

DATE SUBMITTED 7/1/2022
 SUBMITTED BY ACM
 DATE ACTION REQUIRED 7/6/2022

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS ab

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: ESTABLISHMENT OF CLASSIFICATION AND RANGES

1. ESTABLISHMENT OF CLASSIFICATION AND RANGES FOR THE POSITIONS OF DISTRIBUTION UTILITY WORKER I & II, ADMINISTRATIVE TECHNICIAN I & II, LEAD WATER OPERATOR, LEAD WASTEWATER OPERATOR, AND HUMAN RESOURCES MANAGER

DEPARTMENT INVOLVED: CITY MANAGER'S OFFICE

BACKGROUND/SUMMARY:

In succession with the adoption of the Municipal Budget for Fiscal Year 2022-2023, the following classifications and ranges are put forward for Council consideration and action:

- Distribution Utility Worker I – Range 64, Teamsters
- Distribution Utility Worker II- Range 67, Teamsters
- Administrative Technician I – Range 72, Unrepresented
- Administrative Technician II – Range 75, Unrepresented
- Lead Water Operator – Range 78, Unrepresented
- Lead Wastewater Operator – Range 78, Unrepresented
- Human Resource Manager – Range 92, Unrepresented

Please review the included job descriptions for further details.

FISCAL IMPACT:

As approved in the Municipal Budget FY 22-23.

ADMIN SERV
INITIALS

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STAFF RECOMMENDATION: It is staff's recommendation to approve the classifications and ranges as presented to the City Council.

DEPT. INITIALS

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MANAGER'S RECOMMENDATION: Approve

CITY
MANAGER'S
INITIALS

ACM

MOTION:

SECONDED: APPROVED () REJECTED ()
 AYES: DISAPPROVED () DEFERRED ()
 NAYES:
 ABSENT: REFERRED TO:

CITY OF IMPERIAL

JOB DESCRIPTION

Distribution Utility Worker I

Range 64	Teamsters Salary Schedule
Hourly:	\$19.32 – \$27.18
Monthly:	\$3,348.80- \$5,115.06
Annual:	\$40,185.60 - \$56,534.40

Teamsters Collective Bargaining Unit

FLSA – Non-Exempt

Department: Public Services – Water Treatment Division

DEFINITION:

Under the direction of the Chief Water Operator, performs a variety of skilled work tasks in the operation, maintenance and repair of City's Water Infrastructure systems including, but not limited to, meter reading, water connection/disconnection service, field inspections, and maintain water meter and related services.

DISTINGUISHING CHARACTERISTICS:

Distribution Utility Worker I (Entry Level): This is an entry level class in the Utility Worker series. The Utility Worker I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. The Distribution Utility Worker I class performs more complex repair, maintenance, construction, pavement, and installation of the City's water distribution system equipment and facilities. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under supervision of experienced operations personnel performs basic inspection, maintenance, repairs and replacement of water transmission/distribution main & service lines (Water Systems).
- Performs work in compliance with State and Federal environmental and water quality laws and regulations, and City policies and standards; duties will vary according to job assignment and skill level.
- Troubleshoot meter reading connection issues as assigned; program meters to end points; replace broken meters and boxes; replace broken shut-off valves; order new meters; turn water functions on and off.
- Follows all safety rules and regulations, sets up work zone and all equipment in safe operating conditions; notifies supervisor of maintenance and repair issues; reports unsafe conditions, accidents, injuries, security issues and illegal activities.
- Assists with the operation of assigned crews and vehicles to maintain day to day operations to conduct basic installations, trouble shooting and repairs; assists with walk-through inspections.

- Performs inspection and maintenance of equipment and components in the operation of the water infrastructure; performs work in accordance with all quality standards.
- Operates a variety of hand tools and mechanized equipment; may operate heavy equipment; utilizes work orders, log sheets, and electronic recording equipment; records data on spreadsheets.
- Assists senior level operators to resolve operational problems; cleans and maintains vehicles, tools and equipment; performs maintenance as directed.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City goals and priorities, vision, values, and complies with all City policies and procedures.
- Maintains absolute confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Drive a vehicle to conduct work; operate heavy equipment and forklifts to haul and transport equipment, supplies and materials; load and unload materials, supplies and equipment.
- Plan, organize and lay out assigned tasks; interpret plans, diagrams, blue prints, sketches and specifications; work from verbal and written instructions and work orders.

OTHER DUTIES:

- Prepare streets for asphalt and concrete repair as assigned by the position; utilize asphalt and other rock to grade and patch City's right of ways; fill holes and seal cracks; maintain existing streets in proper condition; clean and maintain street drains.
- Assist in the maintenance and repair of City water and sewer systems, trenches, lines and equipment as assigned; clean water and sewer lines; provide support in the maintenance of water and sewer mains, laterals and various other fixtures, parts and equipment.
- Perform a variety of general carpentry work; assist with repairing, maintaining and constructing articles and structures of wood such as buildings, doors, walls and furniture; replace locks as needed; assist in the construction and repair of fencing.
- Clean city streets and right of ways; sweep and clean equipment, yards and grounds; clean and clear streets of trash and debris; pick up paper, trash and debris as needed; load and unload trucks.
- Perform grounds maintenance activities in the beautification of grounds and landscaped areas as assigned.
- Paint and stripe curbs, stop lines, crosswalks, roadways, lines and other street markings; install and maintain street and traffic safety signs and markers as assigned; assists in street marking, sign installation and maintenance; place and pick up traffic control signs, thrashers, markers and barricades.
- Perform building maintenance; respond to emergencies during off-duty hours, including in stand-by schedule rotation.
- Operate a variety of specialized equipment such as meter testing devices, welding equipment, tractor, backhoes, mowers, and various hand and power tools.
- Operate standard office equipment including a computer and assigned software.
- Maintain routine records related to assigned activities.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED.
- Any combination of two years' experience in Public works repair and maintenance or general construction or training that will fulfill the essential functions of the position.

Licenses and other Requirements:

- Valid California Class B driver's license and evidence of a safe driving record.
 - Incumbents in the class series are placed in a random drug test program.
- Valid forklift certification.
- Valid California Water Distribution Certification Grade 1 or higher issued by SWRCB

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge Of:

- City policies and procedures
- Methods, materials, tools and equipment used in Water Systems operations, repairs and maintenance
- State and federal laws and regulations governing water utilities and emergency response
- Safe work practices, occupational hazards and proper traffic control
- Techniques for use and storage of chemicals, including OSHA Safety Data Sheets (SDS) for hazardous chemicals used in the workplace
- Experience in water transmission and distribution system installations, troubleshooting, and repairs
- Basic computerized systems for equipment data logging and field work recording
- OSHA guidelines related to water transmission/distribution system operations
- Microsoft Windows Office products, some specialized software applications

Ability To:

- Following standardized methods and procedures, and verbal and written instructions
- Performing experienced Water Systems maintenance activities
- Identifying unsafe conditions and mechanical problems
- Reading and understanding manufacturer's manuals and equipment specifications
- Following safe work practices
- Operating heavy equipment in a safe and effective manner
- Operating a personal computer utilizing standard and specialized software
- Communicating effectively verbally and in writing

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Regular exposure to fumes, dust, dirt, oil and grease.
- Noise from equipment operation.
- Driving a vehicle to conduct work.
- Variable work hours including evenings or weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate maintenance equipment and tools.
- Seeing to perform maintenance work.

- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Walking over rough or uneven surfaces.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Heavy physical labor.
- Climbing ladders.

Hazards:

- Working around and with machinery with moving parts.
- Working at heights.
- Exposure to chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CITY OF IMPERIAL

JOB DESCRIPTION

Distribution Utility Worker II

Range 67	Teamsters Salary Schedule
Hourly:	\$20.97 – \$29.51
Monthly:	\$3,634.80- \$5,115.06
Annual:	\$43,617.60 - \$61,380.80

Teamsters Collective Bargaining Unit

FLSA – Non-Exempt

Department: Public Services – Water Treatment Division

DEFINITION:

Under the direction of the Chief Water Operator, performs a variety of skilled work tasks in the operation, maintenance and repair of City's Water Infrastructure systems including, but not limited to, meter reading, water connection/disconnection service, field inspections, and maintain water meter and related services.

DISTINGUISHING CHARACTERISTICS:

Distribution Utility Worker II (Apprentice Level): This is the apprentice level class in the Utility Worker series. The Utility Worker II class performs more complex repair, maintenance, construction, pavement, and installation of the City's water distribution system equipment and facilities. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under supervision of experienced operations personnel performs basic inspection, maintenance, repairs and replacement of water transmission/distribution main & service lines (Water Systems).
- Performs work in compliance with State and Federal environmental and water quality laws and regulations, and City policies and standards; duties will vary according to job assignment and skill level.
- Troubleshoot meter reading connection issues as assigned; program meters to end points; replace broken meters and boxes; replace broken shut-off valves; order new meters; turn water functions on and off.
- Follows all safety rules and regulations, sets up work zone and all equipment in safe operating conditions; notifies supervisor of maintenance and repair issues; reports unsafe conditions, accidents, injuries, security issues and illegal activities.
- Assists with the operation of assigned crews and vehicles to maintain day to day operations to conduct basic installations, trouble shooting and repairs; assists with walk-through inspections.
- Performs inspection and maintenance of equipment and components in the operation of the water or wastewater systems infrastructure; performs work in accordance with all quality standards.
- Performs City's dead-end & main flushing & valve exercising plans; operates valve exercising machine.

- Operates a variety of hand tools and mechanized equipment; may operate heavy equipment; utilizes work orders, log sheets, and electronic recording equipment; records data on spreadsheets.
- Assists senior level operators to resolve operational problems; cleans and maintains vehicles, tools and equipment; performs maintenance as directed.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City goals and priorities, vision, values, and complies with all City policies and procedures.
- Maintains absolute confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Drive a vehicle to conduct work; operate heavy equipment and forklifts to haul and transport equipment, supplies and materials; load and unload materials, supplies and equipment.
- Plan, organize and lay out assigned tasks; interpret plans, diagrams, blue prints, sketches and specifications; work from verbal and written instructions and work orders.

OTHER DUTIES:

- Prepare streets for asphalt and concrete repair as assigned by the position; utilize asphalt and other rock to grade and patch City's right of ways; fill holes and seal cracks; maintain existing streets in proper condition; clean and maintain street drains.
- Assist in the maintenance and repair of City water and sewer systems, trenches, lines and equipment as assigned; clean water and sewer lines; provide support in the maintenance of water and sewer mains, laterals and various other fixtures, parts and equipment.
- Perform a variety of general carpentry work; assist with repairing, maintaining and constructing articles and structures of wood such as buildings, doors, walls and furniture; replace locks as needed; assist in the construction and repair of fencing.
- Clean city streets and right of ways; sweep and clean equipment, yards and grounds; clean and clear streets of trash and debris; pick up paper, trash and debris as needed; load and unload trucks.
- Perform grounds maintenance activities in the beautification of grounds and landscaped areas as assigned.
- Paint and stripe curbs, stop lines, crosswalks, roadways, lines and other street markings; install and maintain street and traffic safety signs and markers as assigned; assists in street marking, sign installation and maintenance; place and pick up traffic control signs, thrashers, markers and barricades.
- Perform building maintenance; respond to emergencies during off-duty hours, including in stand-by schedule rotation.
- Operate a variety of specialized equipment such as meter testing devices, welding equipment, tractor, backhoes, mowers, and various hand and power tools.
- Operate standard office equipment including a computer and assigned software.
- Maintain routine records related to assigned activities.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED.
- Four years' experience comparable to a Distribution Utility Worker I

Licenses and other Requirements:

- Valid California Class B driver's license and evidence of a safe driving record.

- Incumbents in the class series are placed in a random drug test program.
- Valid forklift certification.
- Valid California Water Distribution Certification Grade II or higher issued by SWRCB

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge Of:

- City policies and procedures
- Methods, materials, tools and equipment used in Water Systems operations, repairs and maintenance
- State and federal laws and regulations governing water/wastewater utilities and emergency response
- Safe work practices, occupational hazards and proper traffic control
- Techniques for use and storage of chemicals, including OSHA Safety Data Sheets (SDS) for hazardous chemicals used in the workplace
- Experience in water transmission and distribution system installations, troubleshooting, and repairs
- Basic computerized systems for equipment data logging and field work recording
- OSHA guidelines related to water transmission/distribution system operations
- Arizona 811 specifications and guidelines
- Microsoft Windows Office products, some specialized software applications

Ability To:

- Following standardized methods and procedures, and verbal and written instructions
- Performing experienced Water Systems maintenance activities
- Identifying unsafe conditions and mechanical problems
- Reading and understanding manufacturer's manuals and equipment specifications
- Following safe work practices
- Operating heavy equipment in a safe and effective manner
- Operating a personal computer utilizing standard and specialized software
- Communicating effectively verbally and in writing

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Seasonal heat and cold or adverse weather conditions.
- Regular exposure to fumes, dust, dirt, oil and grease.
- Noise from equipment operation.
- Driving a vehicle to conduct work.
- Variable work hours including evenings or weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate maintenance equipment and tools.
- Seeing to perform maintenance work.
- Sitting or standing for extended periods of time.

- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Walking over rough or uneven surfaces.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.
- Heavy physical labor.
- Climbing ladders.

Hazards:

- Working around and with machinery with moving parts.
- Working at heights.
- Exposure to chemicals and fumes.

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CITY OF IMPERIAL

JOB DESCRIPTION

ADMINISTRATIVE TECHNICIAN I

SALARY:

Unrepresented	Range 72
Hourly:	\$23.72 – \$31.79
Monthly:	\$4,111.46 – \$5,510.27
Annual:	\$49,337.60- \$66,123.20

FLSA Non- Exempt

DEFINITION:

Under general supervision provide responsible technical assistance by coordinating, monitoring and reporting on various departmental activities of a routine and recurring nature; to perform administrative and technical work of assigned program area; and to review routine administrative requests related to area of assignment.

DISTINGUISHING CHARACTERISTICS:

Administrative Technician I – Performs limited technical work in a specialized subject matter area. Work performed at this level is less complex than level II based on the number of variables involved including, but not limited to, the following:

- program scope- program reach, volume, and degree of how sensitivity issues related to program = low to moderate;
- technical and/or functional expertise: proficient utilization (intermediate level) of applications relevant to assignment; typically utilizing one or two systems;
- performs specialized duties in a independent manner, exercising judgment; and, some varied work assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Functions may include, but are not limited to, the following; develop, coordinate, and implement program activities of a technical area of assignment related to department activities; prepare technical documents related to program activities; respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers; perform technical duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed; assist professional staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection and analysis; prepare draft reports and technical documents; establish and maintain systems related to assigned technical areas of responsibility; monitor area activities and report progress as required; ensure area of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance; review and verify documents related to department activities including budgets, grants, claims, public information, legislation, classification, recruitment and selection, employee benefits, personnel actions, and/or other related

information; establish and maintain filing and reporting systems as necessary; provide relevant information to relevant parties prepare and type correspondence and compile and type reports; compile and develop information for special studies and reports from a variety of resources; assist with various special projects, including coordination, research and development of systems; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; perform related duties as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be three years of responsible administrative clerical or technical experience preferably in the subject area to which assigned, and training equivalent to completion of 60 units of college level course work including completion of the general education requirements leading to an Associate's degree.

Licenses and other Requirements

- Possession of a valid California driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: principles and practices of administrative and/or technical area to which assigned including, but not limited to, claims, legislation, public information, budget, grants, and personnel; research methods and techniques; computer software, including word processing, database, spreadsheet and accounting applications; English usage, spelling, punctuation and grammar; and arithmetic, basic mathematical calculations and statistics and statistical methods; modern office procedures, methods and computer equipment. Ability to: on a continuous basis, know and understand all aspects of the job; intermittently review work papers, reports and special projects; identify and interpret technical and numerical information; explain systems and procedures to staff and others; perform independent research in carrying out technical administrative and technical duties; collect, compile, analyze and present a variety of data in a meaningful way; develop and implement various data collection and reporting systems; review budget submissions and revisions for mathematical and accounting accuracy; understand and interpret complex policies, procedures and regulations; obtain information through interview; handle multiple project assignments; and deal firmly and courteously with the public; analyze situations quickly and objectively to determine proper course of action; use a personal computer and office equipment necessary for successful job performance; type at a speed necessary for successful job performance; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and inspect work in progress.
- Reaching to obtain files.
- Lifting, carrying and balancing materials.
- Standing and sitting for extended periods.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CITY OF IMPERIAL

JOB DESCRIPTION

ADMINISTRATIVE TECHNICIAN II

SALARY:

Unrepresented	Range 75
Hourly:	\$25.55 – \$35.95
Monthly:	\$4,428.67 – \$6,231.33
Annual:	\$53,144.00- \$74,776.00

FLSA Exempt – UNREPRESENTED/CONFIDENTIAL

DEFINITION:

Under general supervision provide responsible technical assistance by coordinating, monitoring and reporting on various departmental activities of a routine and recurring nature; to perform administrative and technical work of assigned program area; and to review routine administrative requests related to area of assignment.

DISTINGUISHING CHARACTERISTICS:

Administrative Technician II – Performs technical work in a specialized subject matter area. Work performed at this level is more difficult than that defined at the I level based on the number of variables involved including, but not limited to, the following:

- program scope- complexity of technical situations, issues and programs require the application of a broader knowledge base; program reach, volume, strict deadlines, and degree of how sensitivity issues related to program = moderate to high; and
- technical and/or functional expertise: proficient utilization (intermediate to advanced level) of applications relevant to assignment; typically utilizing multiple systems; and
- performs specialized duties in a highly independent manner, exercising judgment and initiative; and,
- majority of work assignments are varied and require a greater degree of independence of action in completing those assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Functions may include, but are not limited to, the following; develop, coordinate, and implement program activities of a technical area of assignment related to department activities; prepare technical documents related to program activities; respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers; perform technical duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed; assist professional staff in performing and conducting studies, special projects, administrative and technical functions; perform data collection and analysis; prepare draft reports and technical documents; establish and maintain systems related to assigned technical areas of responsibility; monitor area activities and report progress as required; ensure area of responsibilities are in compliance with related laws, codes, ordinances, and legislation; advise staff of any irregularities in compliance; review and verify documents related to department activities including budgets, grants, claims, public information, legislation, classification, recruitment and selection, employee benefits, personnel actions, and/or other related information; establish and maintain filing and reporting systems as necessary; provide relevant information to relevant parties prepare and type correspondence and compile and type reports; compile and develop information for special

Administrative Technician II

studies and reports from a variety of resources; assist with various special projects, including coordination, research and development of systems; build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service; perform related duties as assigned.

OTHER DUTIES (CITY MANAGER'S OFFICE):

- **When Assigned to Human Resources Operations:** perform specialized technical and highly detailed work to promulgate, certify, revise and maintain lists of eligible candidates for selection consideration; organize, plan and coordinate the process for selecting eligible candidates for vacant positions in various City departments; schedule, notify and track completion of performance evaluations by City departments; assist professional staff in planning and conducting testing and interview processes and other Human Resources assignments as needed; provide information to City employees and applicants regarding City selection procedures and interpretation of policies, laws, and rules; coordinate review of personnel files by City employees and supervisors; explain and interpret assignment area policies and procedures to internal or external customers.
- **When Assigned to Benefits:** perform complex and responsible technical and clerical duties relating to the benefits program for City employees, retirees and COBRA participants; process health benefits for employees and retirees according to established policies and procedures, Memoranda of Understanding, federal and state laws; maintain related files; process payroll transactions such as differential pay and merit increase; conduct the sick leave reimbursement program; maintain employee records in City payroll systems, CalPERS and insurance carriers; process new hires including pre-employment physical exams and Livescan; extract and compile benefits information; maintain a positive rapport with employees and contract providers; assist in the flex plan cash option process; maintain and update database; prepare reports, logs, and general benefits information; compile and extract data for internal and insurance carrier requested reports; schedule and conduct individual and group benefit orientations; reconcile participation and process monthly premium payments for active and retired City employees; assist with open enrollment activities and record keeping; act as liaison between employees and contract benefits providers; assist with the logistics of the employee health fair; perform other difficult, independent and technical work requiring knowledge of the procedures and policies of benefits administration.
- **When Assigned to Risk Management:** track and maintain claims against the City, including legal claims, property and liability claims, claims for vehicle accidents or damage to City property. Submit information to City Attorney or third-party administrator as appropriate. Coordinate safety training programs to assure compliance with State and Federal Regulations. Track and maintain files related to worker's compensation claims, monitor employee work status and relay information to Department Head under direction of HR Manager and/or Assistant City Manager. Work with third-party claims adjuster to assure prompt response and payment for employee medical services.
- Perform related duties as assigned.

QUALIFICATIONS:

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be three years of responsible administrative clerical or technical experience preferably in the subject area to which assigned, and training equivalent to completion of 60 units of college level course work including completion of the general education requirements leading to an Associate's degree.

Licenses and other Requirements

- Possession of a valid California driver's license.

Administrative Technician II

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: principles and practices of administrative and/or technical area to which assigned including, but not limited to, claims, legislation, public information, budget, grants, and personnel; research methods and techniques; computer software, including word processing, database, spreadsheet and accounting applications; English usage, spelling, punctuation and grammar; and arithmetic, basic mathematical calculations and statistics and statistical methods; modern office procedures, methods and computer equipment.

Ability to: on a continuous basis, know and understand all aspects of the job; intermittently review work papers, reports and special projects; identify and interpret technical and numerical information; explain systems and procedures to staff and others; perform independent research in carrying out technical administrative and technical duties; collect, compile, analyze and present a variety of data in a meaningful way; develop and implement various data collection and reporting systems; review budget submissions and revisions for mathematical and accounting accuracy; understand and interpret complex policies, procedures and regulations; obtain information through interview; handle multiple project assignments; and deal firmly and courteously with the public; analyze situations quickly and objectively to determine proper course of action; use a personal computer and office equipment necessary for successful job performance; type at a speed necessary for successful job performance; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with various cultural and ethnic groups in a tactful and effective manner.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and inspect work in progress.
- Reaching to obtain files.
- Lifting, carrying and balancing materials.
- Standing and sitting for extended periods.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CITY OF IMPERIAL

JOB DESCRIPTION

LEAD WATER TREATMENT OPERATOR

MSPC	RANGE 78
CLASSIFICATION	SUPERVISORY
FLSA	NON-EXEMPT

DEFINITION:

Under the direction of the Director of Public Works and Chief Water Operator, lead, assist and participate in a variety of journey-level skilled activities in the installation, maintenance and repair of the City's potable water treatment plant and related equipment including the City's water distribution and metering systems; oversee and perform inspections of meters and service lines for leaks and malfunctions; monitor and record meter readings of water consumption levels and perform related repairs as needed; ensure proper operation of the City's potable water treatment plant and distribution system in compliance with all water quality, environmental, and safety standards; train and provide work direction to assigned personnel.

DISTINGUISHING CHARACTERISTICS:

Lead Water Systems Operator has responsibility to regularly lead a crew in water treatment plant functions and projects. Exercises technical and functional supervision over lower level water staff. This is a full journey-level class in the water operations series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of water distributions and treatment plant operations and maintenance staff. Incumbents are expected to independently perform the full range of water treatment plant operations and maintenance duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Chief Water Operator in that the latter has management responsibility for all Water Distribution and Treatment Operations, functions and activities for the City. May be responsible for State and/or Federal reporting requirements and communicating with State/Federal Officials.

The Water Treatment Operator III classification is a journey-level skilled classification in the series. Incumbents are responsible for performing more complex duties and providing work direction and training to subordinate water treatment operators. This classification requires a State of California Grade III Water Treatment Operator Certificate and State of California D-2 Water Distribution Certificate.

The Water Treatment Operator II is the journey-level class in the series and performs a wide range of duties with minimal supervision or assistance. This classification requires a State of California Grade II Water Treatment Operator Certificate.

The Water Treatment Operator I classification is the entry-level classification in the series. Incumbents work under close supervision while learning job tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead, assist and perform a variety of journey-level skilled duties in the installation, maintenance and repair of the City's potable Water Treatment Plant, distribution systems and related equipment; respond to waterline emergencies and dig alerts.
- Inspect, troubleshoot and diagnose water plant and equipment problems and malfunctions; assist in the repair or replacement of gauges, pumps, filters and various other controls, parts, motors, distribution and metering system components and other related mechanical equipment as necessary.
- Conduct water plant and booster station readings using various specialized instruments and gauges; understand gauges and recording devices.

- Collect daily water samples at the Water Treatment plant; conduct various daily laboratory tests of water samples; identify abnormal water samples and take corrective action according to laboratory test results.
- Use a variety of tools and equipment related to water treatment, distribution systems; calibrate and adjust controls, instruments and equipment such as valves, switches, analyzers, turbidity meters and other water regulating devices used to regulate water flow, turbidity levels; pressure and adjustment of water chemical feed rates and dosages.
- Check for dig alerts; identify utility lines using underground utility locators and maps.
- Perform back-washes on mixed media filtration systems.
- Train and provide work direction and guidance to assigned personnel; monitor employee activities to ensure accuracy, completeness and compliance with established safety requirements and procedures.
- Prepare and maintain a variety of records, logs and reports related to readings, laboratory testing, repairs, maintenance activities and assigned duties.
- Communicate with City personnel, customers, state regulators and various outside agencies to exchange information, coordinate activities and resolve issues or concerns and complaints.
- Monitor inventory levels of parts, supplies and equipment; order, receive and maintain inventory of parts, supplies and equipment.
- Drive a vehicle to conduct work; operate heavy equipment and forklifts to haul and transport equipment, supplies and materials.
- Operate a computer and assigned industry software; input, analyze and interpret data.
- Maintain facilities, systems and equipment in a clean and sanitary condition.
- Attend and participate in a variety of meetings and committees as assigned.

OTHER DUTIES:

- Perform related duties as assigned.
- Respond to on-call emergencies.

When Performing As Lead Water Treatment Operator:

- Lead, plan, and participate in the work of staff responsible for a variety of maintenance activities within an assigned division of the Public Services Department.
- Plan, direct, and participate in drafting preventive maintenance programs within an assigned division.
- Supervise the use and operation of public services maintenance equipment and vehicles; operate equipment and vehicles as needed and as assigned.
- Train assigned employees in their areas of work in public works maintenance methods, techniques and in the set up and use of equipment.
- Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Ensure the adherence to safe work practices and procedures.
- Accurately assess and evaluate work and maintenance service requests.
- Assist the Chief Water Operator in the trouble shooting of public work projects and work requests.
- Maintain accurate records on installations and replacements; maintain inventory of supplies.
- Respond to public inquiries in a courteous manner; provide information within area of assignment; resolve complaints in an efficient and timely manner.
- Identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

- Basic computer skills including the ability to produce and maintain documents in Microsoft Office, look up and order supplies on-line; and enter and complete work orders.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED supplemented by college-level coursework in a related field and five (5) years progressively responsible journey-level skilled experience working in a water treatment plant including two (2) years at the level of a Water Treatment Operator III.

Licenses and other Requirements:

- Valid California Class A, B, and C California driver's license and evidence of a safe driving record.
- Valid State of California Water Treatment Plant Operator Certificate Grade III.
- Valid State of California Water Distribution Grade II Certificate.

Knowledge of:

- Principles and process of water plant, water distribution and water systems.
- Operation and maintenance principles of pumps, motors, valves, and other mechanical equipment related to water treatment.
- Applicable State and Federal laws, standards and requirements related to water treatment plant operation and maintenance.
- Proper laboratory principles and practices related to water treatment plant operations.
- Installation, maintenance and repair of water distribution and related equipment.
- Pumps, valves and related devices.
- Principles of training and providing work direction.
- Health and safety regulations and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Knowledge of principles and practices of effective supervision.

Ability to:

- Lead and participate in a variety of journey-level skilled activities in the installation, maintenance and repair of water treatment, water distribution and water metering systems.
- Oversee and perform inspections of meters and pumps for leaks and malfunctions.
- Monitor and record meter readings of water levels and perform related repairs as needed.
- Train and provide work direction to assigned personnel.
- Troubleshoot, diagnose and resolve water treatment/distribution problems and malfunctions.
- Operate and maintain specialized meters, gauges, hand/power tools and equipment.
- Operate heavy equipment and forklifts.
- Perform heavy manual labor as needed.
- Conduct and interpret water laboratory testing.
- Operate standard office equipment including a computer and assigned water and wastewater industry software.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and compile routine records related to work performed.
- Observe health and safety regulations.
- Communicate effectively, both oral and in written form.

- Effectively supervise subordinate staff.
- Organize time, staff and materials to meet deadlines.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold or adverse weather conditions.
- Noise from equipment operation.
- Variable work hours including evenings or weekends.
- Remain on-call for emergencies.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard, hand and power tools.
- Standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Bending at the waist, stooping, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Seeing to read meters and perform repairs.
- Hearing and speaking to exchange information.
- Climbing ladders.
- Walking and climbing perform inspections

Hazards:

- Working around machinery with moving parts.
- Exposure to chemicals and fumes.
- Working at heights.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CITY OF IMPERIAL

JOB DESCRIPTION

LEAD WASTEWATER TREATMENT OPERATOR

MSPC 78
CLASSIFICATION SUPERVISORY
FLSA NON-EXEMPT

DEFINITION:

Under the direction of the Public Services Director, perform a variety of journey-level skilled duties involved in the monitoring, adjustment and testing of wastewater quality in a wastewater pollution control plant and related lift stations; maintain proper wastewater quality levels according to established guidelines; perform skilled maintenance of related equipment and systems.

DISTINGUISHING CHARACTERISTICS:

Lead Wastewater Systems Operator has responsibility to regularly lead a crew in wastewater plant functions and projects. Exercises technical and functional supervision over lower level wastewater staff. This is a full journey-level class in the wastewater operations series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of wastewater collections and treatment plant operations and maintenance staff. Incumbents are expected to independently perform the full range of wastewater collections and treatment plant operations and maintenance duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Chief Wastewater Operator in that the latter has management responsibility for all Wastewater Operations, functions and activities for the City. May be responsible for State and/or Federal reporting requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of journey-level skilled duties involved in the monitoring, adjustment and testing of wastewater quality at assigned wastewater quality control facilities; take readings of various meters for pressure, flow and water levels.
- Maintain proper wastewater quality levels according to established guidelines; ensure proper procedures for obtaining, handling and transporting wastewater samples; test, record and adjust equipment in response to wastewater quality characteristics; utilize appropriate lab equipment.
- Monitor facility equipment and systems including valves, pumps, motors, tanks and gauges; adjust equipment as necessary; perform skilled maintenance and minor repairs as appropriate; operate and repair electrical breakers, starters, heaters and connect power to pumps; refer major repair needs to appropriate personnel; install devices according to established procedures.
- Monitor and adjust chemical dosages for wastewater effluent; perform maintenance on pumps, including changing oil, lubricating and changing the packing; maintain and service injectors and chlorinators throughout the system; replace filters as needed.
- Maintain assigned wastewater quality control facilities and assigned spaces in a clean, orderly and safe condition; clean sewer lines, sewer wet wells, trash screens, clarifiers and other assigned devices or areas as required; repair broken water lines according to established procedures.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Operate a tractor, skip loader and various hand and power tools related to assigned activities; utilize welding equipment as necessary; operate standard office equipment including a computer and assigned software; drive a vehicle to conduct work including a water truck, tractor and street sweeper.

- Maintain various records related to wastewater quality, work orders and assigned activities; log daily flows, temperatures, pH and assigned samples.
- Prepare and maintain inventory of wastewater activities supplies and parts and submit purchase orders for additional items as needed.
- Attend meetings and trainings as assigned.
- Assist with providing training to other assigned plant personnel as required.
- Respond to job-related emergencies during evening or variable hours as assigned.

OTHER DUTIES:

- Perform related duties as assigned.
- Assist with grounds-related duties and custodial-related duties as assigned.
- Provide special event assistance including assisting with traffic control and setting-up/breaking-down equipment for events.

When Performing as Lead Wastewater Operator:

- Lead, plan, and participate in the work of staff responsible for a variety of maintenance activities within an assigned division of the Public Services Department.
- Plan, direct, and participate in drafting preventive maintenance programs within an assigned division.
- Supervise the use and operation of public services maintenance equipment and vehicles; operate equipment and vehicles as needed and as assigned.
- Train assigned employees in their areas of work in public works maintenance methods, techniques and in the set up and use of equipment.
- Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Ensure the adherence to safe work practices and procedures.
- Accurately assess and evaluate work and maintenance service requests.
- Assist the Chief Water Operator in the trouble shooting of public work projects and work requests.
- Maintain accurate records on installations and replacements; maintain inventory of supplies.
- Respond to public inquiries in a courteous manner; provide information within area of assignment; resolve complaints in an efficient and timely manner.
- Identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Basic computer skills including the ability to produce and maintain documents in Microsoft Office, look up and order supplies on-line; and enter and complete work orders.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED supplemented by college-level coursework in mathematics, chemistry or related field and two (2) years journey-level experience in the monitoring, adjustment and testing of wastewater quality or a similar field.

Licenses and other Requirements:

- Possession of a Grade III Wastewater Treatment Plant Operator certificate issued by the State Water Resources Control Board (SWRCB).

- Valid California Class B driver's license and evidence of a safe driving record.

Knowledge of:

- Principles, practices, techniques, equipment and materials used in the operation and maintenance of a wastewater treatment plant.
- Wastewater sampling and testing techniques.
- Wastewater treatment plant instrumentation.
- Applicable rules, regulations, policies and procedures.
- Operation, maintenance, and repair of various pumps and meters.
- Applicable mechanical and piping systems including valves, line-ups, gauges and meters.
- Requirements of maintaining wastewater treatment plant and related facilities in a safe and proper working condition.
- Health and safety regulations.
- Basic record-keeping techniques.
- Knowledge of principles and practices of effective supervision.

Ability to:

- Perform a variety of journey-level duties involved in the monitoring, adjustment and testing of wastewater quality at assigned wastewater quality control facilities.
- Maintain proper wastewater quality levels according to established guidelines.
- Perform skilled maintenance and minor repairs on facility equipment and systems.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Observe health and safety regulations.
- Operate a variety of equipment including lab instruments, a computer and assigned software.
- Operate heavy equipment.
- Perform heavy manual labor as needed.
- Understand and follow oral and written instructions.
- Work independently with little direction.
- Assist with training other assigned personnel.
- Communicate effectively, both oral and in written form.
- Effectively supervise subordinate staff.
- Establish and maintain effective working relationships.
- Organize time, staff and materials to meet deadlines.
- Identify problems, research and analyze relevant information, develop and present recommendations, and justification for solution.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Regular exposure to fumes and odors.
- Subject to noise from equipment operation.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands to operate assigned tools and equipment.
- Sitting or standing for extended periods of time.
- Seeing to monitor systems and test samples.

- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Hearing and speaking to exchange information.

Hazards:

- Working around machinery with moving parts.
- Exposure to gases, vapors and odors.
- Contact with raw sewage and associated toxic fumes.
- Infectious materials from wastewater.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CITY OF IMPERIAL

JOB DESCRIPTION

HUMAN RESOURCES MANAGER

Range 92
Classification Supervisory/Confidential
FLSA Exempt

DEFINITION:

Under the direction of the City Manager and Assistant City Manager, plan, organize, control and manage the City's comprehensive centralized Human Resource, Employee-Employer Relations, Risk Management and Safety Coordination programs; serve as technical consultant and advisor to executives, management, and employees; monitor and ensure compliance with State and Federal legislation, regulations, City policies and Memorandum of Understanding related to assigned programs; supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control activities, services and operations; allocate personnel and resources to optimize departmental efficiency and effectiveness.
- Plan, organize and administer the comprehensive human resource program including recruitment, selection, placement, training, evaluation, benefits, classification and compensation, and organizational development.
- Provide technical expertise to the City Council and City administrators regarding management, organization and human resources issues, problems and concerns; analyze technical data and prepare recommendations to improve systems and procedures.
- Administer the employee-employer relations program; direct and oversee grievance and appeals procedures; counsel employees, supervisors and administrators regarding discipline, complaints, human resource practices and working conditions.
- Meet and confer with bargaining units; participate in labor negotiations; resolve disputes concerning the interpretation of memoranda of understanding, personnel policies and rules.
- Ensure compliance with a variety of laws, codes, regulations and judicial directives related to employment, insurance and loss control; identify areas of non-compliance and initiate corrective action.
- Supervise performance of assigned personnel; interview, select, counsel and discipline staff as appropriate.
- Ensure confidentiality of patient health care information; develop and implement policies and procedures related to confidential patient health care information; coordinate activities to limit the incidental use of protected health care information; document, investigate and respond to patient complaints regarding confidential health care information.
- Communicate with City Administration, D insurance carriers, State and Federal agencies, attorneys and others regarding human resources, safety coordination, risk management and employee-employer relations programs.
- Direct the activities of the insurance and loss control programs including workers' compensation, property damage and employee insurance.
- Determine employee training and development needs and coordinate personnel training and employee education programs.
- Maintain City-wide classification system to accurately describe the duties and employment standards for each position; direct and participate in salary surveys and analytical studies related to classification and compensation; conduct job analysis for reclassification requests.

- Monitor and oversee recruitment, selection and evaluation procedures; ensure consistency, fairness and compliance with established City policies; act as the City's Equal Employment Opportunity/Affirmative Action Officer and administer the City's affirmative action plan; investigate grievances involving City employees.
- Direct the preparation of centralized human resource records and files; prepare narrative, statistical and oral reports for the City Council and regulatory agencies.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in human resources, business or public administration or related field and five (5) years increasingly responsible experience in human resource administration, risk management and labor relations including at least two (2) years supervisory experience.

Licenses and other Requirements

- Valid Driver's License

Knowledge of:

- Administration of comprehensive human resource program in a large public sector organization.
- Principles of managerial analysis and organizational design.
- Principles, practices, methods and terminology used in public human resource administration.
- State and Federal laws, codes and regulations concerning human resource administration including equal employment opportunity and affirmative action.
- Insurance policies, laws and settlement procedures.
- Principles, techniques and methods of recruitment, selection, training, classification and compensation.
- Loss control techniques and self-funding insurance programs.
- Principles and techniques of labor relations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Budget preparation and control.

Ability to:

- Manage, plan, organize, coordinate, and evaluate personnel operations, programs, functions and activities.
- Research, analyze, review and interpret personnel laws, regulations, contracts, rules and court decisions.
- Ensure compliance with applicable laws, codes and regulations.
- Formulate, develop and implement accident and liability prevention programs.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Train, supervise and evaluate personnel.
- Prepare and deliver oral presentations.
- Operate standard office equipment including a computer and assigned software.
- Establish and maintain effective working relationships with others.

- Attend evening meetings.
- Observe health and safety rules and regulations.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Fast-paced environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and inspect work in progress.
- Reaching to obtain files.
- Lifting, carrying and balancing materials.
- Standing and sitting for extended periods.

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