effective working relationships at all organizational levels, including the public.
- Understand, follow and complete verbal and written instructions including wastewater and storm water collection systems maps, work orders, and operational and safety manuals, as well as a variety of policies, procedures, rules and regulations.
- Keep accurate records and complete reports.
- Work with computerized information systems and use a personal computer. Supervise, train and assist in evaluation of assigned staff.

Training and Experience

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

Graduation from high school or equivalent and a minimum of three (3) years experience in the operation and maintenance of a sanitary sewer and storm drain system.

Special Requirements

Possession of a valid California Class A driver license (without restriction 48 or 64), including Tank vehicles endorsement.

Possession of a valid California Water Environment Association (CWEA) Collection System Operator Grade II with ability to obtain Grade III within 6 months of appointment.

Must be able to pass a City-administered equipment operator's test.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.



**WWTP MAINTENANCE
ELECTRICIAN/MECHANIC**

Class Code:

Bargaining Unit: MACE

CITY OF MERCED
Established Date:
Revision Date:

DEFINITION

Under general supervision, to perform a variety of skilled work in the installation, and repair of electrical systems and wastewater plant mechanical equipment. Able to perform skilled electrical work in the installation, maintenance, overhaul, repair, and testing of power generating and distribution equipment, rotating equipment and their associated digital and analog controls including micro-processor based controls, devices and systems; utility protective relays and controls; communications and signaling systems; standby and emergency power sources, and other electrical equipment found in wastewater collection and treatment facilities. Able to perform a variety of skilled inspections, diagnostics, maintenance and repair, on wastewater treatment plant mechanical equipment and systems, including pumps, lift stations, mechanical work as required. Provide mechanical support to plant mechanics and operations personnel as needed.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification. Incumbents perform skilled work to install and/or repair the electrical systems and mechanical equipment at the Wastewater Treatment Plant.

REPORTS TO

Wastewater Treatment Plant Supervisor, Manager, or designee.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF DUTIES

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

- Performs major/ minor repairs on electrical and mechanical equipment at the Wastewater Treatment Plant and lift stations;
- Plans and installs electrical conduit such as electrical metallic tubing (EMT), Rigid, and PVC Coated, adhering to National Electrical Code (NEC) standards, as it applies to project design;
- Troubleshoot, repair, replace, and maintain, electrical parts and components, electric motors, generators, circuit breakers, transformers, switchgear, and motor control panels;
- Perform as project lead in the installation, maintenance and repair of electrical systems and equipment;
- Order electrical parts and components, maintains inventory of requisite parts and supplies;
- Reads blueprints, schematics, wiring diagrams, applicable to equipment O & M manuals and equipment design;
- Understand and use mechanical drawings, O & M manuals for troubleshooting and diagnosing both mechanical and process issues;
- Inspects, locates, and diagnoses mechanical defects on City wastewater treatment facilities, equipment, and systems, including offsite lift station pumps and associated equipment;
- Repairs and replaces motors and pumps, including bearings, valves, seals and sleeves;
- Maintains records of repairs and maintenance of work performed;
- Performs preventive maintenance on electrical and mechanical equipment;
- May perform other related duties as required.

TYPICAL QUALIFICATIONS

Typical Physical Requirements

Occasionally sits; frequently stand, walk, stoop, kneel and crouch; normal manual dexterity and hand-eye coordination; ability to lift and move objects weighing up to 50 pounds; corrected hearing and vision to normal range; verbal communication, write clearly.

Typical Working Conditions

Work is performed in both indoors and outdoors environment at the Wastewater Treatment Plant and Lift Stations; in varying temperatures, humidity, and weather conditions; exposure to hazardous materials, smoke, gases and fumes; exposure to hazards such as moving machine parts and electrical current; continuous contact with other staff. Work in wet and confined spaces. May be required to work nights and/or weekends.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Knowledge of the principles, techniques, tools and equipment used in major and minor electrical repair work.
- Local electrical codes and related ordinances and regulations.
- Operation and maintenance requirements of the wastewater treatment plant and lift station equipment; basic electronic circuitry.
- Safety precautions related to working with electrical equipment.

Ability to:

- Ability to diagnose and locate electrical problems and determine effective courses of action for proper repair;
- Make skilled repairs to electrical equipment;
- Read and follow electrical plans and specifications;
- Understand and follow oral and written instructions;
- Ability to maintain records of repairs and maintenance of work performed;
- Use and operate tools and equipment used in major and minor electrical work.
- Read and interpret plant schematics and shop repair manuals.
- Estimate time and materials for repair jobs.
- Apply technical knowledge of mechanical and electrical trades work.
- Principles and methods of gas and electrical welding.
- Ability or trainability in the operation of support equipment such as a forklift, backhoe, or crane.

Training and Experience

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

Graduation from high school or GED equivalent and two (2) years of experience in a related field or industry.

Education and experience equivalent to an Associate's degree in electrical technology and/or completion of a recognized electrical apprenticeship program or closely related trade; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid Class C California driver License.

Possession of or ability to obtain a California DMV Class B License within 12 months of appointment.

Supply own hand tools.

In order to attain a Step 5 merit increase incumbent must obtain a California Water Environment Association (CWEA) Electrical and Instrumentation Grade II certificate and a CWEA Plant Mechanic I certificate.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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**CITY OF MERCED
PERSONNEL BOARD**

August 14, 2017

The Personnel Board of the City of Merced met in adjourned session August 14, 2017 in the City Council Chambers of the Civic Center, Merced, California. The meeting was called to order at 4:00 p.m.

ROLL CALL

Board Members Present: Jack Lesch, Chairperson
Fred Buckingham
Yolanda Chavez
Helen Flores

Board Members Absent: Terri Lucas

Staff Members Present: Suzanne Fierro, Personnel Technician III
Deneen Proctor, Director of Support Services

ORAL COMMUNICATIONS

There were no oral communications

CEREMONIAL MATTER

There were no ceremonial matters

CONSENT CALENDAR

M/S CHAVEZ/FLORES TO ADOPT A MOTION TO APPROVE THE CONSENT CALENDAR

Roll call vote was as follows:

AYES: BOARD MEMBERS: BUCKINGHAM, CHAVEZ, FLORES, LESCH
ABSTAIN: BOARD MEMBER: NONE
ABSENT: BOARD MEMBERS: LUCAS

REPORTS

M/S CHAVEZ/FLORES TO ADOPT A MOTION TO APPROVE THE MONTHLY REPORT

Roll call vote was as follows:

AYES: BOARD MEMBERS: BUCKINGHAM, CHAVEZ, FLORES, LESCH
ABSTAIN: BOARD MEMBERS: NONE
ABSTENT: BOARD MEMBERS: LUCAS

ADJOURNMENT

There being no further business, Chairperson Lesch adjourned the meeting at 4:10 p.m.

Support Services'

Monthly Report Attachment

September 2017

Personnel:

Recruitment(s)	
Chief Building/Construction Official	13
Deputy Finance Officer	21
Park Worker III-Irrigation	45
Police Clerk I	144
Senior Engineer	15
New Hire(s) (Regular)	2
New Hire(s) (Temporary)	1
Separations	8
Retired	3
Layoffs	0
Full Time	430
Temporary	90
Total	528