

AGENDA CITY OF WATSONVILLE PERSONNEL COMMISSION MEETING



Opportunity Through Diversity; Unity Through Cooperation.

Working with our community to create positive impact through service with heart.

Chair Richard Dodge, District 4

***Amy Lona, District 1
Raquel Mariscal, District 2
Kristal Salcido, District 3
Amy Newell, District 5
Lisa Martin, District 6
Betty Bobeda, District 7***

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Or Telephone: US: +1 669 254 5252 or +1 669 216 1590 or +1 646 828 7666
Webinar ID: 160 432 7730***

This meeting is being held in accordance with the Brown Act as currently in effect under the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, the Santa Cruz County Health Officer Extended and Modified Shelter in Place Orders, and the Governor's Executive Orders N-25-20 and N-29-20, that allows attendance by members of the Personnel Commission, City staff, and the public to participate and the Commission to conduct the meeting by teleconference, videoconference, or both.

HOW TO VIEW THE MEETING: There is no physical location from which members of the public may observe the meeting. Please view the meeting via the link available at:
<https://www.cityofwatsonville.org/194/Personnel-Commission>

HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit written comments by emailing hr@cityofwatsonville.org. All comments will be part of the meeting record. Emails received three hours before the meeting may not be uploaded to the Agenda and may not be seen by the Commission or staff. They will be added to the agenda the day after the meeting.

HOW TO PARTICIPATE DURING THE MEETING: Members of the public are encouraged to join the meeting through Zoom Webinar from their computer, tablet or smartphone at:
<https://cityofwatsonville-org.zoomgov.com/j/1604327730> Or iPhone one-tap:
+16692545252,,1604327730# or +16692161590,,1604327730# Or Telephone: US: +1 669 254 5252 or +1 669 216 1590 or +1 646 828 7666 Webinar ID: 160 432 7730 to express their comments.

For information regarding this agenda, please call the Human Resources Department at (831) 768-3020.

Americans with Disabilities Act



If you wish to attend a meeting and you will require assistance in order to attend and/or participate, please call the Human Resources Department at least three (3) business days in advance of the meeting to make arrangements. The City of Watsonville TDD number is (831) 763-4075.



**AGENDA
CITY OF WATSONVILLE
PERSONNEL COMMISSION MEETING**

Opportunity Through Diversity; Unity Through Cooperation.

Wednesday, April 21, 2021, 5:00 p.m.

Pages

- 1. OATH OF OFFICE ADMINISTERED BY CITY CLERK VÁZQUEZ FLORES TO NEWLY APPOINTED COMMISSION MEMBERS**
AMY LONA (DISTRICT 1); RAQUEL MARISCAL (DISTRICT 2); KRISTAL SALCIDO (DISTRICT 3); LISA MARTIN (DISTRICT 5)

- 2. ROLL CALL**
Motion to excuse absent Personnel Commissioners (If any)

Pursuant to Charter Section 900, Paragraph 2.

- 3. PLEDGE OF ALLEGIANCE**

- 4. CONSENT AGENDA**
All items appearing on the Consent Agenda are recommended actions which are considered to be routine and will be acted upon as one consensus motion. Any items removed will be considered immediately after the consensus motion. The Chair will allow public input prior to the approval of the Consent Agenda.

Public Input on any Consent Agenda Item

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| | 3) Public Input | |
| | 4) Appropriate Action | |

- 5. NEW BUSINESS**

- 5.a. ELECTION OF CHAIR AND VICE CHAIR**

- | | | |
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| | 1) Staff Report | |
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| | 4) Appropriate Action | |

5.c.	APPROVAL AND AUTHORIZATION OF A NEW ASSISTANT FINANCE MANAGER JOB CLASSIFICATION	26
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5.g.	UPDATED PUBLIC WORKS & UTILITIES CLASSIFICATIONS AND ELIMINATION OF SELECT OBSOLETE CLASSIFICATIONS	135
	1) Staff Report	
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	3) Public Input	
	4) Appropriate Action	

6. HUMAN RESOURCES DIRECTOR'S REPORT

7. PRESENTATIONS & ORAL COMMUNICATIONS

This time is set aside for members of the general public to address the Personnel Commission on any item not on the Agenda, which is within the subject matter jurisdiction of the Planning Commission. No action or discussion shall be taken on any item presented except that any Commissioner may respond to statements made or questions asked, or may ask questions for clarification. All matters of an administrative nature will be referred to staff. All matters relating to Planning Commission will be noted in the minutes and may be scheduled for discussion at a future meeting or referred to staff for clarification and report. Any Commissioner may place matters brought up under Oral Communications on a future agenda. ALL SPEAKERS ARE ASKED ANNOUNCE THEIR NAME AND ADDRESS IN ORDER TO OBTAIN AN ACCURATE RECORD FOR THE MINUTES

7.a. ORAL COMMUNICATIONS FROM THE PUBLIC

7.b. ORAL COMMUNICATIONS FROM THE COMMISSION

8. ADJOURNMENT

Pursuant to Section 54954.2(a)(1) of the Government Code of the State of California, this agenda was posted at least 72 hours in advance of the scheduled meeting at a public place freely accessible to the public 24 hours a day and on the City of Watsonville website at <https://www.cityofwatsonville.org/194/Personnel-Commission>

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Human Resources Department (275 Main Street, 4th Floor) during normal business hours.

Such documents are also available on the City of Watsonville website at: <https://www.cityofwatsonville.org/194/Personnel-Commission> subject to staff's ability to post the document before the meeting.

DECEMBER 9, 2020
P.M.

**MINUTES
PERSONNEL COMMISSION
REMOTE TELECONFERENCE MEETING**

5:00

1. ROLL CALL

COMMISSIONERS PRESENT: Bobeda, Clark, Mariscal, Newell

COMMISSIONERS ABSENT: Dodge

OTHERS PRESENT: Rayvon Williams, Airport Director, Nathalie Manning, Deputy City Manager, Frances Delfino, Sr. Human Resources Analyst and Monica Florez, Human Resources Analyst

2. PLEDGE OF ALLEGIANCE

3. CONSENT AGENDA

A. A motion was made by Commissioner Bobeda, seconded by Commission Mariscal and carried to approve the minutes of October 21, 2020.

4. NEW BUSINESS

A. APPROVAL OF NEW AIRPORT OPERATIONS MANAGER JOB CLASSIFICATION, JOB DESCRIPTION AND SALARY

Rayvon Williams introduced himself to the Commission as the Airport Director and presented the staff report for the approval of the new job classification, job description and salary for the Airport Operations Manager. He stated that the City of Watsonville has invested in their employees and proceeded to present the background of the Airport which is enterprise-funded by federal mandate. He added that the City owns the fuel concessions. The City Council, he stated, has supported the Airport with fuel island safety upgrade, terminal renovation, restaurant improvement, taxiing reconstruction, lighting upgrade and runway rehabilitation.

Williams advised that the Airport currently has an Airport Operations Supervisor and 2 three-person crews (Airport Operations Specialists). He stated the Airport Operations Manager would report directly to the Airport Director. He reviewed both external and internal salary comparisons to propose the salary for the Airport Operations Manager.

Commissioner Bobeda commented that Williams presented a concise report, Commissioner Clark added the presentation was a wonderful job and Commissioner Newell added it was a very coherent presentation with noticeable positive changes. Commissioner Mariscal inquired where the revenue would come from to pay for this position. Williams responded that it would come from Airport income with Commissioner Mariscal added that restructuring makes total sense.

A motion was made by Commissioner Mariscal, seconded by Commissioner Bobeda, with and carried to approve the new Airport Operations Manager job classification, job description and salary.

5. HUMAN RESOURCES DIRECTOR'S REPORT

Manning stated that the Finance Director provided a budget update and that revenues look better than predicted. She advised that there has been an uptick in COVID-19 cases in the City and we are continuing to maintain all safety efforts.

6. ORAL COMMUNICATIONS

Commissioner Mariscal praised the City for their commitment during these times, with Commissioner Bobeda in agreement.

7. ADJOURNMENT

The meeting was adjourned at 5:39 p.m.

ATTEST:

Chairperson

Personnel Director



Agenda Report

MEETING DATE: Wednesday, April 21, 2021

TO: PERSONNEL COMMISSION

FROM: CITY CLERK VÁZQUEZ FLORES

SUBJECT: ASSISTANT CITY CLERK – JOB DESCRIPTION AND CLASSIFICATION

STATEMENT OF ISSUES:

The Assistant City Clerk job description was created in 2007, since then the City Clerk Office has transitioned almost all of its operations to electronic solutions. Therefore, the Assistant City Clerk's functions have been evolving to a more project management and administrative nature.

RECOMMENDED ACTION:

The Personnel Commission recommends to the Council approval of the revised Job Classification and Job Description for Assistant City Clerk at the established salary range of \$36.48-\$48.89 per hour and \$6323.74 - \$8474.40 per month.

DISCUSSION:

This proposed revised job description will reflect more accurately what the Assistant City Clerk position is currently performing. The City Clerk's Office also provides administrative support to the City Attorney; therefore, the Assistant City Clerk Job Description will include those functions.

Proposed Salary Range:

The table below shows a salary comparison with this proposed revised classification and existing similar positions in the City of Watsonville and within the Management Unit. The proposed classification is at a similar level of responsibilities and compensation as the Senior Administrative Analyst.

Internal Salary Comparison Assistant City Clerk	Monthly Salary Step 0	Monthly Salary Step 6
Current Asst. City Clerk	\$5,994.60	\$8,033.35
Proposed Revised Assistant City Clerk	\$6,323.74	\$8,474.40
Sr. Admin Analyst	\$6,323.74	\$8,474.40

Sr. HR Analyst	\$6,367.70	\$8,533.37
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There is no external comparison because the job classification does not exist in the designated (Santa Cruz, Gilroy, Monterey, Salinas, Morgan Hill, Hollister, Santa Cruz County) comparison cities. However, the recommended salary range is comparable to those cities in California where the position does exist.

FINANCIAL IMPACT:

The proposed salary range for the Assistant City Clerk would be increased by approximately 5.49%; however, this increase can be absorbed in the current City Clerk Office's budget.

ATTACHMENTS:

1. Proposed Assistant City Clerk Job Description
2. Existing Assistant Job Description



JOB TITLE: ASSISTANT CITY CLERK

DATE APPROVED:

DEPARTMENT: CITY CLERK

SUPERSEDES: Assistant City Clerk

REPORTS TO: CITY CLERK

SUPERVISION: Receives administrative direction from the City Clerk. May exercise direct supervision over assigned administrative support personnel.

EMPLOYEE UNIT: MANAGEMENT

FLSA: Exempt

JOB SUMMARY:

Under the direction of the City Clerk, the Assistant City Clerk assists in planning and organizing the daily operations of the City Clerk's office. Serves as the City Clerk in his/her absence, manages elections; manages records management software and records requests, reviews contracts, accepts and reviews claims, provides administrative support to the Council and provides services as a member of the department's management team; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Assistant City Clerk has considerable latitude, with the primary focus on day-to-day management and administration of the operations. It is distinguished from the City Clerk in that the City Clerk has overall responsibility for the department. The Assistant City Clerk is further distinguished from the Deputy City Clerk, in that the Deputy City Clerk is primarily responsible for clerical, technical, and administrative support services.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Serve as Assistant City Clerk to the City Council; attend and open regular and special city council meetings as assigned; assist in posting, mailing and publication of legally required notices of public hearings including City Council, committees, and special agencies and authorities' meetings in accordance with the Brown Act, City Charter and Municipal Code.
- Provide analytical, legal, and administrative support to the City Attorney's Office.
- Prepare and distribute agendas, materials, minutes and records of meetings in proper legislative terminology; distribute information as requested; responsible for the cataloging and filing of City records; codify and maintain the City's Municipal Code.
- Manage Municipal elections, both regular and special; assist in managing the receipt and processing of petitions relating to initiatives, recalls and referendums.
- Assist with Council candidates nomination process.
- Act as filing officer for local campaigns and conflict of interest statements; and assist in administering the provisions of the Political Reform Act.

- Respond to citizen inquiries and resolves difficult and sensitive complaints; provide notary service to City documents, City staff and the general public; prepare City Council reports, memoranda, correspondence, and other informational materials.
- Oversee City Boards and Commissions; conduct recruitment, notice advertisements, and process applications.
- Select, train, motivate and evaluate City Clerk's Office personnel; provide or coordinate staff training and work with employees to correct deficiencies
- Develop and administer the office budget; assist in directing the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Provide highly responsible administrative and technical support to the City Council.
- Manage all City records requests covered under the Public Records Act.
- Independently compose ordinances, resolutions, and prepare clear reports and correspondence.
- Receive and manage claims and lawsuits filed against the City.
- Represents the department in interdepartmental and interagency projects in the absence of the City Attorney and/or City Clerk or as directed
- Monitor, analyze, and report on the effects of legislation and judicial actions on assigned program areas of responsibility.
- Analyzes issues and prepares reports for submission to the City Council
- Perform legal and/or general research utilizing online resources, document management systems, and print materials; research may include contacting other external agencies and organizations; prepare written correspondence.
- Review data and documents, and identify relevant, confidential, sensitive, privileged, and/or protected information; may redact appropriate data and maintains document logs.
- Maintain and update Office Law Library and other research materials.
- Maintain Records Retention Schedule and assist departments with questions pertaining to records destruction.
- Provide complex research and retrieval of records and documents for the public and City departments.
- Interpret and apply City and department policies, procedures, rules and regulations; and explain various rules and regulations relating to City Clerk operations.
- Provide training to employees regarding various functions of the City Clerk's operations including records retention, agenda process, City legislative procedures, contracts processing, and other areas.
- Manages City Clerk's Office technology.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Respond to the more difficult complaints and requests for information from the public and City staff and research requested information and determine appropriate resolutions.
- Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.
- Perform related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of government City Clerk functions and requirements.

- Applicable federal, state and municipal codes, laws and regulations related to City Clerk duties and public meetings.
- Election laws and procedures and political reform requirements.
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws.
- Modern methods of records management, including legal requirement for recording, retention, and disclosure.
- Principles and techniques budgeting procedures and techniques.
- Principles and practices of risk management in particular contract/leases administration.
- Principles and practices of official record keeping and management; modern office procedures and computer equipment.
- Principles and practices of supervision, training and personnel management.
- Principles and practices of work safety.
- Business English, spelling and arithmetic.
- Principles of business letter writing and report preparation.
- Methods and techniques of public relations.

Ability to:

- Organize work, set priorities, and meet deadlines related to scheduling, and coordinating City Clerk operational activities; and to act as the City Clerk in his or her absence.
- Analyze work papers, reports, and projects; know laws, regulations and codes; problem solve department related issues and explain and interpret policies and procedures; review municipal codes; interpret and evaluate staff reports; know laws, regulations and codes; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- Learn the City's Municipal Code.
- Assist in the preparation, conduct and certification of municipal elections.
- Participate in managing an efficient records management system, including staying current with computer and electronic methods of indexing, classifying, storing, and retrieving documents and records.
- Interpret and apply municipal laws and procedures including State law regarding, the Public Records Act, Brown Act, Political Reform Act, the Government Code, and Election Code.
- Analyze and interpret complex legal documents and contracts and administrative procedures and regulations.
- Assist in the development and monitoring of the City Clerk budget.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect; work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Exercise sound, independent judgment within general policy guidelines.
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments.
- Operate personal computer with proficiency and familiarity and type at a speed necessary for successful job performance; be comfortable learning new software.

PHYSICAL REQUIREMENTS:

The physical demands and working conditions 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.

While performing the duties of this job, the employee is regularly required to sit, bend, talk and hear. The employee frequently is required to use hands to press, handle, or feel. The employee is required to stand and walk and to lift or move up to 30 pounds and regularly required to drive. Specific vision abilities required by this job include close vision and ability to adjust focus.

This position typically works in indoor conditions. The employee frequently works near video display. The employee is regularly exposed to outside weather conditions. The noise level in the indoor work environment is usually quiet, while the outdoor environment is occasionally loud. This position may be required to work long and varied hours, including evenings and/or weekends if required; work under pressure and time constraints.

TRAINING AND EXPERIENCE:

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

Education/Training:

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, records management or a related field is required.

Acceptable Substitution

Seven years of extensive relevant experience working in a City Clerks' Office, possession of Certified Municipal Clerk designation from the International Institute of Municipal Clerk's (IIMC), or completion of the Technical Training for Clerks (TTC) may be substituted for college degree.

Experience:

Four years of progressively responsible experience performing responsible and complex administrative office work using state of the art technology in a local government agency and Administrative and supervisory or project management, preferably in a City Clerk's Office.

LICENSE & CERTIFICATION:

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Possession of, or ability to obtain Certified Municipal Clerk designation from the International Institute of Municipal Clerk's (IIMC) or completion of the Technical Training for Clerks (TTC).



JOB TITLE: **Assistant City Clerk**

DEFINITION

To assist the City Clerk in managing the operations of the City Clerk's office; develops, coordinates, and administers the City records management program; serves as acting City Clerk in the absence of the City Clerk; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification provides administrative assistance to the City Clerk in planning, organizing, and directing of administrative and operational services for the City Clerk's Office. Other responsibilities include attendance at City Council meetings, preparation of official City Council and Redevelopment Agency minutes, and assisting in the conduct of City elections. Independent judgment is required in interpreting and applying laws and policies. Incumbents participate in operational budgeting and division planning processes.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Clerk.

May coordinate, monitor, and evaluate the work of various temporary and regular office support staff in a lead capacity as required.

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

- Assists in establishing and implementing departmental goals, programs, policies and administrative procedures; assists in the development and maintenance of department budget
- Compiles agenda items for City Council/Redevelopment Agency meetings and prepares agendas
- Assists in the preparation and distribution of City Council/Redevelopment Agency agendas; attends City Council/Redevelopment Agency meetings, takes and prepares minutes and correspondence; maintains a comprehensive indexing and filing system of City Council/Redevelopment Agency actions, including resolutions, ordinances, contracts, etc.
- Maintains and monitors agreements, insurance certificates and deeds
- Records documents with County Recorder
- Prepares, processes, distributes and posts public notices
- Assists in the conduction of a satellite office for County Elections during primary and general elections
- Assists in the examination and verification of nomination papers from City Council candidates
- Organizes and administers the filing of Statements of Economic Interest and Campaign Statements for elected and appointed City officials and employees

- Assists the City Attorney's office in the preparation of ordinances and resolutions
- May exercise technical and functional supervision over administrative assistant and clerical staff
- Acts on behalf of the City Clerk and manages the operations of the City Clerk's office in his/her absence

EMPLOYMENT STANDARDS

Knowledge of:

- Political Reform Act and Fair Political Practices Commission Regulations
- Brown Act
- California Public Records Act
- California Elections Code
- City Municipal Code
- Budgetary practices
- Modern office procedures, methods and computer equipment
- English grammar, punctuation, spelling, and usage
- Records Management

Ability to:

- perform a wide variety of detailed technical, clerical and administrative work
- type at a speed necessary for successful job performance
- take and transcribe dictation with speed and accuracy
- maintain effective centralized record keeping and filing systems
- provide information and organize material in conformance with policies and regulations
- establish and maintain effective relationships with the community at large, the City Council and other public officials
- understand, apply and explain laws, ordinances, policies and procedures
- communicate clearly and logically orally and in writing
- work independently and maintain security of confidential information
- operate standard office equipment
- train, supervise and evaluate clerical staff as assigned
- hear adequately to converse on the telephone and in person
- intermittently bend and twist to reach equipment on surrounding desk
- intermittently reach above and below shoulder level to reach books, files and reports on shelves and in filing cabinets
- grasp files, documents and equipment with right and left hands
- climb stairs
- squat and kneel to reach files and related legal documents
- sit at a desk using near vision for long periods of time
- work indoors in an office environment subject to heat/cold and fragrances such as perfumes
- speak English
- speak Spanish highly desirable
- establish and maintain effective work relationships with those contacted in the

performance of required duties

TRAINING AND EXPERIENCE

- Four years of increasingly responsible work experience in office assistance and record keeping, preferable including experience in working with the function and operations of a city or county clerk's office.
- Equivalent to the completion of the twelfth grade supplemented by college level work in public or business administration

LICENCES, CERTIFICATIONS, SPECIAL REQUIREMENTS

- Valid Class C California Driver's License
- Ability to attend night meetings and work extended hours
- California Notary Public certification is desirable
- Certification as a Certified Municipal Clerk (CMC) by the International Institute of Municipal Clerks is desirable



Agenda Report

MEETING DATE: Wednesday, April 21, 2021

TO: PERSONNEL COMMISSION

FROM: CITY CLERK VÁZQUEZ FLORES

SUBJECT: ASSISTANT CITY CLERK – JOB DESCRIPTION AND CLASSIFICATION

STATEMENT OF ISSUES:

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FINANCIAL IMPACT:

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ATTACHMENTS:

1. Proposed Assistant City Clerk Job Description
2. Existing Assistant Job Description



JOB TITLE: ASSISTANT CITY CLERK

DATE APPROVED:

DEPARTMENT: CITY CLERK

SUPERSEDES: Assistant City Clerk

REPORTS TO: CITY CLERK

SUPERVISION: Receives administrative direction from the City Clerk. May exercise direct supervision over assigned administrative support personnel.

EMPLOYEE UNIT: MANAGEMENT

FLSA: Exempt

JOB SUMMARY:

Under the direction of the City Clerk, the Assistant City Clerk assists in planning and organizing the daily operations of the City Clerk's office. Serves as the City Clerk in his/her absence, manages elections; manages records management software and records requests, reviews contracts, accepts and reviews claims, provides administrative support to the Council and provides services as a member of the department's management team; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

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EXAMPLES OF ESSENTIAL DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Serve as Assistant City Clerk to the City Council; attend and open regular and special city council meetings as assigned; assist in posting, mailing and publication of legally required notices of public hearings including City Council, committees, and special agencies and authorities' meetings in accordance with the Brown Act, City Charter and Municipal Code.
- Provide analytical, legal, and administrative support to the City Attorney's Office.
- Prepare and distribute agendas, materials, minutes and records of meetings in proper legislative terminology; distribute information as requested; responsible for the cataloging and filing of City records; codify and maintain the City's Municipal Code.
- Manage Municipal elections, both regular and special; assist in managing the receipt and processing of petitions relating to initiatives, recalls and referendums.
- Assist with Council candidates nomination process.
- Act as filing officer for local campaigns and conflict of interest statements; and assist in administering the provisions of the Political Reform Act.

- Respond to citizen inquiries and resolves difficult and sensitive complaints; provide notary service to City documents, City staff and the general public; prepare City Council reports, memoranda, correspondence, and other informational materials.
- Oversee City Boards and Commissions; conduct recruitment, notice advertisements, and process applications.
- Select, train, motivate and evaluate City Clerk's Office personnel; provide or coordinate staff training and work with employees to correct deficiencies
- Develop and administer the office budget; assist in directing the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Provide highly responsible administrative and technical support to the City Council.
- Manage all City records requests covered under the Public Records Act.
- Independently compose ordinances, resolutions, and prepare clear reports and correspondence.
- Receive and manage claims and lawsuits filed against the City.
- Represents the department in interdepartmental and interagency projects in the absence of the City Attorney and/or City Clerk or as directed
- Monitor, analyze, and report on the effects of legislation and judicial actions on assigned program areas of responsibility.
- Analyzes issues and prepares reports for submission to the City Council
- Perform legal and/or general research utilizing online resources, document management systems, and print materials; research may include contacting other external agencies and organizations; prepare written correspondence.
- Review data and documents, and identify relevant, confidential, sensitive, privileged, and/or protected information; may redact appropriate data and maintains document logs.
- Maintain and update Office Law Library and other research materials.
- Maintain Records Retention Schedule and assist departments with questions pertaining to records destruction.
- Provide complex research and retrieval of records and documents for the public and City departments.
- Interpret and apply City and department policies, procedures, rules and regulations; and explain various rules and regulations relating to City Clerk operations.
- Provide training to employees regarding various functions of the City Clerk's operations including records retention, agenda process, City legislative procedures, contracts processing, and other areas.
- Manages City Clerk's Office technology.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Respond to the more difficult complaints and requests for information from the public and City staff and research requested information and determine appropriate resolutions.
- Build and maintain positive working relationships with co-workers, other employees and the public using principles of good customer service.
- Perform related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of government City Clerk functions and requirements.

- Applicable federal, state and municipal codes, laws and regulations related to City Clerk duties and public meetings.
- Election laws and procedures and political reform requirements.
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws.
- Modern methods of records management, including legal requirement for recording, retention, and disclosure.
- Principles and techniques budgeting procedures and techniques.
- Principles and practices of risk management in particular contract/leases administration.
- Principles and practices of official record keeping and management; modern office procedures and computer equipment.
- Principles and practices of supervision, training and personnel management.
- Principles and practices of work safety.
- Business English, spelling and arithmetic.
- Principles of business letter writing and report preparation.
- Methods and techniques of public relations.

Ability to:

- Organize work, set priorities, and meet deadlines related to scheduling, and coordinating City Clerk operational activities; and to act as the City Clerk in his or her absence.
- Analyze work papers, reports, and projects; know laws, regulations and codes; problem solve department related issues and explain and interpret policies and procedures; review municipal codes; interpret and evaluate staff reports; know laws, regulations and codes; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.
- Learn the City's Municipal Code.
- Assist in the preparation, conduct and certification of municipal elections.
- Participate in managing an efficient records management system, including staying current with computer and electronic methods of indexing, classifying, storing, and retrieving documents and records.
- Interpret and apply municipal laws and procedures including State law regarding, the Public Records Act, Brown Act, Political Reform Act, the Government Code, and Election Code.
- Analyze and interpret complex legal documents and contracts and administrative procedures and regulations.
- Assist in the development and monitoring of the City Clerk budget.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect; work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Exercise sound, independent judgment within general policy guidelines.
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments.
- Operate personal computer with proficiency and familiarity and type at a speed necessary for successful job performance; be comfortable learning new software.

PHYSICAL REQUIREMENTS:

The physical demands and working conditions 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.

While performing the duties of this job, the employee is regularly required to sit, bend, talk and hear. The employee frequently is required to use hands to press, handle, or feel. The employee is required to stand and walk and to lift or move up to 30 pounds and regularly required to drive. Specific vision abilities required by this job include close vision and ability to adjust focus.

This position typically works in indoor conditions. The employee frequently works near video display. The employee is regularly exposed to outside weather conditions. The noise level in the indoor work environment is usually quiet, while the outdoor environment is occasionally loud. This position may be required to work long and varied hours, including evenings and/or weekends if required; work under pressure and time constraints.

TRAINING AND EXPERIENCE:

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

Education/Training:

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, records management or a related field is required.

Acceptable Substitution

Seven years of extensive relevant experience working in a City Clerks' Office, possession of Certified Municipal Clerk designation from the International Institute of Municipal Clerk's (IIMC), or completion of the Technical Training for Clerks (TTC) may be substituted for college degree.

Experience:

Four years of progressively responsible experience performing responsible and complex administrative office work using state of the art technology in a local government agency and Administrative and supervisory or project management, preferably in a City Clerk's Office.

LICENSE & CERTIFICATION:

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
- Possession of, or ability to obtain Certified Municipal Clerk designation from the International Institute of Municipal Clerk's (IIMC) or completion of the Technical Training for Clerks (TTC).



JOB TITLE: **Assistant City Clerk**

DEFINITION

To assist the City Clerk in managing the operations of the City Clerk's office; develops, coordinates, and administers the City records management program; serves as acting City Clerk in the absence of the City Clerk; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This classification provides administrative assistance to the City Clerk in planning, organizing, and directing of administrative and operational services for the City Clerk's Office. Other responsibilities include attendance at City Council meetings, preparation of official City Council and Redevelopment Agency minutes, and assisting in the conduct of City elections. Independent judgment is required in interpreting and applying laws and policies. Incumbents participate in operational budgeting and division planning processes.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Clerk.

May coordinate, monitor, and evaluate the work of various temporary and regular office support staff in a lead capacity as required.

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

- Assists in establishing and implementing departmental goals, programs, policies and administrative procedures; assists in the development and maintenance of department budget
- Compiles agenda items for City Council/Redevelopment Agency meetings and prepares agendas
- Assists in the preparation and distribution of City Council/Redevelopment Agency agendas; attends City Council/Redevelopment Agency meetings, takes and prepares minutes and correspondence; maintains a comprehensive indexing and filing system of City Council/Redevelopment Agency actions, including resolutions, ordinances, contracts, etc.
- Maintains and monitors agreements, insurance certificates and deeds
- Records documents with County Recorder
- Prepares, processes, distributes and posts public notices
- Assists in the conduction of a satellite office for County Elections during primary and general elections
- Assists in the examination and verification of nomination papers from City Council candidates
- Organizes and administers the filing of Statements of Economic Interest and Campaign Statements for elected and appointed City officials and employees

- Assists the City Attorney's office in the preparation of ordinances and resolutions
- May exercise technical and functional supervision over administrative assistant and clerical staff
- Acts on behalf of the City Clerk and manages the operations of the City Clerk's office in his/her absence

EMPLOYMENT STANDARDS

Knowledge of:

- Political Reform Act and Fair Political Practices Commission Regulations
- Brown Act
- California Public Records Act
- California Elections Code
- City Municipal Code
- Budgetary practices
- Modern office procedures, methods and computer equipment
- English grammar, punctuation, spelling, and usage
- Records Management

Ability to:

- perform a wide variety of detailed technical, clerical and administrative work
- type at a speed necessary for successful job performance
- take and transcribe dictation with speed and accuracy
- maintain effective centralized record keeping and filing systems
- provide information and organize material in conformance with policies and regulations
- establish and maintain effective relationships with the community at large, the City Council and other public officials
- understand, apply and explain laws, ordinances, policies and procedures
- communicate clearly and logically orally and in writing
- work independently and maintain security of confidential information
- operate standard office equipment
- train, supervise and evaluate clerical staff as assigned
- hear adequately to converse on the telephone and in person
- intermittently bend and twist to reach equipment on surrounding desk
- intermittently reach above and below shoulder level to reach books, files and reports on shelves and in filing cabinets
- grasp files, documents and equipment with right and left hands
- climb stairs
- squat and kneel to reach files and related legal documents
- sit at a desk using near vision for long periods of time
- work indoors in an office environment subject to heat/cold and fragrances such as perfumes
- speak English
- speak Spanish highly desirable
- establish and maintain effective work relationships with those contacted in the

performance of required duties

TRAINING AND EXPERIENCE

- Four years of increasingly responsible work experience in office assistance and record keeping, preferable including experience in working with the function and operations of a city or county clerk's office.
- Equivalent to the completion of the twelfth grade supplemented by college level work in public or business administration

LICENCES, CERTIFICATIONS, SPECIAL REQUIREMENTS

- Valid Class C California Driver's License
- Ability to attend night meetings and work extended hours
- California Notary Public certification is desirable
- Certification as a Certified Municipal Clerk (CMC) by the International Institute of Municipal Clerks is desirable



Agenda Report

MEETING DATE: Wednesday, April 21, 2021

TO: Personnel Commission

FROM: ADMINISTRATIVE SERVICES DIRECTOR CZERWIN

SUBJECT: APPROVAL AND AUTHORIZATION OF A NEW ASSISTANT
FINANCE MANAGER JOB CLASSIFICATION

STATEMENT OF ISSUES:

Reinstating and retitling of previously repealed Assistant Finance Office position to better reflect new desired organizational structure of the Finance Department

RECOMMENDED ACTION:

It is recommended that the Personnel Commission approve and recommend to the City Council authorization of the new job classification and job description for Assistant Finance Manager at salary range \$48.02-\$61.28 per hour and \$8,322.86-\$11,153.42 per month.

DISCUSSION:

The Finance Department is restructuring after position reductions and a pivotal department retirement. In late 2019 the department updated the Assistant Finance Director position and rescinded the Assistant Finance Officer position in anticipation of the retirement of the person who had sat in the number two position in the department for over 20 years. The department had previously been structured with an Assistant Finance Director and two Senior Financial Analysts. With that retirement and the ensuing budget cuts that occurred at the beginning of 2020 with the pandemic the department was forced to reduce one of those Senior Financial Analyst positions. This forced the department to restructure work and resulted in the remaining Senior Financial Analyst to work consistently at a higher level of analytic difficulty and management and oversight of lower level positions that had previously been expected. We are therefore requesting essentially the reinstatement of the Assistant Finance Officer position but with an update in the job title to Assistant Finance Manager and job description to better match current duties. The salary range being requested is the same as the previously repealed position.

Assistant Finance Manager

The Assistant Finance Manager is single-position class at the management level and performs diverse and specialized finance and accounting work that is complex and involves significant accountability and decision-making responsibility. This class is responsible for supervising staff and managing areas such as budget, accounts receivables, payroll, accounts payable,

general ledger, grant accounting, fixed asset accounting, enterprise fund accounting, purchasing and other accounting related activities for all City funds.

Salary

The salary requested for this position is the same as the previously repealed position, a salary range of \$48.02-\$61.28 per hour and \$8,322.86-\$11,153.42 per month.

STRATEGIC PLAN:

02-Fiscal Health – This request assists with the Fiscal Health of the City by allowing the department to restructure at a reduced level of positions.

FINANCIAL IMPACT:

The new position represents a \$14,119 increase, at top step, above the department's existing Senior Financial Analyst Position and will be subject to approval in the proposed FY 2021-22 budget process.

ALTERNATIVE ACTION:

The Commission may deny this request.

ATTACHMENTS AND/OR REFERENCES (If any):

1. Proposed Job Descriptions for:
 - Assistant Finance Manager

City of Watsonville

Job Description



JOB TITLE: Assistant Finance Manager

DATE

APPROVED:

DEPARTMENT: Finance

SUPERSEDES: N/A

REPORTS TO: Administrative Services Director

SUPERVISION: As assigned

EMPLOYEE UNIT: Management

FLSA Exempt

JOB SUMMARY: To assist in planning, organizing, and administering the activities and operations of the Finance Department; to supervise staff involved in the maintenance and processing of fiscal records and accounts; to perform professional accounting work; and to represent the Department in the absence of the Administrative Services Director. Employees in this classification receive administrative direction within a framework of general guidelines.

DISTINGUISHING CHARACTERISTICS

Employees in this classification direct, supervise, and formally evaluate the work of others. This job class exercises responsibility for supervising and coordinating the City's fiscal record keeping and reporting operations. This job class requires professional level knowledge of accounting, budgeting, financial reporting methods, procedures, and regulations.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Assists in the development, implementation, administration, and maintenance of accounting, budget control, and reporting operations and systems for City fiscal operations
- Supervises, coordinates, and formally evaluates the work of assigned professional and technical/clerical accounting staff
- Performs technical and professional accounting and auditing functions in support of fiscal operations
- Prepares complex financial analyses, statements, and reports
- Acts as information source to staff, other departments, administrators, outside agencies, and the public regarding departmental activities, operations, requirements, and standards
- Prepares journal entries to close general ledger at fiscal year end

- Invests City funds; analyzes cash flow; analyzes, researches and studies investment opportunities, maintains related records
- Prepares monthly bank reconciliations for a variety of City accounts
- Assists in the preparation of the annual budget; assists departments in preparing budget requests, attends budget hearings; prepares supporting worksheets and graphs
- Manages grants of state and Federal funds; prepares claims and maintains related records and reports
- Acts for the Administrative Services Director in his/her absence
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- budgeting, financial reporting, investments, and grant management
- governmental laws, regulations, statutes, and requirements related to public agency accounting and fiscal record keeping
- data processing concepts and procedures pertaining to financial record keeping operations
- principles and techniques of supervision including staffing employee development, and planning and organizing work

Ability to:

- establish and maintain detailed accounting records, controls, and files
- direct, supervise, coordinate, and formally evaluate the work of others
- organize and prioritize departmental work flow and operations
- accurately check, verify, and analyze a variety of accounting data and draw sound conclusions
- tactfully and effectively communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties

PHYSICAL REQUIREMENTS:

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

- Sitting – Ability to work in a seated position at a computer station for extended periods of time
- Lifting – Ability to safely lift up to 20 pounds to waist level; both these requirements include bending at knees to facilitate proper lifting techniques
- Manual Dexterity – Ability to perform multiple work activities requiring a significant level of physical and mental coordination, such as operating a computer keyboard, copying machine, grasping files, etc.

- Visual – Ability to read printed materials and view a computer screen for long periods with or without correction
- Hearing and Speech – Ability to communicate in person, before groups, and over the telephone
- Mobility – Ability to work in a standard office setting and operate a motor vehicle to visit various meeting sites, reach, carry, push, pull, stoop and bend, kneel, reach in all directions, climb stairs
- Environment-Work indoors in an office environment subject to heat/cold and fragrances

TRAINING AND EXPERIENCE:

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

- A degree in Business Administration with an emphasis in accounting and two years of responsible professional accounting experience

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record

CITY OF WATSONVILLE

JOB TITLE: Assistant Finance Officer

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist in planning, organizing, and administering the activities and operations of the Finance Department; to supervise staff involved in the maintenance and processing of fiscal records and accounts; to perform professional accounting work; and to represent the Department in the absence of the Administrative Services Director. Employees in this classification receive administrative direction within a framework of general guidelines. Employees in this classification direct, supervise, and formally evaluate the work of others. This job class exercises responsibility for supervising and coordinating the City's fiscal record keeping and reporting operations. This job class requires professional level knowledge of accounting, budgeting, financial reporting methods, procedures, and regulations.

TYPICAL DUTIES

- Assists in the development, implementation, administration, and maintenance of accounting, budget control, and reporting operations and systems for City fiscal operations
- Supervises, coordinates, and formally evaluates the work of assigned professional and technical/clerical accounting staff
- Performs technical and professional accounting and auditing functions in support of fiscal operations
- Prepares complex financial analyses, statements, and reports
- Acts as information source to staff, other departments, administrators, outside agencies, and the public regarding departmental activities, operations, requirements, and standards
- Prepares journal entries to close general ledger at fiscal year end
- Invests City funds; analyzes cash flow; analyzes, researches and studies investment opportunities; maintains related records
- Prepares monthly bank reconciliations for a variety of City accounts
- Assists in the preparation of the annual budget; assists departments in preparing budget requests, attends budget hearings; prepares supporting worksheets and graphs
- Manages grants of state and Federal funds; prepares claims and maintains related records and reports
- Acts for the Administrative Services Director in his/her absence
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- budgeting, financial reporting, investments, and grant management
- governmental laws, regulations, statutes, and requirements related to public agency accounting and fiscal record keeping
- data processing concepts and procedures pertaining to financial record keeping operations
- principles and techniques of supervision including staffing employee development, and planning and organizing work

Ability to:

- establish and maintain detailed accounting records, controls, and files
- direct, supervise, coordinate, and formally evaluate the work of others
- organize and prioritize departmental work flow and operations
- accurately check, verify, and analyze a variety of accounting data and draw sound conclusions
- tactfully and effectively communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties

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

- A degree in Business Administration with an emphasis in accounting and two years of responsible professional accounting experience



Agenda Report

MEETING DATE: Wednesday, April 21, 2021

TO: Personnel Commission

FROM: INNOVATION & TECHNOLOGY DIRECTOR BOYES

SUBJECT: ADOPTION OF GIS ANALYST I AND II JOB DESCRIPTION AND SALARY

STATEMENT OF ISSUES:

Recommend to the City Council the approval of the revised job descriptions for the GIS Analyst I and II positions at the following salaries: GIS Analyst I \$36.69- \$49.17/hour (\$6,359.38 - \$8,522.22 per month) GIS Analyst II \$40.77-\$54.63/hour (\$7,066 -\$ 9,469.11 per month).

RECOMMENDED ACTION:

It is recommended that the Personnel Commission approve and recommend to the City Council the authorization of revised job descriptions and salaries for the GIS Analyst I and II positions.

DISCUSSION:

The GIS Analyst I and II positions are technical positions within the Innovation and Technology Department. Applicants must have knowledge of current GIS and IT technologies and trends. The City's current GIS Analyst I and II job descriptions are outdated, well over 10 years old. GIS and IT technology have changed drastically over the last ten years. Our recommendation is to update the GIS Analyst I and II job descriptions to reflect current GIS and IT technology and trends. This position is not currently filled, but there is a vacancy and this updated job descriptions will enable the City to recruit and select experienced and qualified employees.

In addition, we are proposing to set the salary equal to the IT Analyst salaries because they are commensurate with experience and qualifications.

FINANCIAL IMPACT:

The salary revision can be absorbed in the Innovation and Technology's current budget.

ATTACHMENTS AND/OR REFERENCES (If any):

Proposed GIS Analyst I/II job description

Existing GIS Analyst job description



JOB TITLE: Geographic Information System Analyst I and II

DATE APPROVED:

DEPARTMENT: Information Services

SUPERSEDES:

REPORTS TO: Assigned Management

EMPLOYEE UNIT: Mid-Management

FLSA: Non-exempt

DEFINITION: To perform professional level work in Geographic Information Systems (GIS) management and analysis; to create maps and reports by manual and automated means; and to create and maintain specialized GIS databases related to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

Geographic Information System Analyst I – This is the entry level class in the Geographic Information System Analyst series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Geographic Information System Analyst II – This is the journey level class within the Geographic Information System Analyst series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Geographic Information System Analyst I

- Receives general direction from assigned supervisory or management personnel.

Geographic Information System Analyst II

- May or exercises direct supervision over GIS staff.

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

- Analyze a variety of GIS data and prepare associated reports for use by assigned department; analyze, review, and ensure accuracy of mapping and related data prepared by lower level personnel or consultants for inclusion in various reports.
- Design and/or modify GIS programming as necessary to accommodate the needs of a variety of users; verify accuracy of digitized data to ensure accuracy and quality of automated information.
- Develop and design databases related to GIS database mapping functions and mapping layers.
- Coordinate GIS functions and uses with other departments, other agencies/jurisdictions, engineers, developers, and the general public; provide support to departments, agencies, and the public regarding GIS and identify and resolve related concerns.
- Develop and document procedures for use of GIS functionalities; prepare related protocols; provide related training to a variety of GIS users.
- Participate in emergency preparedness planning and implementation activities to facilitate the work of City departments, other public and social service agencies; provide information and training regarding GIS functions related to emergency situations.
- Update a variety of maps, including utility, zoning, reference, topographic, political boundary, parcel and address maps.
- Read and interpret civil plans and specifications for extraction of data to GIS Utility system and data layers; use GIS to analyze data for engineering/planning purposes.
- Prepare maps, line drawings, color graphics, charts, graphs, architectural renderings and other documents or materials for use in brochures, reports and presentations to the City Council, boards and commissions, and other public agencies.
- Participate, as assigned, in City committees and groups to provide input to GIS planning and implementation strategies and work plans; provide technical assistance as needed.
- Determine and evaluate the positional accuracy, attribute accuracy, logical consistency, and completeness of data.
- Perform data exploration, geostatistics, and data mining; identify spatial relationships and patterns and then display those using maps, graphics, or tabular data.
- Build and analyze business cases; design and facilitate productive meetings with stakeholders to elicit requirements and use cases; create visual representations of business processes.
- Develops and customizes GIS desktop and web applications using a variety of programming and scripting languages.
- Creates internet mapping services.
- Assist in development of policies and procedures; oversee implementation and enforcement of policies and procedures.
- 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.

MINIMUM QUALIFICATIONS

Geographic Information System Analyst I

Knowledge of:

- Principles and practices of Geographic Information Systems (GIS) and computer operating systems.
- Algebra, geometry and trigonometry, especially as related to computation of distances, angles and areas.
- Use of ESRI-based ArcGIS suite of software and related applications.
- Methods and techniques used in the installation, troubleshooting and maintenance of software applications.
- Basic database administration principals, methods and techniques including ArcSDE administration.
- Python scripting language, HTML and CSS.
- Records storage and handling techniques.
- Customer service principles.

Ability to:

- Perform professional level GIS work.
- On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time and periodically go into the field to perform collection duties. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Design and develop sequential processing of tasks and perform spatial analysis.
- Analyze, diagnose, and troubleshoot GIS database application problems.
- Train or instruct GIS users in access to and use of the database system.
- Research sources of geographic data; collect, interpret and integrate data from various sources to prepare map manuscripts and reports.
- Prepare a variety of reports and maintain accurate records and files. Work weekends or evenings, as required.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE:

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

- Two years of responsible experience performing duties similar to that of a Geographic Information System Technician II with the City of Watsonville
- Equivalent to a Bachelor's degree from an accredited college or university in geographic information systems, computer science, information systems, engineering or a related field.

LICENSE AND CERTIFICATE

- May need to possess an appropriate, valid California driver's license as required by the position.

Geographic Information System Analyst II

In addition to the qualifications for the Geographic Information System Analyst I:

Knowledge of:

- Principles and practices of Geographic Information Systems (GIS) including analytical methods applied in spatial problem solving, design of analyses, techniques for graphical representation, and geodatabase design
- Methods of advanced research, analysis, and management related to GIS system applications and databases.

Ability to:

- Independently perform professional level GIS work.
- Prepare written protocols for difficult and complex GIS system and database usage.

Experience and Education

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:

- Two years of responsible experience performing duties similar to that of a Geographic Information System Analyst I with the City of Watsonville
- Equivalent to a Bachelor's degree from an accredited college or university in geographic information systems, computer science, information systems, engineering or a related field.

**JOB TITLE: Geographical Information Systems (GIS) Analyst****DEFINITION**

Under direction, to perform a variety of activities using Geographic Information Systems (GIS) for the creation of maps and reports utilizing spatial and textual data. Performs a variety of high level/complex GIS-related assignments; assigns, coordinates, supervises and formally evaluates the work of others.

DISTINGUISHING CHARACTERISTICS

This job class functions at the full supervisory level of classification and is responsible for all aspects of complex computer GIS applications, as well as database creation and maintenance. An incumbent applies and develops this knowledge and ability to perform a variety of high-level GIS-related duties. This class differs from that of GIS Technician I/II in that an incumbent performs the most complex and difficult geographic systems work, creates and maintains system database structures, and leads or supervises incumbents in the GIS Technician class.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Information Services Manager

Exercises direct supervision over GIS Center staff.

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

- \$ Develops, modifies, and implements advanced geographic information applications using GIS computer software
- \$ Prepares, interprets, and applies data, plans, and other material to enter graphic and attribute information into the geographic information system
- \$ Develops and maintains a centralized GIS database along with other related database files
- \$ Operates various types of GIS computer workstations and related equipment including printers, plotters, and digitizers
- \$ Collects, organizes, and analyzes statistical and other data
- \$ Creates reports using GIS applications for a variety of departmental issues
- \$ Prepares graphic materials for integration into GIS, and for presentation
- \$ Identifies and participates in the solution of system hardware and software problems
- \$ Works with City departments and outside agencies to identify GIS opportunities and organize projects and work products
- \$ Supervises GIS Center staff. This includes recruitment of interns
- \$ Makes presentations as required
- \$ Prepares correspondence
- \$ Acts as City representative and liaison at meetings and conferences with public agencies and community groups as assigned
- \$ Sits at a desk and in meetings for long periods of time on a continuous basis
- \$ Uses a telephone, writes, and uses a keyboard to communicate through written means
- \$ Uses near vision for long periods of time
- \$ Distinguishes different colors in GIS maps
- \$ Abides by safety policies and procedures and performs safe work practices
- \$ Intermittently bends and twists to reach equipment surrounding desk
- \$ Intermittently reaches above and below shoulder level to reach books, files, and reports on

Geographical Information Systems (GIS) Analyst - 2

shelves and in filing cabinets

- \$ Grasps electronic equipment, books, and documents with right and left hands
- \$ Works indoors in an environment subject to heat/cold and fragrances such as perfumes
- \$ Performs related duties as required or assigned

EMPLOYMENT STANDARDS

Knowledge of:

- \$ computer-based geographic information systems and their applications
- \$ GIS software development tools
- \$ network-based database systems, maintenance and support
- \$ statistical and research methods as applied to the collection, tabulation, and presentation of data
- \$ computerized applications for research, analysis, and presentation (e.g. spreadsheet, database, and presentation programs)
- \$ IBM compatible micro-computers working in both MS DOS and Windows (NT/95)
- \$ computer printers, plotters, scanners, digitizers, etc. and their operation
- \$ AutoCAD and/or similar products
- \$ budget development
- \$ elements of supervision
- \$ municipal organization and relationships with the municipal government
- \$ modern office practices, procedures, and appliances

Ability to:

- \$ apply the principles and practices of geographic information systems
- \$ read and interpret construction plans and complex maps
- \$ use specific computer systems and software packages required for the job
- \$ collect, organize, and analyze technical, statistical, and related information pertaining to planning and zoning research, and other City functions
- \$ prepare graphics and a variety of maps
- \$ supervise and evaluate assigned staff
- \$ develop and prepare a budget
- \$ assess and understand user needs and to develop the necessary software and/or reports to meet those needs
- \$ use independent judgement to identify and analyze problems and recommend and implement solutions
- \$ think logically and follow detailed instructions
- \$ solve problems in a logical manner
- \$ effectively and clearly communicate in both oral and written forms
- \$ establish and maintain effective work relationships with those contacted in the performance of required duties

Training and Experience:

Any combination of training and experience that provides the skills, knowledge, and abilities shown above is qualifying. A typical way to obtain these requirements would be:

- \$ Equivalent to a Bachelor's degree from an accredited college or university in computer science, engineering, physical science, mathematics, geography, GIS, urban planning or related field. Experience can be substituted for education where relevant.

LICENSE

A valid Class C California driver's license, and a safe driving record.



Agenda Report

MEETING DATE: Wednesday, April 21, 2021

TO: Personnel Commission

FROM: POLICE CHIEF HONDA

SUBJECT: UPDATED POLICE SERVICE SPECIALIST JOB DESCRIPTION

RECOMMENDED ACTION:

It is recommended that the Personnel Commission recommend to the City Council the approval of the updated Police Service Specialist (PSS) job description. There is no proposed change to the salary.

DISCUSSION:

The Police Service Specialist classification serves in a variety of roles in the Police Department supporting sworn staff. This job classification was last updated in 2001 and is in the Operating Engineers Local No. 3 bargaining unit.

Some of the duties of the PSS include reviewing and responding to citizen inquiries and requests, taking and completing police reports in non-emergency incidents, conducting traffic control, assisting with evidence collection, photographing crime scenes, and issuing citations for municipal and vehicle code violations.

The only update proposed to this job description is the removal of the duty to "Register and maintain files of sex offenders, drug offenders, and/or arson offenders with registration requirements." These duties are handled by the detective unit which is staffed with sworn officers.

This request was made by the union and is supported by the employees in the job classification and by the department.

FINANCIAL IMPACT:

There is no proposed change to the salary, so there is no financial impact.

ALTERNATIVE ACTION:

ATTACHMENTS AND/OR REFERENCES (If any):

Police Service Specialist Job Description

City of Watsonville Job Description



JOB TITLE:	Police Service Specialist	DATE APPROVED: January 2001
DEPARTMENT:	Police Department	DATE MODIFIED: August 2014
REPORTS TO:	Assigned Supervisor or Manager	
SUPERVISION:	None	
EMPLOYEE UNIT:	OE3 Miscellaneous	
FLSA:	Non-exempt	

JOB SUMMARY: The Police Service Specialist is either assigned to field duties, vehicle abatement or the support services division and may receive cross training in all fields. Depending on area of assignment, the Police Service Specialist assists law enforcement officers in responsible public contact work; conducts traffic control; performs crime scene investigative duties; takes non-emergency reports; issues citations; handles hazardous substances; registers crime offenders who are required to register per their offenses and, maintains accurate records and logs related to assigned duties.

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

- Performs responsible, technical, police services assistance duties in assigned area(s)
- Reviews and responds to various citizen inquiries and requests; provides general assistance, direction, or referral as appropriate
- Takes and completes required Police reports in non-emergency incidents where Police Department action is requested
- Conducts traffic control in a variety of situations; natural disasters, accidents, fires, funerals, etc.
- Testifies in court as necessary
- Performs crime scene investigative duties
- Conducts vehicle abatement duties
- Tows vehicles and fills required CHP forms
- Registers and maintains files of sex offenders, drug offenders, and/or arson offenders with registration requirements
- Follow-up on missing person cases via telephone or with assistance from sworn staff if in person
- Searches for, identifies, collects, preserves and processes evidence ranging from microscopic to large, heavy items
- Performs searches and/or pat-downs on suspected persons
- Collects urine samples from suspected persons when requested
- Be available for 24-hour on call status when requested

- Photographs and sketches crime scenes
- Assists the Investigation Bureau in crime analysis and other duties as assigned
- Works in the Support Services division with the Investigation Bureau
- Works in the Property and Evidence division and performs the basic functions of a property and evidence technician occasionally or as needed for cross-training or to fill in a temporary void in the division
- Issues citations for Municipal and vehicle code violations
- Handles hazardous substances including but not limited to , contaminated blood, urine, and semen
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- functions, procedures and policies of a municipal police department
- basic knowledge of laws of arrest, search, and seizure
- police radio procedures
- computers and various software
- proper English usage, spelling, grammar, vocabulary, and punctuation

Ability to:

- learn, appropriately apply, and clearly explain regulations, codes, and ordinances
- properly operate mobile and hand-held police radio
- understand and follow oral and written instructions in an independent manner
- effectively and tactfully communicate in both oral and written forms
- deal courteously and effectively with members of the general public
- compile, complete, and maintain accurate records
- establish and maintain effective work relationships with those contacted in the performance of required duties
- speak English/Spanish highly desirable

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

- drive a vehicle
- distinguish colors
- intermittently bend and twist to reach equipment surrounding desk
- crouch, kneel, stoop, squat; push/pull file drawers and supplies, reach in all directions
- bend and lift up to 50 lbs.
- work with hazardous substances such as contaminated blood, urine, and semen
- see adequately to read text, correspondence, forms with fine print with or without correction

- hear adequately to converse on a telephone and in person with or without correction
- use a copy machine, calculator, telephone, and write or use a keyboard
- grasp files, documents, and equipment with right and left hands
- climb stairs
- climb up to and into a Police van
- work indoors using near vision for prolonged periods
- work indoors in an office environment subject to heat/cold and fragrances
- work outdoors for prolonged periods of time
- walk on uneven surfaces

SPECIAL REQUIREMENT: successful completion of a background investigation which may include a polygraph , credit history, driving record, criminal activity, military and employment records, and character references.

TRAINING AND EXPERIENCE

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

High school graduation or GED and two years of experience as a Police Officer, Municipal Court Clerk, Police Records Clerk, or in a related job.

Licenses/Certificates:

- Possession at the time of hire and continued maintenance of a valid California Driver's license and safe driving record.



City of Watsonville Job Description

JOB TITLE:	Police Service Specialist	DATE APPROVED: January 2001
DEPARTMENT:	Police Department	DATE MODIFIED: January 2021
REPORTS TO:	Assigned Supervisor or Manager	
SUPERVISION:	None	
EMPLOYEE UNIT:	OE3 Miscellaneous	
FLSA:	Non-exempt	

JOB SUMMARY: The Police Service Specialist is either assigned to field duties, vehicle abatement or the support services division and may receive cross training in all fields. Depending on area of assignment, the Police Service Specialist assists law enforcement officers in responsible public contact work; conducts traffic control; performs crime scene investigative duties; takes non-emergency reports; issues citations; handles hazardous substances; and, maintains accurate records and logs related to assigned duties.

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

- Performs responsible, technical, police services assistance duties in assigned area(s)
- Reviews and responds to various citizen inquiries and requests; provides general assistance, direction, or referral as appropriate
- Takes and completes required Police reports in non-emergency incidents where Police Department action is requested
- Conducts traffic control in a variety of situations; natural disasters, accidents, fires, funerals, etc.
- Testifies in court as necessary
- Performs crime scene investigative duties
- Conducts vehicle abatement duties
- Tows vehicles and fills required CHP forms
- Follow-up on missing person cases via telephone or with assistance from sworn staff if in person
- Searches for, identifies, collects, preserves and processes evidence ranging from microscopic to large, heavy items
- Performs searches and/or pat-downs on suspected persons
- Collects urine samples from suspected persons when requested
- Be available for 24-hour on call status when requested
- Photographs and sketches crime scenes
- Assists the Investigation Bureau in crime analysis and other duties as assigned

- Works in the Support Services division with the Investigation Bureau
- Works in the Property and Evidence division and performs the basic functions of a property and evidence technician occasionally or as needed for cross-training or to fill in a temporary void in the division
- Issues citations for Municipal and vehicle code violations
- Handles hazardous substances including but not limited to , contaminated blood, urine, and semen
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- functions, procedures and policies of a municipal police department
- basic knowledge of laws of arrest, search, and seizure
- police radio procedures
- computers and various software
- proper English usage, spelling, grammar, vocabulary, and punctuation

Ability to:

- learn, appropriately apply, and clearly explain regulations, codes, and ordinances
- properly operate mobile and hand-held police radio
- understand and follow oral and written instructions in an independent manner
- effectively and tactfully communicate in both oral and written forms
- deal courteously and effectively with members of the general public
- compile, complete, and maintain accurate records
- establish and maintain effective work relationships with those contacted in the performance of required duties
- speak English/Spanish highly desirable

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

- drive a vehicle
- distinguish colors
- intermittently bend and twist to reach equipment surrounding desk
- crouch, kneel, stoop, squat; push/pull file drawers and supplies, reach in all directions
- bend and lift up to 50 lbs.
- work with hazardous substances such as contaminated blood, urine, and semen
- see adequately to read text, correspondence, forms with fine print with or without correction
- hear adequately to converse on a telephone and in person with or without correction

- use a copy machine, calculator, telephone, and write or use a keyboard
- grasp files, documents, and equipment with right and left hands
- climb stairs
- climb up to and into a Police van
- work indoors using near vision for prolonged periods
- work indoors in an office environment subject to heat/cold and fragrances
- work outdoors for prolonged periods of time
- walk on uneven surfaces

SPECIAL REQUIREMENT: successful completion of a background investigation which may include a polygraph, credit history, driving record, criminal activity, military and employment records, and character references.

TRAINING AND EXPERIENCE

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

High school graduation or GED and two years of experience as a Police Officer, Municipal Court Clerk, Police Records Clerk, or in a related job.

Licenses/Certificates:

- Possession at the time of hire and continued maintenance of a valid California Driver's license and safe driving record.



Agenda Report

MEETING DATE: Wednesday, April 21, 2021

TO: Personnel Commission

FROM: PARKS & COMMUNITY SERVICES DIRECTOR CALUBAQUIB

SUBJECT: UPDATED PARKS AND COMMUNITY SERVICES DEPARTMENT
JOB DESCRIPTIONS AND SALARY RANGES

STATEMENT OF ISSUES:

Updated job descriptions for positions in the Parks and Community Services Department are proposed to include current duties, employment standards, experience, requirements and salary ranges.

RECOMMENDED ACTION:

It is recommended that the Personnel Commission recommend that the City Council adopt the following proposed job descriptions and/or salary ranges for positions in the Parks and Community Services Department:

- Park Maintenance Worker I
- Park Maintenance Worker II
- Senior Park Maintenance Worker
- Recreation Specialist
- Recreation Coordinator
- Rec Facilities Coordinator
- Park Maintenance Supervisor
- Recreation Supervisor
- Older Adult Services Supervisor
- Park Services Manager
- Recreation Services Manager
- Parks Superintendent
- Recreation Superintendent
- Assistant Parks and Community Services Director
- Parks and Community Services Director

DISCUSSION:

Job Descriptions

The job descriptions for most positions in the Parks and Community Services Department have not been updated for several decades. The proposed job descriptions update the duties, employment standards, training and experience required of today's parks and recreation professionals. Many of the job descriptions are outdated and must be updated to include minimum qualifications that reflect current industry standards in certifications, education and expertise. Furthermore, the job duties of these positions have evolved in scope and duties over time with the implementation of new technologies or changes in operations. These job descriptions were reviewed with the associated bargaining units for each position.

No revisions are proposed for the following job descriptions:

- Rec Facilities Coordinator – Position has not been filled in many years.
- Older Adult Services Supervisor – Job description was created and adopted in 2019.

Salary Ranges

Changes to salary ranges are proposed for the following positions:

- Recreation Specialist
- Recreation Coordinator
- Rec Facilities Coordinator
- Park Maintenance Supervisor
- Recreation Supervisor
- Older Adult Services Supervisor
- Park Services Manager
- Recreation Services Manager
- Parks Superintendent
- Recreation Superintendent
- Assistant Parks and Community Services Director

Because the job descriptions for the positions included in this report have not been revised in several decades, the current duties and requirements of these positions have not been documented and reflected in them for years. The proposed salary ranges bring these positions in line with other positions within the City with similar duties and requirements. It is proposed that the salary range for the Recreation Coordinator position match that of the City's Environmental Science Workshop Coordinator position. The salary ranges for positions hierarchically above the Coordinator position (Supervisors, Managers, Superintendents, Assistant Director) are proposed to be spaced 12.5% above the position below as the salaries for most City positions in a series are spaced between 10-15% apart. It is proposed that the Recreation Specialist salary be set at 15% below the Recreation Coordinator salary.

It is proposed that new steps beyond the current top step be added to the salary ranges for these positions, with the new top step equal to the top step of the new salary. Steps below the new top step will be adjusted accordingly and employees will be placed in the new step that most closely matches, but that is not less than, their current salary.

Changes to salary ranges are *not* proposed for the following positions:

- Parks Maintenance Worker I
- Parks Maintenance Worker II
- Senior Parks Maintenance Worker
- Parks and Community Services Director

The positions in the Parks Maintenance Worker series are part of Operating Engineers Local No. 3 (OE3). Salary ranges for these positions were adjusted through the recently adopted (January 2021) OE3 Memorandum of Understanding, bringing them in line with the comparable Utility Worker series. The salary for the Parks and Community Services Director position is banded with other positions in the Executive Team Unit and no changes are proposed at this time.

The following chart summarizes positions for which updated job descriptions and salary ranges are proposed.

Position	Current Hourly Salary	Current Monthly Salary	Proposed Hourly Salary	Proposed Monthly Salary
Park Maintenance Worker I	\$19.14-\$25.65	\$3317-\$4445	No change	No change
Park Maintenance Worker II	\$21.19-\$28.39	\$3672-\$4921	No change	No change
Senior Park Maintenance Worker	\$23.27-\$31.18	\$4033-\$5404	No change	No change
Recreation Specialist	\$21.10-\$28.28	\$3657-\$4901	\$24.67-\$33.06	\$4276-5730
Recreation Coordinator	\$25.25-\$34.23	\$4427-\$5933	\$29.02-\$38.89	\$5030-6741
Rec Facilities Coordinator	\$25.25-\$34.23	\$4427-\$5933	\$29.02-\$38.89	\$5030-\$6741
Parks Maintenance Supervisor	\$29.24-\$39.19	\$5068-\$6792	\$32.65-\$43.75	\$5659-\$7584
Recreation Supervisor	\$29.31-\$39.28	\$5080-\$6808	\$32.65-\$43.75	\$5659-\$7584
Older Adult Services Supervisor	\$29.31-\$39.28	\$5080-\$6808	\$32.65-\$43.75	\$5659-\$7584
Park Services Manager	\$32.16-\$43.09	\$5573-\$7469	\$36.73-\$49.22	\$6366-\$8532
Recreation Services Manager	\$32.26-\$43.23	\$5591-\$7492	\$36.73-\$49.22	\$6366-\$8532
Parks Superintendent	\$36.87-\$49.41	\$6391-\$8564	\$41.32-\$55.37	\$7162-\$9598
Recreation Superintendent	\$36.87-\$49.41	\$6391-\$8564	\$41.32-\$55.37	\$7162-\$9598

Assistant Parks and Community Services Director	\$44.91-\$60.18	\$7783-\$10430	\$46.49-\$62.29	\$8507-\$10798
Parks and Community Services Director	\$62.87-\$84.26	\$10897-\$14604	No change	No change

STRATEGIC PLAN:

Community Engagement & Well-Being and 06-Public Safety - It is anticipated that the proposed job descriptions and salary ranges will assist the City in recruiting and retaining quality parks and recreation employees

FINANCIAL IMPACT:

It is proposed that new steps beyond the current top step be added to the salary ranges for these positions, with the new top step equal to the top step of the new salary. Steps below the new top step will be adjusted accordingly and employees will be placed in the new step that most closely matches, but that is not less than, their current salary.

The estimated financial impact of these changes, factoring for current employees, is as follows and, if approved, will be included in the FY 21-22/22-23 budget:

- FY 21-22: \$35,420
- FY 22-23: \$32,134

ALTERNATIVE ACTION:

Alternatively, the Personnel Commission could recommend the adoption of some or none of the proposed job descriptions and salary ranges.

ATTACHMENTS AND/OR REFERENCES (If any):

Proposed Job Descriptions for:

- Park Maintenance Worker I
- Park Maintenance Worker II
- Senior Park Maintenance Worker
- Recreation Specialist
- Recreation Coordinator
- Park Maintenance Supervisor
- Recreation Supervisor
- Park Services Manager
- Recreation Services Manager
- Parks Superintendent
- Recreation Superintendent
- Assistant Parks and Community Services Director
- Parks and Community Services Director

City of Watsonville

Job Description



JOB TITLE:	Park Maintenance Worker I	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Assigned Supervisory or Management Personnel	
SUPERVISION:	May instruct or give direction to temporary aides or volunteers	
EMPLOYEE UNIT:	OE3	
FLSA :	Non-Exempt	

JOB SUMMARY:

To perform general grounds maintenance, landscaping, restoration, and construction work in the development, operations and maintenance of City parks and public areas. Incumbents may operate light and moderately heavy maintenance and construction equipment in support of assigned work. Incumbents usually work as a member of a crew, but may also be given independent assignments and may work on City parks & recreation facilities, streets, trails, public events, and may be subject to call back for after-hours emergencies. Incumbents may instruct the work of, or give direction to, temporary park maintenance aides and volunteers.

DISTINGUISHING CHARACTERISTICS:

This job classification is the entry and working level of the Parks Maintenance series and requires limited experience in landscape maintenance work. This job class performs a wide variety of unskilled to semi-skilled tasks and receives close supervision within a framework of clearly defined policies and procedures. This classification is distinguished from the next higher classification of *Parks Maintenance Worker II* in that the incumbents of the latter classification are assigned tasks which require the application of a more advanced skill or a specialized knowledge of the techniques and tools used in park maintenance and/or which require the regular use of specialized or heavy equipment, and duties are performed with limited direct or continuing supervision. Employees in the *Park Maintenance Worker I* classification may be assigned to instruct or give direction to temporary *Parks Maintenance Aide* employees and/or volunteers as required.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

1. Conducts park operations and maintenance activities to ensure assigned areas are maintained in a safe, high quality and aesthetically pleasing condition.
 - a. Waters, mows, rakes and edges lawns and turfs; renovates grass and lawn areas.
 - b. Plants, cultivates, trims, waters, and sprays ornamental plants, shrubs, hedges, trees and flowers; prepares soil for planting; operates trailer-mounted watering equipment.
 - c. Weeds planters, tree wells, sports fields, other parks and public grounds areas.

- d. Cleans and stocks restrooms; vacuums, sweeps or mops maintenance shop and storage areas; washes windows; cleans rain gutters and drain inlets; performs custodial duties at other outdoor facilities as assigned.
- e. Uses general grounds keeping, carpentry and mechanical tools such as picks, shovels, hoes, rakes, shears, edgers, loppers, saws, drills, wrenches, screwdrivers and hammers.
- f. Installs, maintains and repairs signs, picnic tables, trash cans, barbecues, drinking fountains, playground equipment, irrigation systems, buildings and maintenance equipment.
- g. Undergoes regular pesticide training and applies chemicals to control landscape pests; performs gopher and rodent control; operates spray rig.
- h. Inspects playgrounds and recreational facilities for hazards and unsafe conditions and removes or repairs them; reports problems to lead staff.
- i. Operates landscape construction, turf maintenance, and weed removal equipment such as chainsaws, sprayers, aerators, tractors, front-end loaders, backhoes, bucket trucks, brush chippers, weed eaters, blowers, small and large riding mowers, rototillers and seeders.
- j. Prunes shrubs and large limbs from trees using aerial boom lift truck.
- k. Places traffic control flags, signs and cones to direct traffic around work sites.
- l. Empties trash; picks up and removes trash and debris; replaces trash can liners.
- m. Performs heavy graffiti and debris cleanup.
- n. Assists in removing, forming, pouring, and finishing concrete.
- o. Assists in minor carpentry and construction projects.
- p. Assists patrons with reserved equipment or refers equipment needs of patrons to lead staff; locks and unlocks rooms for patrons and other tasks as assigned.
- q. Waters, rakes and drags tools/equipment in maintaining level playing surfaces for sports league games; chalks and sprays lines on fields for games.
- r. Mixes, adds, and packs fines in high impact zones of sports infield areas.
2. Conducts work in a manner that results in high customer satisfaction levels.
 - a. Interacts with employees in other City departments and members of the public in a professional manner and provides exceptional customer service; disseminates routine information about site activities.
 - b. Serves as an emergency disaster worker if a local emergency is declared.
3. Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Safe motor vehicle and traffic laws
- Safe work practices
- Basic understanding of use of hand tools and equipment used in landscape maintenance

Ability to:

- Drive an automobile, work truck, maintenance and construction equipment
- Learn the operation of tools, supplies, and equipment in the performance of a variety of tasks
- Safely handle toxic materials
- Follow oral and written instructions
- Adapt to frequently changing work assignments and priorities
- Work effectively as a member of a crew and complete simple written records

- Act in a courteous and diplomatic manner with members of the public to provide excellent customer service
- Climb ladders to prune trees
- Maintain a safe work environment
- Work at various heights on appropriate equipment to string lights, banners, change light bulbs
- Wear a uniform and required personal protective equipment (PPE)
- Occasionally work independently without direct supervision
- Operate tools, light and heavy equipment in the performance of typical duties
- Assist with installation of irrigation systems
- Troubleshoot malfunctioning irrigation systems and complete repairs
- Assist with repairing plumbing fixtures in public restrooms
- Complete work order logs; enter data on the computer or work-issued mobile device
- Work irregular schedules, days, nights and weekend hours
- Learn skilled tasks and take on more responsibilities over time
- Serve as an Emergency Disaster Worker in the event the City Manager declares a local emergency

PHYSICAL REQUIREMENTS:

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

- Drive a vehicle, climb into and out of appropriate vehicles; and up and down stairs and ladders
- Intermittently bend and twist to reach equipment surrounding work area
- Perform physical labor such as lifting/pulling/pushing up to 50 pounds, bend, squat, twist, turn, stoop, reach over head to handle materials, equipment and pick up litter
- Walk on uneven surfaces and stand for long periods of time
- Reach above and at shoulder height
- Work outdoors for up to eight hours in variable temperatures and weather conditions
- Work under conditions such as high noise levels, medium to high speed traffic, strong and unpleasant odors, and vibration from equipment and dust from various materials
- Hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment
- Distinguish colors and symbols such as colored medical waste containers, recyclable materials and waste containers

TRAINING AND EXPERIENCE:

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

- One (1) year of paid manual labor or gardening experience equivalent to the *Parks Maintenance Aide* classification

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications during employment

OTHER REQUIREMENTS:

- Must successfully complete a medical examination and Department of Justice LiveScan Fingerprinting at time of hire
- Must be willing to work outdoors in various weather conditions
- Must be willing to respond to emergencies outside of regular work hours

City of Watsonville

Job Description



JOB TITLE:	Park Maintenance Worker II	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Assigned Supervisory or Management Personnel	
SUPERVISION:	May instruct or give direction to Park Maintenance Worker I and temporary Aides or volunteers	
EMPLOYEE UNIT:	OE3	
FLSA :	Non-Exempt	

JOB SUMMARY:

To perform general grounds maintenance, landscaping, restoration, and construction work in the development, operations and maintenance of City parks and public areas. Incumbents may operate light and moderately heavy maintenance and construction equipment in support of assigned work. Incumbents usually work as a member of a crew, but may also be given independent assignments and may work on City parks & recreation facilities, streets, trails, public events, and may be subject to call back for after-hours emergencies. Incumbents may instruct the work of, or give direction to, employees in the *Park Maintenance Worker I* classification, and that of temporary park maintenance aides and volunteers.

DISTINGUISHING CHARACTERISTICS:

This job classification is the journey level of the Parks Maintenance series and requires previous experience in landscape maintenance work. This job class performs a wide variety of skilled to semi-skilled tasks and receives general supervision within a framework of policies and procedures, usually without direct or ongoing supervision. This classification is distinguished from the next higher classification of *Sr. Park Maintenance Worker* in that the incumbents of the latter classification are assigned tasks which require the application of a more advanced skill or a specialized knowledge of the techniques and tools used in park maintenance and may be assigned to supervise one or more crews of Park Maintenance Worker I / II employees and/or temporary aides or volunteers. Employees in the *Parks Maintenance Worker II* classification may be assigned to instruct or give direction to *Park Maintenance Worker I* employees and/or temporary Park Maintenance Aides and/or volunteers as required.

EXAMPLES OF ESSENTIAL DUTIES:

Performs all duties associated with the *Parks Maintenance Worker I* classification. In addition, duties may include, but are not limited to, the following:

1. Conducts park operations and maintenance activities to ensure assigned areas are maintained in a safe, high quality, and aesthetically pleasing condition.

- a. Organizes daily instructions and effectively prioritizes and completes assignments in an independent manner in support of Department service level objectives and good customer service.
- b. Regularly performs lead operation of landscape construction and maintenance equipment such as front-end loaders, trucks, excavators, tractors with various implements.
- c. Coordinates and performs pesticide applications and integrated pest management as necessary.
- d. Performs complex maintenance and repair of tools and equipment.
- e. Designs, installs and renovates complete sprinkler irrigation systems; diagnoses and makes repairs and adjustments on automatic and manual irrigation systems including clocks, valves, sprinkler heads and backflow prevention devices.
- f. Propagates plant materials and selects new plants.
- g. Coordinates and applies fertilizer to trees, turf, and landscaping.
- h. Treats turf and plant pests and diseases. If incumbent possess a QAC/QAL, they may additionally scout / monitor pest levels in assigned areas.
- i. Assists with planning, layout and installation of landscape construction and renovation projects.
- j. May perform rough carpentry from drawings in the general maintenance, repair or remodeling of park facilities and structures.
- k. May pour and do finish cement work on a variety of landscape reconstruction and maintenance projects.
- l. Orders supplies and materials as required, prepares routine reports and maintains necessary work records.
- m. May prepare inventories of supplies, materials, park facilities and recreational areas.
2. Exercises a work style that fosters teamwork and promotes staff communication.
 - a. Assists in or coordinates personnel training as required.
 - b. May instruct and give direction to Park Maintenance Worker I, temporary employees and volunteers as assigned. May provide performance feedback to Supervisors about temporary employees and volunteers to aid evaluations and coaching programs.
3. Conducts work in a manner that results in high customer satisfaction levels.
 - a. Work in and around large crowds of people in the support of a variety of special events.
 - b. Encourages the public to observe park rules regarding proper and safe use of facilities and reports abuses; prioritizes excellent customer service in all interactions with the public.
 - c. May answer inquiries from the public regarding landscaping practices or parks rules and regulations and assist patrons with facility rentals and park reservations.
 - d. Works collaboratively and professionally with division teammates as well as department employees and employees in other city departments and agencies.
 - e. Serves as an emergency disaster worker if a local emergency is declared.
4. Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS (in addition to the Standards for Park Maintenance Worker I)

Knowledge of:

- Methods, materials, and equipment used in development, maintenance and construction of park facilities; including the design, installation, and repair of irrigation systems
- Names and requirements of common plants, trees and shrubs
- Characteristics of plant pests and diseases and proper procedures for safely handling toxic materials
- Proper and effective use of a variety of power and construction equipment and tools
- Appropriate industrial safety precautions and procedures

- Practices for directing and training new employees and volunteers
- Principles and practices of good customer service
- Documentation of maintenance work, computer data entry, checking email

Ability to:

- Perform semi-skilled and skilled parks maintenance and construction work
- Safely and effectively use tools and operate the equipment utilized in park facility maintenance
- Organize daily maintenance and projects; maintain records and reports related to assignments
- Perform proper park facility maintenance and construction
- Ensure the safe use and maintenance of materials, tools, and equipment
- Safely and properly utilize and apply herbicides, fungicides, and pesticides
- Effectively direct and instruct *Park Maintenance Worker I*, temporary aides while ensuring proper practices and procedures are followed
- Quickly adapt to changes in work activities as assigned or directed by supervisory staff
- Participate and play supportive roles in various special events, department meetings and functions
- Read and interpret blueprints, as-builts, basic sketches, and diagrams in relation to landscape and irrigation maintenance/construction job functions
- Properly set up and maintain work zones in traffic and occasionally perform traffic flagger duties
- Work effectively independently and efficiently manage time
- Effectively coordinate with department employees and employees in other city departments and work collaboratively and professionally on special projects
- Operate and perform pre and post operation servicing on Heavy Equipment such as an Aerial Lift Truck, Forklift, Front-End Loader/Backhoe, Field Groomer, Riding Mower, along with small motorized equipment, etc. and participate in work-sponsored safety and operation training events
- Change blades and implements on riding mowers and other equipment
- Obtain certification for operation of an Aerial Lift / Bucket Truck and Forklift
- Service as an Emergency Disaster Worker in the event the City Manager declares a local emergency

PHYSICAL REQUIREMENTS:

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

- Drive, climb into and out of appropriate vehicles and construction or maintenance equipment; and up and down stairs and ladders
- Intermittently bend and twist to reach equipment surrounding work area
- Perform physical labor such as lifting/pulling/pushing up to 50 pounds, bend, squat, twist, turn, stoop, reach over head to handle materials, equipment and pick up litter
- Walk on uneven surfaces and stand for long periods of time
- Reach above and at shoulder height
- Work outdoors for up to eight hours in variable temperatures and weather conditions
- Work under conditions such as high noise levels, medium to high speed traffic, strong and unpleasant odors, and vibration from equipment and dust from various materials
- Hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment
- Distinguish colors and symbols such as colored medical waste containers, recyclable materials and waste containers

TRAINING AND EXPERIENCE:

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

- High School graduation or G.E.D.; and
- Three (3) years of experience performing duties comparable to those of the City's *Park Maintenance Worker I* classification.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications during employment

OTHER REQUIREMENTS:

- Must successfully complete a medical examination and Department of Justice LiveScan Fingerprinting at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be willing to respond to emergencies outside of regular work hours.

HIGHLY DESIRABLE QUALIFICATIONS:

- Possession of a valid Qualified Pesticide Applicator Certificate or License (QAC or QAL) in Landscape Maintenance Category B

DESIRABLE QUALIFICATIONS:

- Possession of a valid California Commercial Class A or B Driver's License
- Possession of valid professional certificates related to Landscaping, Arboriculture, Irrigation, heavy equipment operation/maintenance, and/or construction trades

City of Watsonville

Job Description



JOB TITLE:	Sr. Park Maintenance Worker	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Park Maintenance Supervisor or assigned management personnel	
SUPERVISION:	Exercises direct supervision over assigned work crews	
EMPLOYEE UNIT:	OE3	
FLSA :	Non-Exempt	

JOB SUMMARY:

To perform, direct, lead, and supervise general grounds maintenance, landscaping, restoration, and construction work in the development, operations and maintenance of City parks and public areas. Incumbents may operate light and moderately heavy maintenance and construction equipment in support of assigned work. Incumbents usually work as a member of a crew, but may also be given independent assignments and may work on City parks & recreation facilities, landscaped areas, streets, trails, public events, and are subject to call back for after-hours emergencies. Incumbents also assist in the execution of park facility improvements, major projects and light-duty administrative functions of the Parks Division.

DISTINGUISHING CHARACTERISTICS:

This job classification is the advanced journey/lead level of the Parks Maintenance series. This job class performs a wide variety of skilled to semi-skilled tasks, receives limited supervision within a framework of policies and procedures, and is expected to act at a working full supervisory / lead level, which includes training, directing, coordinating, and monitoring the work of subordinate work crews. Employees in this classification may also evaluate the work of temporary employees. This classification requires the application of a more advanced skill or a specialized knowledge of the techniques and tools used in park maintenance and construction along with the ability to train, coordinate, lead and direct the work of others.

EXAMPLES OF ESSENTIAL DUTIES:

Performs and directs all activities associated with the *Parks Maintenance Worker I* and *Park Maintenance Worker II* classifications. In addition, duties may include, but are not limited to, the following:

1. Directs and conducts park operations and maintenance activities to ensure assigned areas are maintained in a safe, high quality and aesthetically pleasing condition.
 - a. Receives and organizes daily assignments and completes all verbal and written instructions in a timely and independent manner.
 - b. Under general supervision, assigns, directs, and monitors the work of field crews in the performance of a wide variety of park maintenance and construction work, which may include coordinating with division management, outside contractors, vendors, and other city personnel.

- c. Trains crew workers in all aspects of job performance including safety procedures and productivity standards needed to sustain service levels and ensure customer satisfaction.
 - d. Supervises the placement of traffic control devices (cones, signs, flags, etc.).
 - e. Assists in plant selection, landscape construction, renovation, and planting projects.
 - f. Plans, coordinates, directs and performs rough carpentry projects including the construction, repair and remodeling of cabinets, picnic tables, bleachers, fences, gates, small buildings, recreational facilities and other outdoor park structures.
 - g. Performs cement construction work as required.
 - h. Operates and maintains a variety of hand and power tools including power mowers, edgers, trimmers, blowers, chain saws, hedgers, and other grounds and facility maintenance tools and equipment;
 - i. Inspects assigned grounds, facilities, and other areas to ensure work is completed in compliance with established standards.
2. Maintains daily logs and records of work performed and materials used by the crew; completes standard work orders, routine reports, and inventories using computer software as required. Exercises a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for those supervised employees.
 - a. Effectively manages crew interactions with the public, other crews, and outside workers, ensuring crew members act courteously and professionally.
 - b. May assist in the evaluation and discipline of temporary employees, through written and oral feedback as assigned.
 - c. Ensures crews properly follow city regulations, procedures, and practices while in the field.
 3. Performs maintenance duties to maximize safety, reduce risk, ensure compliance with applicable laws, regulations and policies, and ensure efficient use of organizational funds.
 - a. Operates, and performs light maintenance and pre and post operation servicing on, heavy landscape construction and maintenance equipment such as front-end loaders, backhoes, skid steers, trenchers and tree chippers as well as small motorized equipment.
 - b. Performs the more difficult and skilled tasks and duties in the maintenance and construction of City parks, recreational facilities, and other public areas.
 - c. May assist in developing budget projections for division and writing reports.
 - d. Schedules assigned projects and determines quantity and type of tools, materials, equipment, and labor needed; orders supplies and materials related to projects and activities as needed.
 - e. Assesses and treats landscape pests through integrated pest management and pesticide applications. If incumbent possesses a QAC/QAL, they may additionally diagnose landscape pests / diseases and scout / monitor pest levels and treatments.
 - f. Trains and instructs employees in the proper usage and application of herbicides and pesticides.
 - g. Plans, schedules, and directs the installation, adjustment, and repair of irrigation systems; checks, adjusts, and maintains sprinkler controllers and time clocks.
 - h. Trains and instructs employees in proper pruning methods for trees, bushes, and other foliage.
 - i. Assists in planning and preparing short and long-term maintenance and construction schedules.
 - j. Plans, schedules and directs year-round mowing routes, turf maintenance, fertilization, athletic field programs, and irrigation installation and/or turf renovation projects
 - k. Leads crews in the thinning, pruning and shaping of park and street trees.
 - l. Schedules and supervises landscape maintenance of city-owned street medians.
 - m. Conducts safety trainings, ensures crewmembers follow proper safety and operation procedures, and maintains safety records for employees.
 4. Leads operations in a manner that results in high customer satisfaction levels.

- a. Participates in a variety of development, maintenance, and construction projects, department special events, and maintains positive relations with other city departments, vendors, contractors, and the general public.
 - b. Responds to weekend/holiday work requests, emergencies and call back requests as required (compensated by extra pay per OE3 Bargaining Unit MOU).
 - c. Serves as an emergency disaster worker if a local emergency is declared.
5. Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS (In Addition to the Standards for Park Maintenance Worker II)

Knowledge of:

- Techniques, equipment and materials used in the development and renovation of park facilities
- Rough carpentry work
- Principles of Integrated Pest Management and proper procedures for safely handling and applying pesticides and fertilizers
- Arboricultural and horticultural principles and practices
- Techniques, equipment and materials used in: the development and maintenance of parks and athletic fields; the installation and repair of irrigation systems; the planting and maintenance of parks, street trees, public grounds and medians; and in rough and finished carpentry work and maintenance of recreational facilities including buildings
- Practices for training, directing, monitoring, and controlling work crews in the field
- Concrete construction work
- Basic computer skills including email, MS Word, MS Excel

Ability to:

- Direct, train, and monitor the work of others in a lead capacity while ensuring safety and customer satisfaction
- Safely and effectively use tools and operate equipment utilized in landscape construction, turf maintenance, carpentry, plumbing, and facility maintenance work
- Perform and direct the safe mixing and applying of herbicides, fungicides, and pesticides
- Perform skilled landscape maintenance and tree pruning, trimming, and removal
- Effectively communicate in both oral and written forms
- Understand and carry out oral and written directions in an independent manner
- Effectively train others to safely and correctly perform tasks
- Establish and maintain effective work relationships with those contacted in the performance of required duties; occasionally serve as a department representative on off-site training events
- Perform maintenance and repairs on tools and equipment
- Make basic sketches and diagrams in relation to special projects, landscape and irrigation design, facility repair, and maintenance/construction job functions
- Plan, coordinate and implement long-term maintenance and development projects
- Resolve complex and technical problems as appropriate for the situation
- Effectively train others in technical procedures, techniques, and skills
- Take accurate measurements and perform arithmetical calculations

- Prepare and maintain accurate paperwork such as records, logs, orders, surveys, and routine reports; enter data on a computer, laptop and/or mobile device using MS Word, MS Excel or other software programs; check and compose emails
- Operate and perform light maintenance on Heavy Equipment such as an Aerial Lift Truck, Forklift, Front-End Loader/Backhoe, tractor implements, Spray Rig, Field Groomer, Riding Mower, etc., and lead or participate in work-sponsored safety and operation training events
- Service as an Emergency Disaster Worker in the event the City Manager declares a local emergency

PHYSICAL REQUIREMENTS:

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

- Drive a vehicle, climb into and out of appropriate vehicles; and up and down stairs and ladders
- Intermittently bend and twist to reach equipment surrounding work area
- Perform physical labor such as lifting/pulling/pushing up to 50 pounds, bend, squat, twist, turn, stoop, Reach over head to handle materials, equipment and pick up litter
- Walk on uneven surfaces and stand for long periods of time
- Reach above and at shoulder height
- Work outdoors for up to eight hours in variable temperatures and weather conditions
- Work under conditions such as high noise levels, medium to high speed traffic, strong and unpleasant odors, and vibration from equipment and dust from various materials
- Hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment
- Distinguish colors and symbols such as colored medical waste containers, recyclable materials and waste containers

TRAINING AND EXPERIENCE:

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

- High School graduation or G.E.D.; and
- Four (4) years of experience in the development and maintenance of city parks and recreational facilities; with at least one of those years at a working level equivalent to the Parks Maintenance Worker II classification.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications during employment

OTHER REQUIREMENTS:

- Must successfully complete a medical examination and Department of Justice LiveScan Fingerprinting at time of hire
- Must be willing to work outdoors in various weather conditions
- Must be willing to respond to emergencies outside of regular work hours

HIGHLY DESIRABLE QUALIFICATIONS:

- Possession of a valid Qualified Pesticide Applicator Certificate or License (QAC or QAL) in Landscape Maintenance Category B

DESIRABLE QUALIFICATIONS:

- Possession of a valid California Commercial Class A or B Driver's License
- Possession of professional certificates related to Landscaping, Arboriculture, and Irrigation, heavy equipment operation/maintenance, or construction trades
- Possession of a Certified Playground Safety Inspector Credential

City of Watsonville

Job Description



JOB TITLE:	Park Maintenance Supervisor	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Assigned Supervisory or Management Personnel	
SUPERVISION:	Sr. Park Maintenance Worker; Park Maintenance Workers; Temporary Employees	
EMPLOYEE UNIT:	Mid-Management	
FLSA :	Exempt	

JOB SUMMARY:

To plan, schedule, coordinate and supervise the safe and proper maintenance, development and construction of City parks, recreation facilities, landscaped medians, greenbelts, urban forest, and public grounds; various City park maintenance and construction work programs; to assist in the preparation and administration of the parks division operational budget; and to assist in the development and planning of park facilities. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in this classification direct, coordinate, supervise, and formally evaluate the work of others in a full supervisory capacity. This job class is responsible for the successful day-to-day operation of the City's park maintenance and construction activities and oversees multiple sections and programs.

DISTINGUISHING CHARACTERISTICS

This classification is the full supervisory level of the parks maintenance series. Incumbents regularly plan, supervise, and evaluate the work of assigned sections and programs, including ongoing maintenance and maintenance improvement projects. Employees in this classification require a thorough knowledge of parks maintenance, development, and construction methods, materials, equipment, and procedures along with the ability to plan and coordinate a number of simultaneous work activities. Successful performance requires the ability to develop work systems that elevate the level of maintenance in the city. Successful performance also requires the ability to manage park maintenance and construction projects effectively and within budget. This classification is distinguished from the next lower classification of *Sr. Park Maintenance Worker* in that the latter classification is the lead level, with responsibility for supervising one or more crews, and does not have the formal section and division responsibilities associated with the *Park Maintenance Supervisor* classification. This classification is distinguished from the next higher classification of *Park Services Manager* in that the latter classification is responsible for planning, organizing, directing and supervising operations, programs and activities of the entire Parks Division.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

1. Leads and directs park operations and maintenance activities to ensure assigned areas are maintained in a safe, high quality and aesthetically pleasing condition.
 - a. Plans and schedules work programs, projects and assignments in the maintenance, operation and construction of the City park system, recreational facilities, tree program, and landscaped areas; coordinates work activities between crews, with other City personnel, and with outside contractors; assists maintenance crews in order to sustain and enhance service levels as required.
 - b. Maintains and supports a balance of effective maintenance and system improvements; assists in

- the evaluation of operations and implementation of forward thinking and customer-focused strategies.
 - c. Estimates, selects and orders the supplies, materials and parts used by workers; schedules equipment required;
 - d. Coordinates with outside vendors and contractors; procures labor, materials and equipment for park maintenance operations; supervises inventory; leads the equipment maintenance program; obtains and evaluates bids for contractor and vendor services; creates purchase orders; makes purchases; manages contracts
 - e. Maintains logs, timesheets, inventories and other records; prepares reports on projects, activities or issues as assigned; enters and organizes data in the computer using databases and MS Office programs.
2. Exercises a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for those supervised employees.
 - a. Assists with hiring of new employees; develops and coordinates skill and safety training programs; formally supervises and evaluates the performance of workers; maintains discipline and productivity of crews.
 - b. Inspects City park grounds, buildings, facilities, and related areas to assure proper appearance and/or to determine maintenance needs in collaboration with others.
 - c. Actively listens and gathers feedback to consistently strengthen the quality and quantity of employee performance, teamwork, employee input, and the results being achieved.
 3. Performs administrative duties to maximize safety; reduce risk; ensure compliance with applicable laws, regulations and policies; and ensure efficient use of organizational funds.
 - a. Assists in preparing the preliminary budget proposal for the division, develops time and material estimates and recommends major equipment purchases, park facility improvements, and operational changes; implements and controls the adopted budget.
 - b. Develops and directs pesticide spray program and integrated pest management program; trains and instructs employees in the proper usage and application of herbicides and pesticides.
 - c. Monitors operations and activities to ensure compliance with industrial safety regulations, performance and operation standards and other City policies and procedures.
 - d. Develops and directs maintenance programs for equipment and tools.
 - e. Obtains permits from appropriate government agencies for pest control, street operations and special projects.
 4. Leads operations in a manner that results in high customer satisfaction levels.
 - a. Responds to questions and complaints from the public relating to division activities and explains city or Department policies; consults with crew leaders to resolve technical, operational or personnel problems.
 - b. May be called on during off-duty hours to assist with emergencies related to division activities.
 - c. Serves as an emergency disaster worker if a local emergency is declared.
 5. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS (In addition to the Standards of the Sr. Park Maintenance Worker)

Knowledge of:

- Techniques, equipment, and materials used in parks development, construction, and maintenance
- Principles and practices of employee supervision, training, employee development, evaluation, and organizing and planning work
- Budget preparation, development, and monitoring
- Tools, techniques, procedures, principles and best practices of tree care, landscape and turf

maintenance, irrigation management, toxic material handling, integrated pest management, construction safety, playground and facility inspection, building and equipment maintenance

- Interpreting information, symbols and markings used in engineered plans
- Basic computer programs such as Microsoft Word, Excel, email; filing systems and office equipment

Ability to:

- Develop as necessary, interpret, and apply policies and procedures, laws and regulations
- Direct, train, and formally evaluate the work of others
- Plan and schedule multiple construction and maintenance work programs
- Safely and effectively use and evaluate operation of equipment utilized in park maintenance and construction work
- Develop and monitor budget for assigned sections; control expenditures
- Perform arithmetic calculations around materials and labor
- Effectively communicate in both oral and written forms; prepare written reports
- Receive administrative direction and effectively carryout related projects in an independent manner
- Work long-shifts and/or occasionally irregular schedules to meet work demands
- Routinely adjust work activities to address requests made by management and/or the public
- Prioritize customer satisfaction and instill Departmental values in subordinate employees
- Establish and maintain diplomatic working relationships with those contacted in the performance of required duties; effectively represent the Department on official city business as assigned
- Resolve technical construction and maintenance problems as appropriate for the situation
- Prepare and maintain accurate paperwork such as records, order, surveys and reports
- Effectively enter and manipulate data on database and MS Office, MS Excel and other software
- Plan large maintenance projects and assist with construction administration and inspections
- Respond to department and local emergencies

PHYSICAL REQUIREMENTS:

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

- Drive, climb into and out of appropriate vehicles and construction equipment; and up and down stairs and ladders
- Intermittently bend and twist to reach equipment surrounding work area
- Perform physical labor such as lifting/pulling/pushing up to 50 pounds, bend, squat, twist, turn, stoop, reach over head to handle materials, equipment and pick up litter
- Walk on uneven surfaces and stand for long periods of time
- Reach above and at shoulder height
- Work outdoors for up to eight hours in variable temperatures and weather conditions
- Work under conditions such as high noise levels, medium to high speed traffic, strong and unpleasant odors, and vibration from equipment and dust from various materials
- Hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment
- Distinguish colors and symbols such as colored medical waste containers, recyclable materials and waste containers.

TRAINING AND EXPERIENCE:

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

- High School graduation or G.E.D.; and
- Four (4) years of increasingly responsible experience in park and landscape maintenance, including at least two years in a supervisory or lead capacity.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment
- Possession of a Qualified Applicator's Certificate or License (QAC / QAL) within one year of hire

OTHER REQUIREMENTS:

Must successfully complete a state mandated background investigation and drug screen at time of hire.

- Must be willing to work outdoors in various weather conditions.
- Must be willing to respond to emergencies outside of regular work hours.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of a valid California Commercial Class A or B Driver's License
- Possession of any professional certificates or licenses related to landscaping and irrigation, arboriculture, heavy equipment operation/maintenance, construction trades
- Possession of a Certified Playground Safety Inspector Credential

City of Watsonville

Job Description



JOB TITLE:	Park Services Manager	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Assistant Parks and Community Services Director or assigned management personnel	
SUPERVISION:	Park Maintenance Supervisor, Parks Facilities Supervisor, Parks Crew Leader, Division employees	
EMPLOYEE UNIT:	Mid-Management	
FLSA :	Exempt	

JOB SUMMARY:

Under general direction, plans, organizes, directs, coordinates and supervises the development, construction, and maintenance of City parks, recreational facilities, buildings, landscaped medians, greenbelts, urban forest, and other public grounds. Prepares the parks division operations budget; manages and oversees maintenance and construction projects; supervises and formally evaluates the work of lead parks division staff; coordinates effectively with other City Departments, advisory bodies, government agencies, and contractors; and performs related work as assigned. This job class exercises responsibility for the activities and operations of the Parks Division and for ensuring that needed personnel, materials, and equipment are available to meet parks maintenance and construction needs. Employees in this classification require a thorough knowledge of parks maintenance, development, and construction methods, materials, and procedures along with knowledge of recreation & leisure programs.

DISTINGUISHING CHARACTERISTICS:

Employees in this classification receive administrative direction within a framework of general guidelines, goals and objectives and exercise supervision over subordinate supervisors. This job class functions at a Division Management level of classification and is responsible for the activities, operations, and management of the Parks Division. Incumbents assist with the administration of the Parks Division in close coordination with other Departmental activities. Successful performance of the work requires the ability to independently implement programs, projects, and policies in conformance with generally accepted standards. This classification is distinguished from the next lower classification of *Parks Maintenance Supervisor* and *Parks Facilities Supervisor* in that the latter classifications coordinate and supervise the activities and field operations of various sections and programs, but do not possess the full division responsibilities of the *Parks Services Manager*. This classification is distinguished from the next higher classification of *Parks Superintendent* in that the latter classification is responsible for the administration of the parks division and other departmental programs.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with management and/or in coordination with division employees, other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

1. Leads and directs park operations, development, and maintenance activities to ensure the entire system is maintained in a safe, high quality and aesthetically pleasing condition.
 - a. Plans, schedules, organizes, directs, coordinates, and supervises the maintenance, operation, construction, and development of the City park system, recreational facilities, buildings, tree program, and landscaped areas through the implementation of a maintenance management system.
 - b. Ensures compliance with system-wide maintenance standards.
 - c. Researches and evaluates park needs and strategies to improve productivity and efficiency including staffing requirements, best use of vehicles and equipment, and utilization of personnel; makes field and site visits.
 - d. Makes decisions on purchasing and procurement of labor, materials and equipment for park maintenance operations; oversees inventory; directs the equipment maintenance program; contacts and coordinates with outside vendors and contractors for services and supplies.
 - e. Participates in the planning process for development, construction and maintenance of parks; assists with the implementation of strategic plans and master plans
 - f. Develops measurable service level goals and objectives and ensures compliance with maintenance schedules contributes to high public utilization and low accident rates.
 - g. Prepares reports, correspondence, and applications related to park operations, maintenance and construction and assures program, policy, and project compliance with local, state, and federal guidelines, rules, and regulations.
2. Exercises a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for all division employees.
 - a. Recruitment, hiring, training and evaluation of parks division staff, including supervisors, utility workers, park maintenance workers and temporary aides is successful.
 - b. Supervises and formally evaluates the work of parks maintenance personnel.
 - c. Inspects City park grounds, buildings, facilities, and related areas to assure proper appearance and/or to determine maintenance needs in collaboration with others.
 - d. Oversees employee safety training and ensures that division personnel comply with established safety regulations, procedures, and practices.
 - e. Active listening and feedback consistently strengthens the quality and quantity of employee performance, teamwork, employee input, and the results being achieved.
 - f. Division employees clearly understand and demonstrate an organizational focus in accomplishing the City Council's priorities and advancing the organization's values.
 - g. Development of division policies, work standards, and coordination of park operations and business functions with the recreation division is done with effective teamwork.
3. Leads the Parks Division operations in a manner that results in high customer service satisfaction levels, leveraging of resources, and continuous improvement.
 - a. Customer satisfaction is a division priority and customer focused operating policies, practices, and procedures are established and routinely evaluated for their effectiveness.
 - b. Coordinates Parks Division operations with Department activities and other City Departments; collaborates with others to improve efficiency and enhance service levels.
 - c. Maintains good relations with the public and responds to inquiries and complaints regarding Parks Division activities; resolves technical and operational problems.
 - d. Responds to after-hours emergencies and serves as an emergency disaster worker if a local emergency is declared.

4. Prepares, submits, and administers an approved annual division budget and capital plan including the controls necessary to ensure budgetary compliance, sensitivity to program and facility needs, and careful evaluation of programs, services, and projects.
 - a. Prepares and manages the division's annual park maintenance budget
 - b. Balance of effective maintenance and system improvements is achieved and maintained.
 - c. Current year projects, programs, and activities are successfully accomplished within approved budget parameters by controlling expenditures.
 - d. Assists in planning for existing and future equipment and facility needs, capital improvements; assists in the preparation of project specifications or requests for proposals; secures and evaluates bids; administers contracts for materials and services.
5. Provides information, coordination, and technical guidance to Department Director, Assistant Director, landscape architects, construction contractors as required, performing design, construction or maintenance projects
 - a. The Director and other interested parties are kept current with reliable, accurate, timely and documented information and reports providing an accurate and current measure of actions taken to create and maintain quality services and facilities for the community.
6. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and techniques of long range planning of park facilities, maintenance operations, budget preparation and expenditure control
- Principles and techniques of supervision including staffing, employee development, and planning work
- Modern methods, materials, equipment, and tools used in parks maintenance and construction
- Tools, techniques, procedures, principles and best practices of tree care, landscape and turf maintenance, irrigation management, toxic material handling, integrated pest management, construction safety, playground and facility inspection, building and equipment maintenance
- Interpreting information, symbols and markings used in engineered plans
- Basic computer programs such as Microsoft Word, Excel, email; pc and laptop technologies, filing systems and office equipment
- Pertinent laws and regulatory codes governing maintenance operations

Ability to:

- Plan, organize, direct and supervise the development, construction, maintenance, of park facilities and related structures and equipment
- Implement Integrated Pest Management techniques and ensure safe pesticide applications
- Prepare and administer an annual division operations budget and control expenditures
- Read and interpret construction plans and specifications and inspect and evaluate construction and maintenance work
- Develop and implement work programs for the construction and maintenance of park facilities
- Effectively recruit, direct, supervise, evaluate, and train subordinates, and enforce safety
- Tactfully and courteously deal with the public and communicate effectively, both orally and in writing
- Develop and maintain accurate record keeping systems
- Analyze technical issues and develop appropriate recommendations for action
- Prepare clear and comprehensive written reports and make oral and visual presentations

- Interpret, apply, and explain laws, regulations, standards, policies, and procedures
- Maintain close and effective working relationships with the management staff of other City Departments
- Receive administrative direction and effectively carryout related projects in an independent manner
- Work long-shifts and/or occasionally irregular schedules to meet work demands
- Routinely adjust work activities to address requests made by management and/or the public
- Prioritize customer satisfaction and instill Departmental values in subordinate employees
- Establish and maintain diplomatic working relationships with those contacted in the performance of required duties; effectively represent the Department on official city business as assigned
- Resolve technical construction and maintenance problems as appropriate for the situation
- Prepare and maintain accurate paperwork such as records, order, surveys and reports
- Effectively enter and manipulate data on database and MS Office and city computer programs
- Plan large maintenance projects and assist with construction administration and inspections
- Serve as an emergency disaster worker in the event the City Manager declares a local emergency

PHYSICAL REQUIREMENTS:

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

- Drive a vehicle, climb into and out of appropriate vehicles; and up and down stairs and ladders
- Walk on uneven surfaces and stand for long periods of time
- Reach above and at shoulder height
- Work outdoors for long periods of time in variable temperatures and weather conditions
- Work under conditions such as high noise levels, medium to high speed traffic, strong and unpleasant odors, and vibration from equipment and dust from various materials
- Hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment
- Distinguish colors and symbols such as colored medical waste containers, recyclable materials and waste containers.

TRAINING AND EXPERIENCE:

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

- High School graduation or G.E.D.; and
- Five years of increasingly responsible experience in park and landscape maintenance, including at least three years in a supervisory capacity.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment
- Possession of a Qualified Applicator (QAC / QAL) or Pest Control Advisor (PCA) Certificate or License within one year of hire

OTHER REQUIREMENTS:

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be willing to respond to emergencies outside of regular work hours.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of a valid California Commercial Class A or B Driver's License
- Possession of any professional certificates or licenses related to landscaping and irrigation, arboriculture, heavy equipment operation/maintenance, construction trades
- Working knowledge of Computer Assisted Drafting programs
- Possession of a Certified Playground Safety Inspector Credential
- Possession of an ISA Certified Arborist credential.

City of Watsonville

Job Description



JOB TITLE:	Parks Superintendent	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Parks and Community Services Director or assigned management personnel	
SUPERVISION:	Park Services Manager, Park Supervisor, Parks Crew Leader, Division Employees	
EMPLOYEE UNIT:	Management	
FLSA :	Exempt	

JOB SUMMARY:

Under general guidance, plans, organizes, directs, coordinates and evaluates the development, construction, and maintenance of the City parks and recreational system, including parks, recreational facilities, landscaped medians, greenbelts, urban forest, and other public grounds. Prepares the parks division operation and capital improvement budgets; manages and oversees projects; supervises and formally evaluates the work of Parks Division staff; coordinates effectively with other City Departments, advisory bodies, government agencies, and contractors; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Employees in this classification receive administrative direction within a framework of general guidelines, goals and objectives and exercise direct supervision over subordinate managers and supervisors. This job class functions at a full administrative level of classification and is responsible for a variety of park development, maintenance and operation programs and services. This position is responsible for providing consultation to senior management and to assist with the administration of the Parks Division in close coordination with other Departmental activities. Successful performance of the work requires the ability to independently implement programs, projects, and policies in conformance with generally accepted standards. This classification is distinguished from the next lower classification of *Parks Services Manager* in that the latter classification coordinates and supervises the activities and operations of the parks division but does not possess the full scope of administrative functions as does the *Parks Superintendent* classification.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the Director, Assistant Director, Recreation Superintendent, and/or in coordination with division staff, other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

1. Leads and directs park operations, development and maintenance activities to ensure the entire system is maintained in a safe, high quality and aesthetically pleasing condition.
 - a. Plans, coordinates, and directs work programs and projects for the construction and maintenance of City parks, recreational facilities, landscaped medians, greenbelts and related public grounds areas through the development and implementation of a maintenance management system.

- b. Establishes and ensures compliance with system-wide maintenance standards.
 - c. Oversees the protection, preservation and maintenance of city owned open space and other facilities with emphasis on patrol, enforcement and interpretation.
 - d. Prepares or directs the preparation of grant and permit applications and reports to various agencies, districts, and commissions; assures program, policy, and project compliance with local, state, and federal guidelines, rules, and regulations.
 - e. Plans, implements, directs and evaluates strategies to improve productivity, reliability, energy costs, water conservation, environmental quality and safety of city parks, landscaped medians, greenbelts, urban forest, and related public grounds; makes field and site visits.
 - f. Participates in the planning process for development, construction and maintenance of parks; assists in leading the implementation of strategic plans and master plans, including the development of Annual Work Plans consistent with the City Council's community priorities.
 - g. Creative, appropriate, and measurable goals and objectives are developed to achieve and sustain quality programs, facilities, and services.
 - h. Routinely evaluates and ensures park maintenance operations is strategic, collaborative, and consistent with the Council's goals, priorities, and policies.
 - i. Compliance with established maintenance schedules contributes to high public utilization and low accident rates.
 - j. Determines the orders of division equipment, materials and supplies; supervises inventory; and directs equipment maintenance and safety programs.
 - k. Directs the City's street tree program and approves permits for removal and trimming of trees. Administers the City's historical tree program.
 - l. Prepares reports, correspondence, and applications related to park operations, maintenance and construction.
2. Exercises a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for all division employees.
 - a. Recruitment, hiring, training and evaluation of parks division staff, including managers, supervisors, utility workers, and park maintenance workers is successful.
 - b. Active listening and feedback clearly and consistently strengthens the quality and quantity of employee performance, teamwork, employee input, and the results being achieved.
 - c. Division employees clearly understand and demonstrate an organizational focus in accomplishing the City Council's priorities and advancing the organization's values
 - d. Development of Departmental policies, work standards, and coordination of park operations and business functions with the recreation division is done with effective teamwork.
 3. Leads Parks Division operations in a manner that results in high customer service satisfaction levels, leveraging of resources, and continuous improvement.
 - a. Customer satisfaction is a division priority and customer focused operating policies, practices, and procedures are established and routinely evaluated for their effectiveness.
 - b. Coordinates Parks Division operations with Department activities, other City Departments, county, state, and regional agencies and seeks out collaborative service delivery opportunities to improve efficiency, enhance service levels, and increase public participation.
 - c. Investigates and responds to the more complex inquiries and complaints regarding Parks Division activities; resolves technical and operational problems.
 4. Prepares, submits, and administrates an annual division budget including the controls necessary to ensure budgetary compliance, sensitivity to program and facility needs, and careful evaluation of programs, services, and projects.
 - a. Prepares and manages the division's annual budgets and capital improvements, including revenue and operation, maintenance and capital improvement budgets.

- b. Balance of effective maintenance and system improvements is achieved and maintained.
 - c. Current year projects, programs, and activities are successfully accomplished within approved budget parameters by controlling expenditures.
 - d. Plans for existing and future equipment and facility needs; evaluates requests for the purchase of equipment and services; writes and oversees the preparation of project specifications or requests for proposals; secures and evaluates bids; administers contracts for materials and services.
 - e. Innovative approaches to generate resources and control expenses are evaluated and implemented to limit dependence on the general tax fund.
5. Serves as a City representative in presenting, explaining and discussing the views, interests and policies of the City to the Council, Parks and Recreation Commission, City task forces and other interested parties inside and outside the community.
 - a. Meets with community groups, members of the public, school district personnel, and other outside agencies as required, to coordinate cooperative efforts in construction and operations, and responds to complaints and questions in a way that elicits increased understanding and support for Department programs, services, and facilities.
 - b. Increased community understanding and support facilitates the effective implementation of and funding for new programs, facilities, projects, and services.
6. Prepares reports and studies for the Director, Assistant Director, City Manager and Council as scheduled or requested.
 - a. Provides technical assistance, coordination, and guidance to Department Director, Assistant Director, landscape architects, construction contractors as required, performing design, construction or maintenance projects
 - b. The Director and other interested parties are kept current with reliable, timely and documented information and analyses providing an accurate and current measure of actions taken to create and maintain quality services and facilities for the community.
7. May function as the Department Head in the absence of the Director and Assistant Director
8. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and techniques of parks design and planning, public administration, budget preparation, recreation and community services, maintenance operations
- Principles and techniques of supervision including staffing, employee development, and planning work
- Engineering principles and practices as applied to park development, construction and maintenance including modern methods, materials, equipment, and tools used in operations
- Horticultural and arboricultural principles including landscape design, plant materials, irrigation systems, and integrated pest management and eradication techniques
- Pertinent laws and regulatory codes governing maintenance operations
- Basic Microsoft Office computer applications, and smart phone, pc and laptop technologies

Ability to:

- Plan, organize, direct and evaluate the development, construction, maintenance, of park facilities
- Prepare and administer an annual division operations budget and control expenditures
- Read and interpret construction plans and specifications and inspect and evaluate construction and maintenance work

- Develop and implement work programs for the construction and maintenance of park facilities
- Effectively recruit, assign, supervise, evaluate, and train subordinates, and enforce safety
- Tactfully and courteously deal with the public and communicate effectively, both orally and in writing
- Develop and maintain accurate record keeping systems
- Analyze technical issues and develop appropriate recommendations for action
- Prepare clear, comprehensive technical and administrative reports, grants and other written material
- Make effective oral and visual presentations to city staff and advisory bodies
- Interpret, apply, and explain laws, regulations, standards, policies, and procedures
- Maintain close and effective working relationships with the management staff of other City Departments, officials of other agencies, recreational organizations and community services groups

PHYSICAL REQUIREMENTS:

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

- Drive a vehicle, climb into and out of appropriate vehicles; and up and down stairs and ladders
- Walk on uneven surfaces and stand for long periods of time
- Reach above and at shoulder height
- Work outdoors for long periods of time in variable temperatures and weather conditions
- Work under conditions such as high noise levels, medium to high speed traffic, strong and unpleasant odors, and vibration from equipment and dust from various materials
- Hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment
- Distinguish colors and symbols such as colored medical waste containers, recyclable materials and waste containers.

TRAINING AND EXPERIENCE:

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

- Completion of advanced educational study in park management, horticulture, landscape architecture, forestry or a related field and five years of increasingly responsible experience in park maintenance and construction in a supervisory or administrative capacity.

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS:

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be willing to respond to emergencies outside of regular work hours.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of a valid California Commercial Class A or B Driver's License
- Possession of any professional certificates or licenses related to landscaping and irrigation, arboriculture, heavy equipment operation/maintenance, construction trades
- Working knowledge of Computer Assisted Drafting programs

- Possession of a Certified Playground Safety Inspector Credential
- Possession of an ISA Certified Arborist credential.

City of Watsonville

Job Description



JOB TITLE:	Recreation Specialist	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Recreation Coordinator or Assigned Supervisory or Management Personnel	
SUPERVISION:	Temporary Recreation Employees	
EMPLOYEE UNIT:	Mid-Management	
FLSA :	Exempt	

JOB SUMMARY:

Under the direction of the Recreation Coordinator or assigned management personnel, the Recreation Specialist will plan, organize, and direct the activities and operations of a specific recreation program area. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class directs and supervises the work of others in a lead capacity. This job class is typically responsible for one program area and functions at a journey level of classification.

DISTINGUISHING CHARACTERISTICS

This job class performs with considerable independence as specialist or site supervisor and is may be assigned to various recreation, cultural and facility functions on a non-permanent, part-time basis depending upon assignment. This classification is distinguished from the next lower classification of *Recreation Assistant* in that the latter classification typically assists with limited coordination and supervision of the activities and operations of a single program, but does not possess the lead program area responsibilities of the *Recreation Specialist*.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the Recreation Coordinator and/or in coordination with other City employees, operation partners, community groups and other public and private organizations. Additional duties may be assigned.

1. Assists in supervising a recreation program area and ensures programs are safe, high quality and meet the evolving needs of the community.
 - a. Assists with the development and ongoing review of recreation programs for efficiency in operations and maximization of available staff resources.
 - b. Evaluation of recreation program offerings ensures community needs and participation goals are being met.
 - c. Timely investigation and resolution of customer complaints received from the public and other City staff creates increased community trust and satisfaction.
 - d. Assist in developing innovative plan for recreation programs results in the ability to meet changing community needs.
 - e. Purposeful community engagement supports the development of services and activities that serve the entire community.

2. Assists with leading the development of a high performing team where employees and volunteers provide high quality services in a coordinated manner.
 - a. Collaborative leadership style that fosters teamwork and encourages employee input and involvement in decision-making.
 - b. Coordination of work with other Department aids in creating an effective team oriented organization.
 - c. Thorough and ongoing staff coaching and training support the provision of excellent customer service by team members.
 - d. Recruitment, selection, orientation, advancement, and evaluation of employees leads to the successful achievement of organizational and employee goals.
3. Creates community collaborations in which community organizations develop trust and confidence in the City and the Community Services Department.
 - a. Serving as a liaison for the Department to community organizations increases partnership opportunities and collaborative events.
 - b. Proactive and timely communication strengthens relationships with partner organizations and community members.
4. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Child development principles
- Principles and techniques of organizing, directing, and leading children's recreational activities
- Principles and practices of recreation programs

Ability to:

- Provide creative leadership in organizing, directing and conducting preschool programs and recreational activities
- Determine supplies and equipment necessary for assigned programs
- Prepare accurate reports, program schedules, and publicity materials as required
- Work well with community groups, parents, volunteers and staff
- Meet the physical requirements such as walking, bending, squatting and lifting 26 to 50 lb. boxes of supplies
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties

TRAINING AND EXPERIENCE:

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

- Equivalent to graduation from college with major work in recreation or related field and one-year experience in planning and organizing community recreation programs.

LICENSE & CERTIFICATION:

- A valid and appropriate California Class Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be available to work evenings and weekends as required.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of any professional certifications or licenses related to the recreation field, including Certified Park and Recreation Professional (CPRP), Lifeguard and Lifeguard Instructor certifications.



City of Watsonville

Job Description

JOB TITLE:	Recreation Coordinator	DATE APPROVED: September 1989
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Recreation Supervisor or Assigned Supervisory or Management Personnel	
SUPERVISION:	Recreation Specialist, Other Department Employees	
EMPLOYEE UNIT:	Mid-Management	
FLSA :	Exempt	

JOB SUMMARY:

Under the guidance of the Recreation Supervisor, the Recreation Coordinator will provide supervision to a specific area of the Recreation Division, including planning, organizing, directing, coordinating and evaluating assigned portions of the City's recreation program. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification direct, coordinate, supervise and formally evaluate the work of others. This job class is typically responsible for one or more recreational program areas and functions at a full supervisory level of classification.

DISTINGUISHING CHARACTERISTICS

This job class performs professional level project planning, organization, and supervision of the City recreational services, special events and facilities. This is a mid-management classification, which requires knowledge of facility rental operations for a wide variety of facilities, including meeting rooms, multi-purpose facilities, and parks. Additionally, knowledge of one or more recreation program areas, such as special events, aquatics, arts programs, adult sports, youth sports, special interest activities, older adult programs, preschool and day camps is required. The Recreation Coordinator is also responsible for program budget administration, cost recovery efforts, and the development of program operating procedures. As a coordinator, the incumbent is responsible for performance evaluations, discipline, and reviewing the work of assigned staff. This classification is distinguished from the next lower classification of *Recreation Specialist* in that the latter classification typically assists with the coordination and supervision of the activities and operations of a single program or multiple small programs, but does not possess the supervisory-level program area responsibilities of the *Recreation Coordinator*.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the Recreation Supervisor and/or in coordination with other City staff, operating partners, other public and private organizations, and community groups. Additional duties may be assigned.

1. Supervises a recreation program area and ensures programs are safe, high quality and meet the evolving needs of the community.
 - a. Directs, coordinates and monitors ongoing review of recreation programs for efficiency in operations and maximization of available resources.

- b. Effective utilization of contract instructors supports revenue growth and community participation.
- c. Evaluation of recreation program offerings ensures community needs and participation goals are being met.
- d. Timely investigation and resolution of customer complaints received from the public and other City staff creates increased community trust and satisfaction.
- e. An innovative plan for recreation programs results in the ability to meet changing community needs.
- f. Purposeful community engagement supports the development of services and activities that serve the entire community.
- g. A strategic marketing and promotions plan for programs increases community awareness, participation rates, and program sponsorships and revenues.
- 2. Leads the development of a high performing team where employees, contractors, and volunteers provide high quality services in a coordinated manner.
 - a. Collaborative leadership style that fosters teamwork and encourages employee input and involvement in decision-making.
 - b. Coordination of work with other Department aids in creating an effective team oriented organization.
 - c. Thorough and ongoing staff coaching and training support the provision of excellent customer service by staff members.
 - d. Recruitment, selection, orientation, advancement, and evaluation of employees leads to the successful achievement of organizational and employee goals.
- 3. Creates community collaborations in which community organizations develop trust and confidence in the City and the Community Services Department.
 - a. Serving as a liaison for the Department to community organizations increases partnership opportunities and collaborative events.
 - b. Proactive and timely communication strengthens relationships with partner organizations and community members.
- 4. Prepares, submits, and administers an approved annual program budget including the control necessary to ensure budgetary compliance and careful evaluation of maintenance needs and priorities.
 - a. Current year projects, programs, and activities are successfully completed within approved budget parameters.
 - b. Innovative approaches to maximize revenue and contain expenses are evaluated and implemented.
- 5. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and techniques of organizing and directing a variety of recreational activities
- Recreational programs for specialized groups such as preschool, handicapped, teens, senior citizens

Ability to:

- Provide creative leadership in organizing and directing recreational activities

- Properly schedule programs and activities
- Prepare accurate reports, as required
- Effectively promote assigned activities and events
- Work well with community groups, participants, and staff
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties

TRAINING AND EXPERIENCE:

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

- Equivalent to graduation from college with major work in recreation or related field and one-year experience in planning and organizing community recreation programs.

LICENSE & CERTIFICATION:

- A valid and appropriate California Class Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be available to work evenings and weekends as required.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of any professional certifications or licenses related to the recreation field, including Certified Park and Recreation Professional (CPRP), Lifeguard and Lifeguard Instructor certifications.



City of Watsonville

Job Description

JOB TITLE:	Recreation Supervisor	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Recreation Superintendent	
SUPERVISION:	Recreation Coordinator, Recreation Specialist, Other Department Employees	
EMPLOYEE UNIT:	Mid Management	
FLSA :	Exempt	

JOB SUMMARY:

Under the direction of the Recreation Superintendent, the Recreation Supervisor will provide oversight to specific program areas of the Recreation Division of the Parks and Community Services Department, including management of facility rentals, special events and recreation programs. Employees in this classification receive limited supervision within a broad framework of policies and procedures. This job class is typically responsible for several recreational program areas and functions at a full supervisory level of classification.

DISTINGUISHING CHARACTERISTICS

This job class performs professional level project planning, organization, and supervision of the City recreational services, special events and facilities. This class functions at a full administrative level. This is a mid-management classification, which requires knowledge of facility rental operations for a wide variety of facilities, including meeting rooms, multi-purpose facilities, and parks. Additionally, knowledge of special events and a variety of recreation services, such as aquatics, arts programs, adult sports, youth sports, special interest activities, older adult programs, preschool and day camps is required. The Recreation Supervisor is also responsible for budget administration, cost recovery efforts, and the development of operating procedures. As a mid-manager, the incumbent is responsible for performance evaluations, discipline, and reviewing the work of assigned staff. This classification is distinguished from the next lower classification of *Recreation Coordinator* in that the latter classification typically coordinates and supervises the activities and operations of a single program or multiple small programs, but does not possess the comprehensive program area responsibilities of the *Recreation Supervisor*. This position is distinguished from the higher classification of *Recreation Superintendent* in that the latter is possesses division-wide responsibilities.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the Recreation Superintendent, Director of Community Services, and/or in coordination with other City staff, operating partners, other public and private organizations, and community groups. Additional duties may be assigned.

1. Supervises a comprehensive program area and ensures programs are safe, high quality and meet the evolving needs of the community.
 - a. Leading the creation and ongoing review of annual work plans for responsible program area leads to efficiency in operations and maximization of available resources.

- b. Effective utilization of contract instructors supports revenue growth and community participation.
 - c. Evaluation of recreation program offerings ensures community needs and participation goals are being met.
 - d. Timely investigation and resolution of customer complaints received from the public and other City staff creates increased community trust and satisfaction.
 - e. A comprehensive innovative plan for recreation programs results in the ability to meet changing community needs.
 - f. Creative, appropriate, and measurable goals and objectives are developed to achieve and sustain quality programs, facilities, and services.
 - g. Purposeful community engagement supports the development of services and activities that serve the entire community.
2. Leads the development of a high performing team where employees, contractors, and volunteers provide high quality services in a coordinated manner.
 - a. Collaborative leadership style that fosters teamwork and encourages employee input and involvement in decision-making.
 - b. Coordination of work with other Department aids in creating an effective team oriented organization.
 - c. Thorough and ongoing staff coaching and training support the provision of excellent customer service by staff members.
 - d. Recruitment, selection, orientation, advancement, and evaluation of employees leads to the successful achievement of organizational and employee goals.
 3. Creates community collaborations in which community organizations develop trust and confidence in the City and the Community Services Department.
 - a. Serving as a liaison for the Department to community organizations increases partnership opportunities and collaborative events.
 - b. Proactive and timely communication strengthens relationships with partner organizations and community members.
 4. Prepares, submits, and administers an approved annual program budget, including the control necessary to ensure budgetary compliance and careful evaluation of program needs and priorities.
 - a. Current year projects, programs, and activities are successfully completed within approved budget parameters.
 - b. Innovative approaches to maximize revenue and contain expenses are evaluated and implemented.
 5. Supports the Department in the management of recreation programs and facility rentals, balancing cost recovery with community access, for City parks and recreation facilities.
 - a. Implementation and evaluation of recreation program goals, policies and staffing levels advance the organization's priorities.
 - b. Preparation and delivery of customer feedback tools ensure ongoing review and improvement to operations.
 - c. Development, review and adjustment of effective and efficient work schedules and work priorities meet ongoing facility rental requirements
 - d. Effective coordination with Department maintenance team on scheduling maintenance activities to minimize or eliminate impact to the public's use of recreation facilities.
 - e. Program procedures are customer-friendly and ensure timely response to both external and internal customer needs.
 6. Leads program operations in a manner that results in high community participation levels, leveraging of resources, and continuous improvement.

- a. Customer satisfaction is a Department priority, is achieved through formal and informal customer feedback confirming the delivery of services meet customers' needs, and wants within a specific timeframe.
 - b. Forward thinking and customer focused operating procedures are established and routinely evaluated for their effectiveness.
 - c. Ongoing evaluation and service enhancements are of importance for all City-wide and Department events and programs.
 - d. Partnerships are actively sought out and maintained to reduce duplication of services, enhance events, and improve efficiency.
 - e. A strategic marketing and promotions plan for programs increases community awareness, participation rates, and program sponsorships and revenues.
7. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Philosophies, techniques, trends and principles of recreation management, special events and facility rental management.
- Principles of organization, administration, and budget management.
- Principles and practice of management, supervision, training, and performance evaluations.
- Principles of customer satisfaction related to the delivery of recreation programs.

Ability to:

- Plan, organize, schedule, direct, coordinate, and evaluate assigned portions of the City's recreational program
- Provide supervision and training to assigned staff
- Assess community recreational needs and develop programs to meet those needs
- Assist with the preparation of budget requests and expenditure control
- Prepare a variety of comprehensive reports and publicity material including maintaining records.
- Make effective public speaking presentations
- Develop and maintain effective working relationships with those contacted in the course of work

TRAINING AND EXPERIENCE:

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

- Equivalent to graduation from college with major work in recreation or related field and one-year experience in planning and organizing community recreation programs.

LICENSE & CERTIFICATION:

- A valid and appropriate California Class Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS

- Must successfully complete a state mandated background investigation and drug screen at time of hire.

- Must be willing to work outdoors in various weather conditions.
- Must be available to work evenings and weekends as required.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of any professional certifications or licenses related to the recreation field, including Certified Park and Recreation Professional (CPRP), Lifeguard and Lifeguard Instructor certifications.

City of Watsonville

Job Description



JOB TITLE:	Recreation Services Manager	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Recreation Superintendent, Assistant Parks and Community Services Director or Parks and Community Services Director	
SUPERVISION:	Recreation Supervisor, Recreation Coordinator, Recreation Specialist, Other Department Employees	
EMPLOYEE UNIT:	Mid-Management	
FLSA :	Exempt	

JOB SUMMARY:

Under administrative direction of the Parks and Community Services Director or other Management Unit teammates, the Recreation Services Manager directs and supervises recreation operations for assigned program areas, including the planning, promotion and evaluation of recreational programs; the supervision and coordination of day-to-day operations; participation in policy development, participation in the development, justification and administration of the annual operating and capital program budgets; administration planning and problem solving; participation in the planning and developing of recreational programs; development of staff training curriculum; and development and operation of recreational facilities. Assigned areas of responsibility may include any combination of: aquatic activities, sports programs, special-interest classes, facility rentals, playground and youth activities, older adult programs, administrative services, cultural services and others.

DISTINGUISHING CHARACTERISTICS

This job class performs professional level project planning, organization, and supervision of the City recreational services and facilities. This class functions at a full administrative level. This is a mid-management classification, which requires knowledge of a wide variety of recreation services, which includes programs such as aquatics, fitness programs, adult sports, youth sports and activities, older adult programs, and preschool and day camp activities. The Recreation Services Manager is also responsible for the programs' budget administration, cost recovery efforts, and development of operating procedures.

Successful performance in this class requires highly developed interpersonal skills to provide positive supervision and leadership for City staff and an understanding of cost effective use of technology solutions to implement City programs. This classification is distinguished from the next lower classification of *Recreation Supervisor* in that the latter classification coordinates and supervises the activities and operations of various sections and programs, but does not possess the responsibilities of multiple large program areas as does the *Recreation Services Manager*.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with Parks and Community Services management teammates, and/or in coordination with other City staff, operating partners, other public and private organizations, and community groups. Additional duties may be assigned.

1. Supervises recreation program delivery across a variety of program areas that are safe, high quality and meet the evolving needs of the community.
 - a. Support the creation and ongoing review of annual work plans for each program area for efficiency in operations and maximization of available resources.
 - b. Effective utilization of contract instructors supports revenue growth and community participation.
 - c. Evaluation of recreation program offerings ensures community needs and participation goals are being met.
 - d. Prepares or directs the preparation of grant and permit applications and reports to various agencies, districts, and commissions; assures program, policy, and project compliance with local, state, and federal guidelines, rules, and regulations.
 - e. Assists in leading the implementation of strategic plans and master plans, including the development of Annual Work Plans consistent with the City Council's community priorities.
 - f. Timely investigation and resolution of customer complaints received from the public and other City staff creates increased community trust and satisfaction.
 - g. Implements a comprehensive and innovative plan for recreation programs results in the ability to meet changing community needs and industry trends.
 - h. Creative, appropriate, and measurable goals and objectives are developed to achieve and sustain quality programs, facilities, and services.
 - i. Routinely evaluates and ensures recreation operations are strategic, collaborative, and consistent with the Council's goals, priorities, and policies.
 - j. Determines the orders of program equipment, materials and supplies; supervises inventory; and directs equipment maintenance and safety programs.
 - k. Purposeful community engagement supports the development of services and activities that serve the entire community.
2. Leads the development of a high performing team where employees, contractors, and volunteers provide high quality services in a coordinated manner.
 - a. Collaborative leadership style that fosters teamwork and encourages employee input and involvement in decision-making.
 - b. Coordination of work with other Departments aids in creating an effective team oriented organization.
 - c. Thorough and ongoing staff coaching and training support the provision of excellent customer service by team members.
 - d. Recruitment, selection, orientation, advancement, and evaluation of employees leads to the successful achievement of organizational and employee goals.
3. Creates community collaborations in which community organizations develop trust and confidence in the City and the Department.
 - a. Serving as a liaison for the Department to community organizations increases partnership opportunities and collaborative events.
 - b. Coordination of recreation activities within the city, including downtown, enhances economic development.

- c. Proactive and timely communication strengthens relationships with partner organizations and community members.
- 4. Prepares, submits, and administers approved annual program area budgets, including the control necessary to ensure budgetary compliance and careful evaluation of operational and maintenance needs and priorities.
 - a. Current year projects, programs, and activities are successfully completed within approved budget parameters.
 - b. Innovative approaches to maximize revenue and contain expenses are evaluated and implemented.
- 5. Leads the Department in the management of recreation programs and facility rentals, balancing cost recovery with community access, for City parks and recreation facilities.
 - a. Development, implementation and evaluation of recreation program goals, policies and staffing levels advance the organization's priorities. Analysis and implementation of partnership opportunities increase participation and revenue generation.
 - b. Preparation and delivery of customer feedback tools ensure ongoing review and improvement to operations.
 - c. Development, review and adjustment of effective and efficient work schedules and work priorities meet ongoing customer demands
 - d. Effective coordination with Department maintenance team on scheduling maintenance activities to minimize or eliminate impact to the public's use of recreation facilities.
 - e. Recreation and rental procedures are customer-friendly and ensure timely response to both external and internal customer needs.
- 6. Leads assigned program area operations in a manner that results in high customer service satisfaction levels, leveraging of resources, and continuous improvement.
 - a. A comprehensive special event procedure is implemented that is intended to streamline process
 - b. Customer satisfaction is a priority and customer focused operating policies, practices, and procedures are established and routinely evaluated for their effectiveness.
 - c. Forward thinking and customer focused operating procedures are established and routinely evaluated for their effectiveness.
 - d. Ongoing evaluation and service enhancements are of importance for all annual City-wide and Department events and programs.
 - e. Partnerships are actively sought out and maintained to reduce duplication of services, enhance events, and improve efficiency.
 - f. A comprehensive and strategic marketing and promotions plan increases community awareness, participation rates, and program sponsorships and revenues.
- 7. Serves as a City representative in presenting, explaining and discussing the views, interests and policies of the City to the Council, Parks and Recreation Commission, City task forces and other interested parties inside and outside the community.
 - a. Meets with community groups, members of the public, school district personnel, and other outside agencies as required, to coordinate cooperative efforts in construction and operations, and responds to complaints and questions in a way that elicits increased understanding and support for Department programs, services, and facilities.
 - b. Increased community understanding and support facilitates the effective implementation of and funding for new programs, facilities, projects, and services.
- 8. Prepares reports and studies for the Director, Assistant Director, Superintendent, City Manager and Council as scheduled or requested.

- a. The Director and other interested parties are kept current with reliable, timely and documented information and analyses providing an accurate and current measure of actions taken to create and maintain quality services and facilities for the community.
9. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Philosophy, principles and techniques of providing public recreation and leisure services and programs
- Principles and procedures for implementing and directing a wide variety of recreation activities and the development of programs through community participation
- Recreational needs of the local community
- Community organizations
- Principles and practices of administration, budget, staff development and personnel management
- Watsonville community from a cultural and socioeconomic perspective
- Supervisory, management and leadership principles and practices

Ability to:

- Plan, organize, schedule, direct, coordinate and evaluate public recreation program and services
- Assess community recreational needs and develop programs to meet those needs
- Prepare and administer recreation operational and capital budget and control expenditures
- Tactfully and courteously communicate with the public
- Meet with residents, and representatives of other agencies in developing coordinate recreation programs
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Provide organizational leadership to all Department employees, volunteers, and partners.
- Effectively plan the work of professional and para-professional staff.
- Prepare, analyze, and make recommendations pertaining to recreation program service delivery.
- Analyze problems quickly and draw logical conclusions, plan and implement an effective course of action.
- Develop as necessary, interpret, and apply policies and procedures, laws and regulations.
- Develop and maintain effective working relationships with those contacted in the course of work.
- Manage, direct, train, coordinate and evaluate the work of staff.
- Exercise responsibility to work with limited direction; and complete assigned work and meet deadlines.

TRAINING AND EXPERIENCE:

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

- Equivalent to a Bachelor's Degree from an accredited college or university with major work in recreation administration, sociology, social work or closely related field and two years of increasingly responsible experience in recreational program planning and development in a supervisory or administrative capacity

LICENSE & CERTIFICATION:

- A valid and appropriate California Class Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be available to work evenings and weekends as required.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of any professional certifications or licenses related to the recreation field, including Certified Park and Recreation Professional (CPRP), Lifeguard and Lifeguard Instructor certifications.



City of Watsonville

Job Description

JOB TITLE:	Recreation Superintendent	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Parks and Community Services Director	
SUPERVISION:	Recreation Supervisor, Recreation Coordinator, Recreation Specialist, Other Department Employees	
EMPLOYEE UNIT:	Management	
FLSA :	Exempt	

JOB SUMMARY:

Under administrative direction of the Parks and Community Services Director, the Recreation Superintendent directs and supervises recreation operations, including the planning, development, promotion and evaluation of recreational programs; the supervision and coordination of day-to-day operations; participation in policy development, participation in the development, justification and administration of the annual operating and capital program budgets; administration planning and problem solving; participation in the planning and developing of future park sites and recreational programs; development of staff training curriculum; and development and operation of recreational facilities. Assigned areas of responsibility may include any combination of: aquatic activities, sports programs, special-interest classes, facility rentals, playground and youth activities, older adult programs, administrative services, cultural services and others.

DISTINGUISHING CHARACTERISTICS

This job class performs professional level project planning, organization, and supervision of the City recreational services and facilities. This class functions at a full administrative level. This is a management classification, which requires knowledge of a wide variety of recreation services, which includes programs such as aquatics, fitness programs, adult sports, youth sports and activities, older adult programs, and preschool and day camp activities. The Recreation Superintendent is also responsible for the division's budget administration, cost recovery efforts, and development of operating procedures.

Successful performance in this class requires highly developed interpersonal skills to provide positive supervision and leadership for City staff and an understanding of cost effective use of technology solutions to implement City programs. This classification is distinguished from the next lower classification of *Recreation Services Manager* in that the latter classification coordinates and supervises the activities and operations of multiple large sections and programs, but does not possess the divisional responsibilities of the *Recreation Superintendent*.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the Director of Parks and Community Services, and/or in coordination with other City staff, operating partners, other public and private organizations, and community groups. Additional duties may be assigned.

1. Supervises recreation program delivery across a variety of program areas that are safe, high quality and meet the evolving needs of the community.
 - a. Support the creation and ongoing review of annual work plans for each program area for efficiency in operations and maximization of available resources.
 - b. Effective utilization of contract instructors supports revenue growth and community participation.
 - c. Evaluation of recreation program offerings ensures community needs and participation goals are being met.
 - d. Prepares or directs the preparation of grant and permit applications and reports to various agencies, districts, and commissions; assures program, policy, and project compliance with local, state, and federal guidelines, rules, and regulations.
 - e. Participates in the planning process for development, construction and maintenance of parks.
 - f. Assists in leading the implementation of strategic plans and master plans, including the development of Annual Work Plans consistent with the City Council's community priorities.
 - g. Timely investigation and resolution of customer complaints received from the public and other City staff creates increased community trust and satisfaction.
 - h. Implements a comprehensive and innovative plan for recreation programs results in the ability to meet changing community needs and industry trends.
 - i. Creative, appropriate, and measurable goals and objectives are developed to achieve and sustain quality programs, facilities, and services.
 - j. Routinely evaluates and ensures recreation operations are strategic, collaborative, and consistent with the Council's goals, priorities, and policies.
 - k. Determines the orders of division equipment, materials and supplies; supervises inventory; and directs equipment maintenance and safety programs.
 - l. Purposeful community engagement supports the development of services and activities that serve the entire community.
2. Leads the development of a high performing team where employees, contractors, and volunteers provide high quality services in a coordinated manner.
 - a. Collaborative leadership style that fosters teamwork and encourages employee input and involvement in decision-making.
 - b. Coordination of work with other Departments aids in creating an effective team oriented organization.
 - c. Thorough and ongoing staff coaching and training support the provision of excellent customer service by team members.
 - d. Recruitment, selection, orientation, advancement, and evaluation of employees leads to the successful achievement of organizational and employee goals.
3. Creates community collaborations in which community organizations develop trust and confidence in the City and the Department.
 - a. Serving as a liaison for the Department to community organizations increases partnership opportunities and collaborative events.
 - b. Coordination of recreation activities within the city, including downtown, enhances economic development.
 - c. Proactive and timely communication strengthens relationships with partner organizations and community members.

4. Prepares, submits, and administers an approved annual division budget, including the control necessary to ensure budgetary compliance and careful evaluation of operational and maintenance needs and priorities.
 - a. Current year projects, programs, and activities are successfully completed within approved budget parameters.
 - b. Innovative approaches to maximize revenue and contain expenses are evaluated and implemented.
5. Leads the Department in the management of recreation programs and facility rentals, balancing cost recovery with community access, for City parks and recreation facilities.
 - a. Development, implementation and evaluation of recreation program goals, policies and staffing levels advance the organization's priorities. Analysis and implementation of partnership opportunities increase participation and revenue generation.
 - b. Preparation and delivery of customer feedback tools ensure ongoing review and improvement to operations.
 - c. Development, review and adjustment of effective and efficient work schedules and work priorities meet ongoing customer demands
 - d. Effective coordination with Department maintenance team on scheduling maintenance activities to minimize or eliminate impact to the public's use of recreation facilities.
 - e. Recreation and rental procedures are customer-friendly and ensure timely response to both external and internal customer needs.
6. Leads the Recreation Division operations in a manner that results in high customer service satisfaction levels, leveraging of resources, and continuous improvement.
 - a. A comprehensive special event procedure is implemented that is intended to streamline process
 - b. Customer satisfaction is a division priority and customer focused operating policies, practices, and procedures are established and routinely evaluated for their effectiveness.
 - c. Forward thinking and customer focused operating procedures are established and routinely evaluated for their effectiveness.
 - d. Ongoing evaluation and service enhancements are of importance for all annual City-wide and department events and programs.
 - e. Partnerships are actively sought out and maintained to reduce duplication of services, enhance events, and improve efficiency.
 - f. A comprehensive and strategic marketing and promotions plan increases community awareness, participation rates, and program sponsorships and revenues.
7. Serves as a City representative in presenting, explaining and discussing the views, interests and policies of the City to the Council, Parks and Recreation Commission, City task forces and other interested parties inside and outside the community.
 - a. Meets with community groups, members of the public, school district personnel, and other outside agencies as required, to coordinate cooperative efforts in construction and operations, and responds to complaints and questions in a way that elicits increased understanding and support for Department programs, services, and facilities.
 - b. Increased community understanding and support facilitates the effective implementation of and funding for new programs, facilities, projects, and services.
8. Prepares reports and studies for the Director, Assistant Director, City Manager and Council as scheduled or requested.
 - a. Provides technical assistance, coordination, and guidance to Department Director, Assistant Director, landscape architects, construction contractors as required, performing design, construction or maintenance projects.

- b. The Director and other interested parties are kept current with reliable, timely and documented information and analyses providing an accurate and current measure of actions taken to create and maintain quality services and facilities for the community.
- 9. May function as the Department Head in the absence of the Director and Assistant Director
- 10. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Philosophy, principles and techniques of providing public recreation and leisure services and programs
- Principles and procedures for implementing and directing a wide variety of recreation activities and the development of programs through community participation
- Recreational needs of the local community
- Community organizations
- Principles and practices of administration, budget, staff development and personnel management
- Watsonville community from a cultural and socioeconomic perspective
- Supervisory, management and leadership principles and practices

Ability to:

- Plan, organize, schedule, direct, coordinate and evaluate public recreation program and services
- Assess community recreational needs and develop programs to meet those needs
- Prepare and administer recreation operational and capital budget and control expenditures
- Tactfully and courteously communicate with the public
- Meet with residents, and representatives of other agencies in developing coordinate recreation programs
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Provide organizational leadership to all Department employees, volunteers, and partners.
- Effectively plan the work of professional and para-professional staff.
- Prepare, analyze, and make recommendations pertaining to recreation program service delivery.
- Analyze problems quickly and draw logical conclusions, plan and implement an effective course of action.
- Develop as necessary, interpret, and apply policies and procedures, laws and regulations.
- Develop and maintain effective working relationships with those contacted in the course of work.
- Manage, direct, train, coordinate and evaluate the work of staff.
- Exercise responsibility to work with limited direction; and complete assigned work and meet deadlines.

TRAINING AND EXPERIENCE:

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

- Equivalent to a Bachelor's Degree from an accredited college or university with major work in recreation administration, sociology, social work or closely related field and five years of increasingly responsible experience in recreational program planning and development in a supervisory or

administrative capacity

LICENSE & CERTIFICATION:

- A valid and appropriate California Class Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be available to work evenings and weekends as required.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of any professional certifications or licenses related to the recreation field, including Certified Park and Recreation Professional (CPRP), Lifeguard and Lifeguard Instructor certifications.

City of Watsonville

Job Description



JOB TITLE: Parks and Community Services Assistant Director

DATE APPROVED:

DEPARTMENT: Parks and Community Services **SUPERSEDES:** N/A

REPORTS TO: Parks and Community Services Director

SUPERVISION: Parks Superintendent, Recreation Superintendent, Other Department Employees

EMPLOYEE UNIT: Management

FLSA : Exempt

JOB SUMMARY:

Under the guidance of the Parks and Community Services Director, the Parks and Community Services Assistant Director will assist the Director in developing, directing, and providing ongoing leadership for a comprehensive parks and recreation system and well-planned park maintenance program. The Assistant Director guides day-to-day decision making and provides direction for planning, development, and operation of recreation programs, park facilities, maintenance activities, and all community service functions for which responsible. This position will provide advice and consultation to the Recreation and Parks Commission, City Manager and City Council regarding the effective provision of community and parks services.

DISTINGUISHING CHARACTERISTICS:

Employees in this classification receive administrative direction within a framework of general guidelines, goals and objectives. Employees in this classification exercise supervision over subordinate supervisors. This job class functions at a Senior Management level of classification and is responsible for the activities, operations, and management of the Parks and Community Services Department. This position is responsible for providing general assistance in the administration of the Parks and Community Services Department. Successful performance of the work requires the ability to independently implement programs, projects, and policies in conformance with generally accepted standards.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the Director, and/or in coordination with other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

1. Exercises a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for all Department employees.
 - a. Recruitment, selection, orientation, advancement, and evaluation of employees are effective and successful.
 - b. Active listening and feedback clearly and consistently strengthens the quality and quantity of employee performance and results being achieved.

- c. Collaborative leadership style fosters teamwork and encourages employee input and involvement in decision-making.
 - d. Employees clearly understand and demonstrate an organizational focus in accomplishing the City Council's priorities and advancing the organization's values.
 - e. There is a clear understanding of the steps that will be taken when service standards are not acceptable.
- 2. Assists in leading Parks and Community Services Department operations in a manner that results in high customer service satisfaction levels, leveraging of resources, and continuous improvement.
 - a. A comprehensive community engagement program is implemented that is intended to actively engage the entire community and seek constant input.
 - b. Customer satisfaction is a Department priority and is achieved through formal and informal customer feedback confirming the delivery of services meet customers' needs and wants.
 - c. Forward thinking and customer focused operating policies, practices, and procedures are established and routinely evaluated for their effectiveness.
 - d. Ongoing evaluation and service enhancements are a priority for all employees.
 - e. Partnerships and regional service delivery opportunities are actively sought out and maintained to reduce duplication of services, enhance service levels, and improve efficiency.
 - f. A comprehensive and strategic marketing and promotions plan increases community awareness, participation rates, and program revenues.
 - g. Programs, policies, and projects that further economic, environmental, and social equity sustainability are continuously recommended and implemented.
- 3. Assists in the preparation, submission and administration of an approved annual budget including the controls necessary to ensure budgetary compliance, sensitivity to program and facility fees, and careful evaluation of programs, services, and projects.
 - a. Balance of cost-recovery and community access and affordability is achieved and maintained.
 - b. Current year projects, programs, and activities are successfully accomplished within approved budget parameters.
 - c. Sufficient financial resources are available to accomplish service delivery outcomes.
 - d. Revenue and participant levels meet or exceed the goals outlined in the annual budget.
 - e. Innovative approaches to generate revenues and contain expenses are evaluated and implemented to limit the Department's reliance of general fund tax support.
- 4. Assists in leading the development and implementation of strategic plans and master plans, including the development of Annual Work Plans consistent with the City Council's community priorities.
 - a. Creative, appropriate, and measurable goals and objectives are developed to achieve and sustain quality programs, facilities, and services.
 - b. The ability to see the big picture while being a creative, strategic, and innovative thinker is routinely demonstrated.
 - c. Plans reflect the needs of the entire community, are financially feasible, and enhance the community's quality of life.
 - d. Department work plans are thorough, submitted on time, and consistently accomplished.
 - e. Park planning and acquisition is strategic, collaborative, and consistent with the Council's goals, priorities, and policies.
- 5. Assists in leading and directing park, recreation, and maintenance activities to ensure the entire system is maintained in a safe, high quality and aesthetically pleasing condition.
 - a. Planning, implementation, and ongoing operational evaluation processes are inclusive, directed, and result in strategic and timely outcomes.
 - b. Compliance with established maintenance schedules contributes to high public utilization and low accident rates.

6. Serves as a City representative in presenting, explaining and discussing the views, interests and policies of the City to the Council, Parks and Recreation Commission, City task forces and other interested parties inside and outside the community.
 - a. There is evidence of increased understanding and support for Department programs, services, and facilities.
 - b. Increased community understanding and support facilitates the effective implementation of and funding for new programs, facilities, projects, and services.
7. Prepares reports and studies for the Director, City Manager and Council as scheduled or requested.
 - a. Timely, well-documented studies and analyses provide a sound foundation for policy decision recommendations by City staff and policy decision making by the Council.
 - b. The Director and other interested parties are kept current with reliable, accurate, and documented information.
 - c. Planning and project reporting is timely, thorough, and provides an accurate and current measure of actions taken to create and maintain quality services and facilities for the community.
8. Functions as the Department Head in the absence of the Director
9. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and techniques of public administration, local government, recreation and community services, and maintenance practices, policies, and procedures.
- Recreation needs of the local community
- Development and use of community recreation and parks facilities
- Community organizations
- Departmental budget preparation and expenditure control
- Principles and practices of management including organization and management of work, effective supervisory practices, and staff development

Ability to:

- Plan, organize, direct, coordinate, and evaluate the functions of a public recreation and parks Department
- Oversee the selection of staff; provides for their training and development; reviews and approves performance appraisals and recommendations for disciplinary action, wage and salary actions, promotions, and related employment actions
- Assess community recreational needs and develop programs to meet those needs
- Prepare Departmental budget and control expenditures
- Review and recommend appropriate fee adjustments for recreational services
- Develop and administer grant programs
- Direct the preparation of and prepare a variety of comprehensive reports, grant applications, correspondence
- Formulate, evaluate and implement Departmental operating policies and procedures

- Analyze complex parks and community services issues and problems; evaluate alternatives; and develop and implement effective courses of action
- Prepare and makes presentations to the City Council and the Parks and Recreation Commission
- Effectively and tactfully communicate in both oral and written forms
- Maintain close and effective working relationships with the management staff of other City Departments, officials of other agencies, recreational organizations and community services groups.

PHYSICAL REQUIREMENTS:

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

- Walking, bending, squatting, and lifting up to 50 lbs.
- Any other requirements necessary to perform and teach assigned program area

TRAINING AND EXPERIENCE:

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

- Completion of advanced educational study in public recreation or a closely related field and broad and extensive work experience in the development and administration of public recreation and leisure service programs, including at least five years in a management or supervisory capacity

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be available to work evenings and weekends as required.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of any professional certifications or licenses related to the park and recreation field or building and construction trades.

City of Watsonville

Job Description



JOB TITLE:	Parks and Community Services Director	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	City Manager or Assigned Supervisory or Management Personnel	
SUPERVISION:	Assistant Parks and Community Services Director, Parks Superintendent, Recreation Superintendent, Other Department Employees	
EMPLOYEE UNIT:	Management	
FLSA :	Exempt	

JOB SUMMARY:

Under the administrative guidance of the City Manager, the Parks and Community Services Director will develop, direct, and provide ongoing leadership for a comprehensive parks and recreation system and well planned park maintenance program. The Director guides day-to-day decision making and provides direction for planning, development, and operation of recreation programs, park facilities, maintenance activities, and all community service functions for which responsible. This position will provide advice and consultation to the Recreation and Parks Commission, City Manager and City Council regarding the effective provision of community and parks services; and to serve as Secretary to the Parks and Recreation Commission.

DISTINGUISHING CHARACTERISTICS:

Employees in this classification receive executive direction within a framework of overall goals and objectives. Employees in this classification exercise supervision over subordinate supervisors. This job class functions at a Department Management level of classification and is responsible for the activities, operations, and management of the Parks and Community Services Department. This position is part of the City's Leadership Team, with full responsibility for leading the activities of the Department and providing support throughout the organization. Successful performance of the work requires the ability to independently implement programs, projects, and policies in conformance with generally accepted standards.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the City Manager, and/or in coordination with other City employees, operating partners, community groups, and other public and private organizations. Additional duties may be assigned.

1. Exercises a leadership style that fosters teamwork, promotes staff initiative, and provides professional growth opportunities for all Department employees.
 - a. Recruitment, selection, orientation, advancement, and evaluation of employees are effective and successful.
 - b. Active listening and feedback clearly and consistently strengthens the quality and quantity of employee performance and results being achieved.
 - c. Collaborative leadership style fosters teamwork and encourages employee input and involvement in decision-making.

- d. Employees clearly understand and demonstrate an organizational focus in accomplishing the City Council's priorities and advancing the organization's values.
 - e. There is a clear understanding of the steps that will be taken when service standards are not acceptable.
- 2. Leads Parks and Community Services Department operations in a manner that results in high customer service satisfaction levels, leveraging of resources, and continuous improvement.
 - a. A comprehensive community engagement program is implemented that is intended to actively engage the entire community and seek constant input.
 - b. Customer satisfaction is a Department priority and is achieved through formal and informal customer feedback confirming the delivery of services meet customers' needs and wants.
 - c. Forward thinking and customer focused operating policies, practices, and procedures are established and routinely evaluated for their effectiveness.
 - d. Ongoing evaluation and service enhancements are a priority for all employees.
 - e. Partnerships and regional service delivery opportunities are actively sought out and maintained to reduce duplication of services, enhance service levels, and improve efficiency.
 - f. A comprehensive and strategic marketing and promotions plan increases community awareness, participation rates, and program revenues.
 - g. Programs, policies, and projects that further economical, environmental, and social equity sustainability are continuously recommended and implemented.
- 3. Prepares, submits and administers an approved annual budget including the controls necessary to ensure budgetary compliance, sensitivity to program and facility fees, and careful evaluation of programs, services, and projects.
 - a. Balance of cost-recovery and community access and affordability is achieved and maintained.
 - b. Current year projects, programs, and activities are successfully accomplished within approved budget parameters.
 - c. Sufficient financial resources are available to accomplish service delivery outcomes.
 - d. Revenue and participant levels meet or exceed the goals outlined in the annual budget.
 - e. Innovative approaches to generate revenues and contain expenses are evaluated and implemented to limit the Department's reliance of general fund tax support.
- 4. Leads the development and implementation of strategic plans and master plans, including the development of Annual Work Plans consistent with the City Council's community priorities.
 - a. Creative, appropriate, and measurable goals and objectives are developed to achieve and sustain quality programs, facilities, and services.
 - b. The ability to see the big picture while being a creative, strategic, and innovative thinker is routinely demonstrated.
 - c. Plans reflect the needs of the entire community, are financially feasible, and enhance the community's quality of life.
 - d. Department work plans are thorough, submitted on time, and consistently accomplished.
 - e. Park planning and acquisition is strategic, collaborative, and consistent with the Council's goals, priorities, and policies.
- 5. Leads and directs park, recreation, and maintenance activities to ensure the entire system is maintained in a safe, high quality and aesthetically pleasing condition.
 - a. Planning, implementation, and ongoing operational evaluation processes are inclusive, directed, and result in strategic and timely outcomes.
 - b. Compliance with established maintenance schedules contributes to high public utilization and low accident rates.

6. Serves as a City representative in presenting, explaining and discussing the views, interests and policies of the City to the Council, Parks and Recreation Commission, City task forces and other interested parties inside and outside the community.
 - a. There is evidence of increased understanding and support for Department programs, services, and facilities.
 - b. Increased community understanding and support facilitates the effective implementation of and funding for new programs, facilities, projects, and services.
7. Prepares reports and studies for the City Manager and Council as scheduled or requested.
 - a. Timely, well-documented studies and analyses provide a sound foundation for policy decision recommendations by City staff and policy decision making by the Council.
 - b. The Council, City Manager, members of the Leadership Team, and other interested parties are kept current with reliable, accurate, and documented information.
 - c. Planning and project reporting is timely, thorough, and provides an accurate and current measure of actions taken to create and maintain quality services and facilities for the community.
8. Performs other job-related responsibilities as evident or directed by the City Manager.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices, and techniques of public administration, local government, recreation and community services, and maintenance practices, policies, and procedures.
- Recreation needs of the local community
- Development and use of community recreation and parks facilities
- Community organizations
- Departmental budget preparation and expenditure control
- Principles and practices of management including organization and management of work, effective supervisory practices, and staff development

Ability to:

- Plan, organize, direct, coordinate, and evaluate the functions of a public recreation and parks Department
- Oversee the selection of staff; provides for their training and development; reviews and approves performance appraisals and recommendations for disciplinary action, wage and salary actions, promotions, and related employment actions
- Assess community recreational needs and develop programs to meet those needs
- Prepare Departmental budget and control expenditures
- Review and recommend appropriate fee adjustments for recreational services
- Develop and administer grant programs
- Direct the preparation of and prepare a variety of comprehensive reports, grant applications, correspondence
- Formulate, evaluate and implement Departmental operating policies and procedures
- Analyze complex parks and community services issues and problems; evaluate alternatives; and develop and implement effective courses of action
- Prepare and makes presentations to the City Council and the Parks and Recreation Commission
- Effectively and tactfully communicate in both oral and written forms

- Maintain close and effective working relationships with the management staff of other City Departments, officials of other agencies, recreational organizations and community services groups.

PHYSICAL REQUIREMENTS:

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

- Walking, bending, squatting, and lifting up to 50 lbs.
- Any other requirements necessary to perform and teach assigned program area

TRAINING AND EXPERIENCE:

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

- Completion of advanced educational study in public recreation or a closely related field and broad and extensive work experience in the development and administration of public recreation and leisure service programs, including at least five years in a management or supervisory capacity

LICENSE & CERTIFICATION:

- Possession of a valid California Class C Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be available to work evenings and weekends as required.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of any professional certifications or licenses related to the park and recreation field or building and construction trades.



JOB TITLE: **PARK MAINTENANCE WORKER I/II**

DEFINITION

To perform general grounds, landscaping, and gardening functions in the maintenance of City parks and other public areas; to clean and maintain park structures; and to operate and maintain grounds equipment and tools.

DISTINGUISHING CHARACTERISTICS

PARK MAINTENANCE WORKER I

This job class is the entry and training level classification in the Park Maintenance series and requires limited or no experience in landscape maintenance work. This job class performs unskilled gardening and maintenance tasks while learning semi-skilled and the more skilled tasks. After three years of employment as a Park Maintenance Worker I with the City of Watsonville and after receiving satisfactory or above performance evaluations during this time, employees shall be promoted to the Park Maintenance Worker II classification. This does not preclude advancement prior to three years of service to be determined on an individual basis.

PARK MAINTENANCE WORKER II

This job class functions at a journey level of classification and requires general knowledge related to gardening and grounds maintenance methods and techniques. This job class exercises responsibility for performing a wide variety of gardening and grounds maintenance duties at the semi-skilled and skilled level.

SUPERVISION RECEIVED AND EXERCISED

- Park Maintenance Worker I receives close supervision from the Park Maintenance Supervisor and the Senior Park Maintenance Worker.
- Park Maintenance Worker II receives general supervision from the Park Maintenance Supervisor and the Park Services Manager

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

- Waters, mows, trims, fertilizes, and renovates grass and lawn areas
- Weeds grounds and other landscaped areas
- Cleans restrooms; replenishes paper dispensers and other supplies as needed
- Performs general maintenance work on buildings, structures, and playground equipment in parks and landscaped areas

- Plants, cultivates, trims, waters, and sprays ornamental plants, shrubs, hedges, trees, and flowers
- Prepares and treats soil for planting
- Trims, prunes, and maintains trees and shrubs; removes dead or diseased limbs and branches using hand saws, power saws, and other trimming devices
- Removes tree stumps, limbs, clippings, and other debris and hauls to appropriate refuse or dump site
- Polices and picks up paper, trash, and other refuse and removes from grounds/park sites
- Assists in graffiti removal on equipment, buildings and other structures
- Assists in the layout, installation, and maintenance of park sprinkler/irrigation system; installs and repairs sprinkler heads, lines, valves, and automatic controllers; sets controllers to regulate watering; waters manually where necessary
- Assists in the preparation and application of pesticides and herbicides to grounds and garden areas for pest/weeds
- Operates hand and power tools and equipment including power mowers, edgers, trimmers, blowers, chain saws, hedgers, and other grounds maintenance tools
- Assists in removing, forming, pouring, and finishing concrete
- Tactfully responds to questions and comments from the public or conveys information as appropriate
- Performs related duties similar to the above in scope and function as required

PARK MAINTENANCE WORKER I

EMPLOYMENT STANDARDS

Knowledge of:

- common gardening methods, tools, supplies
- safe motor vehicle and traffic laws
- safe work practices

Ability to:

- learn a variety of park and landscape maintenance work assignments
- learn the safe and proper use of park maintenance tools and equipment
- effectively and tactfully communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties
- safely handle fertilizers and other toxic materials
- follow oral and written instructions
- work effectively as a crew member
- perform basic arithmetical calculations
- complete log books
- work safely
- perform physical tasks involving frequent bending, lifting, carrying, pushing and pulling of weights up to 50 pounds as determined by a pre-employment physical
- drive an automobile
- climb ladders to prune trees

- work at various heights on appropriate equipment to string lights, banners, change light bulbs, etc.
- hear and distinguish various sounds, such as voices of co-workers in noisy environments, pager, cell phone, etc.

TRAINING AND EXPERIENCE

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

PARK MAINTENANCE WORKER II: (In addition to the above standards)

EMPLOYMENT STANDARDS

In addition to the above standards:

Knowledge of:

- methods, materials, and equipment used in gardening
- common names and requirements of plants, trees and shrubs
- characteristics of plant pests and diseases and techniques for control
- proper and effective use of a variety of grounds and park power equipment, tools and materials
- appropriate safety precautions and procedures
- practices for directing and training temporary workers and work release volunteers
- documentation of maintenance work

Ability to:

- perform semi-skilled and skilled grounds maintenance and gardening work
- safely and effectively use tools and operate the equipment utilized in park maintenance work
- maintain a variety of records and reports related to assignment
- perform proper grounds maintenance and gardening methods, procedures, and techniques
- maintain grounds and gardening materials, tools, and equipment and ensure their safe use and maintenance
- safely and properly utilize and apply herbicides, fungicides, and pesticides
- instruct temporary employees and work release volunteers in proper methods and procedures

TRAINING AND EXPERIENCE

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

- A minimum of one year of work experience comparable to that of a PARK MAINTENANCE WORKER I with the City of Watsonville

LICENSE AND CERTIFICATION

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



JOB TITLE: **Senior Park Maintenance Worker**

DEFINITION

To provide lead supervision and work direction in the maintenance of City parks, landscaped areas, recreation facilities, and related structures and equipment; to assist in the development and planning of landscaped areas; and to perform the more difficult equipment operation and maintenance assignments.

DISTINGUISHING CHARACTERISTICS

This job class functions at an advanced journey/lead level of classification. Employees in this classification direct, coordinate, and monitor the work of a park maintenance crew in a lead capacity and perform the more difficult park maintenance functions.

SUPERVISION RECEIVED AND EXERCISED

- < Receives limited supervision from the Park Maintenance Supervisor and Park Services Manager
- < Exercises lead supervision over park maintenance crews

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

- < Assigns, directs, and monitors the work of others in the performance of a wide variety of park and grounds maintenance work
- < Assists in the evaluation and discipline of crew members
- < May assist in developing budget projections for division
- < May assist in writing Division's monthly report
- < Performs the more difficult and skilled tasks and duties in the maintenance of City parks and other public areas
- < Schedules assigned projects and determines quantity and type of tools, materials, equipment, and labor needed
- < Diagnoses and treats turf and plant diseases
- < Assists in planning and preparing short and long term maintenance and construction schedules
- < Trains and instructs employees in the proper usage and application of herbicides and pesticides
- < Plans, schedules, and directs the installation, adjustment, and repair of irrigation systems; checks, adjusts, and maintains sprinkler controllers and time clocks
- < Trains and instructs employees in proper pruning methods for trees, bushes, and other foliage
- < Assists in plant selection, planting, and propagation
- < Operates and maintains a variety of hand and power tools including power mowers, edgers, trimmers, blowers, chain saws, hedgers, and other grounds and facility maintenance tools and equipment
- < safety regulations, procedures, and practices

Senior Park Maintenance Worker - 2

- < Works with crew to collect and remove trash and debris from public areas
- < Inspects assigned grounds, facilities, and other areas to ensure work is completed in compliance with established standards
- < Orders supplies and equipment related to assigned projects and activities as needed
- < Maintains a variety of records related to assignment
- < Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- < tools, materials, equipment, and procedures used in park maintenance work
- < the safe and proper operation and maintenance of park maintenance equipment
- < tools, techniques, procedures, and principles of tree trimming work
- < the safe and proper use and application of herbicides, fungicides, and pesticides
- < principles of propagating and maintaining trees, shrubs, flowers, and turf

Ability to:

- < work safely
- < direct, train, and monitor the work of others in a lead capacity
- < safely and effectively use tools and operate equipment utilized in park maintenance work
- < plant, transplant, propagate, and maintain trees, shrubs, flowers, and turf
- < safely mix and apply herbicides, fungicides, and pesticides
- < perform skilled maintenance and gardening work
- < effectively communicate in both oral and written forms
- < understand and carry out oral and written directions in an independent manner
- < apply herbicides and pesticides
- < perform physical tasks involving frequent bending, lifting, carrying, pushing and pulling of weights up to 50 pounds
- < use a keyboard
- < drive an automobile
- < climb ladders to prune trees
- < work at various heights on appropriate equipment to string lights, banners, change light bulbs, etc.
- < hear and distinguish various sounds, such as voices of co-workers in noisy environments, pager, cell phone, etc.
- < effectively train others to safely and correctly perform tasks
- < work outdoors in adverse weather conditions
- < establish and maintain effective work relationships with those contacted in the performance of required duties

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

- < One year of experience comparable to that of a Park Maintenance Worker II with the City of Watsonville.

LICENSE

- < A valid Class C California Driver's license, including a safe driving record

SPECIAL REQUIREMENT

- < Possession of a California certified commercial applicator's license, Category B by the end of the probationary period.
- < Applicator's license must be maintained to remain eligible for employment as a Senior Park Maintenance Worker.

City of Watsonville

Job Description



JOB TITLE: Parks Superintendent

DATE APPROVED: September 2015

DEPARTMENT: Parks and Community Services

SUPERSEDES: September 1991

REPORTS TO: Parks and Community Services Director or Designee

SUPERVISION: Parks Maintenance Division

EMPLOYEE UNIT: Management

FLSA: Exempt

JOB SUMMARY:

To plan, organize, direct, coordinate and evaluate the development, construction, and maintenance of the City parks system and public grounds and to prepare the park's divisions operations and capital improvements budgets and to perform other work as required. Employees in this management classification direct, coordinate, supervise and formally evaluate the work of others. This job class is responsible for a variety of park development, maintenance and operation programs and services and functions at a full administrative level of classification.

DISTINGUISHING CHARACTERISTICS:

This job class is responsible for the successful day-to-day operations of the Parks Maintenance Division. This position functions at a full supervisory level of classification directing, coordinating, supervising and formally evaluating the work of others.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Plans, organizes, directs, coordinates, and evaluates the development, construction, operation, and maintenance of the City park system, tree programs, public grounds, street medians, and landscaped areas
- Develop and maintain maintenance standards
- Prepare and update maintenance and operational manual
- Assists with recruiting, hiring, assigning, training and evaluating the work of parks division staff, including managers, supervisors, utility workers, and park maintenance workers
- Prepares cost estimates for parks repair and maintenance; estimates labor, equipment and material requirements
- Assures that pesticide use and hazardous waste disposal meets legal requirements and keeps abreast of changes in safety and pesticide use laws and regulations
- Prepares and justifies parks division budget and controls expenditures
- Assesses community park and open space needs and participates in the planning process for

- development, construction, and maintenance of parks, public grounds, and open space
- Prepares and supervises the maintenance of a variety of records and reports
- Prepares components of the community parks master plan
- May serve as staff representative to commissions, committees and/or task forces
- Prepares request for proposals; reviews bids and recommends contract agreements
- Negotiates and prepares contracts for outside services
- Determines the orders of division equipment, materials and supplies, supervises inventory, and directs equipment maintenance programs
- Assists in the development of departmental policies, work standards, and coordinates park operations and business functions with recreation division
- Provides technical assistance, coordination, and guidance to Department Director, landscape architects, construction contractors as required, performing design, construction or maintenance projects
- Directs the City's street tree program and approves permits for removal and trimming of trees. Administers the City's historical tree program
- Prepares reports, correspondence, and applications related to park operations, maintenance and construction
- Meets with community groups, members of the public, school district personnel, as required, to coordinate cooperative efforts in construction and operations, and responds to complaints and questions
- Establish and maintain effective working relationship with employees, private consultants, public officials, donors, community partners and the public
- As backup and demonstration, may perform any of the duties normally assigned to maintenance workers

EMPLOYMENT STANDARDS

Knowledge of:

- procedures and techniques of planning, organizing, evaluating, and administering park operations
- principles, practices, and techniques of parks design and planning, horticulture, and landscaping
- methods, materials and equipment required in the construction, repair and maintenance of grounds, buildings, and irrigation systems and related facilities
- safety and accessibility requirements for playground and recreation facility design
- principles and practices of supervision and training
- administrative techniques including planning, organizing work and evaluating operations
- engineering principles and practices as applied to park development, construction and maintenance
- the care and cultivation of shrubs, trees, lawns and other plants commonly found in park settings
- methods and techniques used to control insects and diseases that affect grass, plants, shrubs, ground cover and trees including pesticide use
- best practices for storm water management
- pertinent laws and regulatory codes governing and maintenance operations
- modern methods, materials, equipment and tools used in the construction and maintenance of parks and parks facilities
- working knowledge of proper use of vehicles and power and hand tools used in park maintenance and landscaping activities
- contract development and administration

- grant sources and grants administration
- public relations, communications and marketing
- principles and practices of volunteer and donor engagement
- office related software such as word processing, spreadsheet, presentation software

Ability to:

- plan, organize, manage, coordinate and evaluate the development, construction, maintenance, and repair of parks and park facilities
- oversee project planning and management of parks and park/recreation facility construction, preservation and/or renovation projects, including land acquisition, public participation processes and project design
- prepare and administer an annual division operations budget and control expenditures
- read and interpret construction plans and specifications and inspect and evaluate construction and maintenance work
- develop and implement work programs for the construction and maintenance of parks and public grounds
- effectively supervise and train subordinates, and enforce safety
- tactfully and courteously deal with the public and communicate effectively, both orally and in writing
- supervise, train and evaluate staff; ensure technical competence and promotes employee development
- evaluate division operations and procedures and develop techniques and procedures to increase efficiency and effectiveness
- define, analyze, evaluate and solve problems with services and programs;
- ensure that staff understand and follow safety procedures and design and conduct safety programs
- negotiate and administer contracts and grants
- determine work priorities and coordinate personnel, materials and equipment
- prepare and monitor division budget
- interpret and explain and apply applicable laws, regulations, ordinances and administrative policies/procedures
- prepare clear and concise oral and written reports
- communicate effectively before groups
- develop and maintain maintenance standards
- interpret plans, blue prints and specifications
- input, access and analyze data using a computer
- ability to work irregular hours or schedules
- respond to city disasters and emergencies

PHYSICAL REQUIREMENTS:

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

- drive a vehicle, climb into and out of appropriate vehicles; and up and down of stairs and ladders
- distinguish colors
- intermittently bend and twist to reach equipment surrounding work area

- perform physical labor such as lifting/pulling/pushing up to 50 lbs, bend, squat, twist, turn, stoop, reach over head to handle materials, equipment and pick up litter
- move and operate mowers, tractors, weed trimmers, and other comparable equipment for extended periods of time
- may occasionally move equipment\supplies of up to 100 pounds
- walk on uneven surfaces and\or steep terrain and stand for long periods of time
- reach above and at shoulder height
- work outdoors for up to eight hours in variable temperatures and weather conditions
- work under conditions with exposure to high noise levels, strong and unpleasant odors\fumes, vibration from equipment, airborne particles from various materials, and toxic or caustic chemicals
- work safely near moving mechanical parts
- hear and distinguish various sounds such as loud machinery and voices of co-workers in a noisy environment

TRAINING AND EXPERIENCE:

- Completion of advanced educational study in park management, horticulture, landscape architecture, forestry or a related field and four years of increasingly responsible experience in park maintenance and construction in a supervisory or administrative capacity.

LICENSE & CERTIFICATION:

- Possess a valid Class B California driver's license, including a safe driving record.
- Possession of a California Certified Pest Control License is desirable.

CITY OF WATSONVILLE

JOB TITLE: Recreation Coordinator

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, coordinate, and direct assigned recreation programs, activities, and special events. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class directs and supervises the work of others in a lead capacity. This job class is typically responsible for several program areas and functions at a journey level of classification. This job class requires knowledge of recreation principles and methods as well as organizational and planning skills.

TYPICAL DUTIES

- Plans, organizes, coordinates and directs assigned recreational programs and activities which may include competitive sports, playground and day camp programs, teen programs, special classes, trips, and special events
- Directs, coordinates, and monitors the work of Recreation support staff in a lead capacity
- Recruits, directs, and monitors the work of volunteer assistants
- Promotes department activities and events: prepares brochures, flyers, and news releases: provides information to the public and media
- Meets with community groups to promote activities and encourage involvement
- Supervises use of recreation equipment and supplies; maintains inventory
- Prepares reports, correspondence, and budget estimates for assigned programs
- Schedules use of recreation facilities and buildings
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Possession of:

- a valid and appropriate California Driver's license, including a safe driving record

Knowledge of:

- principles and techniques of organizing and directing a variety of recreational activities
- recreational programs for specialized groups such as preschool, handicapped, teens, senior citizens

Ability to:

- provide creative leadership in organizing and directing recreational activities
- properly schedule programs and activities
- prepare accurate reports, as required
- effectively promote assigned activities and events
- work well with community groups, participants, and staff
- effectively and tactfully communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties

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

- Equivalent to graduation from college with major work in recreation or related field and one year experience in planning and organizing community recreation programs.



JOB TITLE: **Parks and Community Services Director**

DEFINITION

To plan, organize, and direct the development, construction and maintenance of the parks system and public grounds and community services for City residents of all ages; to provide advice and consultation to the Recreation and Parks Commission, City Manager and City Council regarding the effective provision of community and parks services; and to serve as Secretary to the Recreation and Parks Commission.

DISTINGUISHING CHARACTERISTICS

This job class functions at a Senior Management level of classification and is responsible for the effective administration of a major department which includes parks and community services.

SUPERVISION RECEIVED AND EXERCISED

- Receives executive direction from the City Manager
- Exercises direct supervision over the Assistant Director of Parks and Community Services, Parks Services Manager, Recreation Superintendent, Division Managers, and may directly supervise other staff

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

- Plans, organizes, directs, and coordinates the activities, operations, and programs of the Parks, Recreation, Neighborhood Services and Special Events Divisions
- Serves as liaison/advisor to Recreation and Parks Commission, City Council, City Manager and others as assigned
- Analyzes community needs to determine a program of community services and parks design, construction and maintenance as appropriate; prepares and presents recommendations to Recreation and Parks Commission, City Manager and City Council
- Oversees selection, assignment, and evaluation of recreation and parks division staff; provides supervision, training, and work coordination to include superintendents, managers, supervisors and others
- Negotiates agreements and contracts with community groups, government agencies, and individuals
- Prepares grant applications and administers grant programs
- Develops the Parks and Community Services budget; approves, monitors and coordinates expenditures
- Develops and implements a variety of recreation programs to provide a broad scope of leisure activities
- Confers with City departments regarding facility use, design and construction, maintenance, and scheduling
- Promotes Parks and Community Services Department programs; meets with community groups and school district officials to provide information, determine needs, and establish cooperative programs

Director of Parks and Community Services - 2

- Performs related duties similar to the above in scope and function as required

- Evaluates employees directly supervised
- Maintains close and effective working relationships with the management staff of other City departments
- Oversees the selection of staff; provides for their training and development; reviews and approves performance appraisals and recommendations for disciplinary action, wage and salary actions, promotions, and related employment actions
- Analyzes complex parks and community services issues and problems; evaluates alternatives; and develops and implements effective courses of action
- Prepares and makes presentations to the City Council and the Parks and Recreation Commission
- Formulates, evaluates and implements departmental operating policies and procedures
- Receives, investigates and resolves difficult and complex complaints and requests
- Represents the Parks and Community Services Department and maintains close and effective working relationships with officials of other agencies, recreational organizations and community services groups
- Ensures that all customer service and safety regulations are communicated to department staff and followed
- Reviews and recommends appropriate fee adjustments for recreational services
- Develops and directs an ongoing training and staff development program for departmental personnel

EMPLOYMENT STANDARDS

Knowledge of:

- principles and practices of management in a diverse organization, including organization and management of work, effective delegation and supervisory practices, staff team-building and development, and personnel administration
- philosophy, principles, and techniques of providing comprehensive public recreation and leisure services programs
- parks and recreation needs of the local community
- development and use of community recreation and parks facilities
- community organizations
- principles of municipal finance; methods and techniques of budget development and administration

Ability to:

- plan, organize, coordinate and manage at an executive level skill, including long range staff planning, organizational development, forecasting, benchmarking, etc.
- provide for supervision, training and staff development, and appraisal of staff performance
- make effective presentations to elected and appointed officials, city executives, the general public, community and neighborhood groups, business owners, and other governmental bodies
- direct the preparation of and prepare a variety of comprehensive reports, grant applications, correspondence
- prepare and manage the departmental budget, including accounting for fee revenues

Director of Parks and Community Services - 3

- sit at a desk and in meetings for long periods of time on a continuous basis
- intermittently bend and twist to reach equipment surrounding desk, to get in and out of an automobile and perform simple grasping and fine manipulation
- use a telephone and voicemail system
- correctly use a personal computer and basic applications of word processing and electronic mail in a networked Windows environment
- drive an automobile

- assess community recreational needs and develop programs to meet those needs
- prepare departmental budget and control expenditures
- develop and administer grant programs
- tactfully and courteously deal with community organizations and representatives of other government organizations in the development of recreation and leisure service programs
- effectively and tactfully communicate in both oral and written forms
- establish and maintain effective work relationships with those contracted in the performance of required duties

LICENSE

- Possession of a Class C California Driver's License and a safe driving record.

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

- A Bachelor's Degree in public recreation or a closely related field and broad and extensive work experience in the development and administration of public recreation and leisure service programs, including at least four years in a management or supervisory capacity

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CITY OF WATSONVILLE

JOB TITLE: **Park Services Manager**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, direct, coordinate, and supervise the maintenance, construction, and development of City parks and to prepare the division's operations and capital improvements budgets. Employees in this classification receive minimal supervision within a framework of general guidelines. Employees in this classification direct, supervise, and formally evaluate the work of others. This job class exercises responsibility for the activities and operations of the Parks Division and for ensuring that needed personnel, materials, and equipment are available to meet park maintenance needs. This job class functions at a Division management level of classification and requires a thorough knowledge of parks maintenance methods, materials, and procedures.

TYPICAL DUTIES

- Plans, schedules, organizes, directs, coordinates, and supervises the maintenance, operation, construction, and development of the City park system, tree program, and landscaped areas
- Prepares division budget
- Supervises and formally evaluates the work of park maintenance personnel
- Researches and evaluates park needs including staffing requirements, best use of vehicles and equipment, and utilization of personnel
- Purchases materials and equipment for park maintenance operations; contacts and coordinates with outside vendors and contractors for services and supplies
- Develops and directs maintenance programs for equipment and tools
- Inspects City park grounds, buildings, facilities, and related areas to assure proper appearance and/or to determine maintenance needs
- Enforces and ensures that division personnel comply with established safety regulations, procedures, and practices
- Maintains good relations with the public by responding to complaints and questions
- Coordinates park maintenance operations with other City departments/divisions
- Oversees the training of employees in safety and equipment operation
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Possession of:

- a valid and appropriate California Driver's license, including a safe driving record

Knowledge of :

- gardening methods
- park maintenance tools, equipment, and materials
- identification, characteristics, and environmental requirements of a variety of flowers, plants, shrubs, and trees
- tree planting, spraying, care, and trimming techniques
- plant, pest, and disease control and eradication
- designing, planning, developing specifications, and caring for landscaped areas
- long range planning of park facilities
- principles of budget preparation and expenditure control
- principles and techniques of supervision including staffing, employee development, and planning and organizing work

Ability to:

- direct, supervise, coordinate and formally evaluate the work of others
- develop specifications and effective recommendations for the expansion of park facilities and landscaped areas, and ensure the proper installation of contracted work
- conduct research and recommend appropriate uses of herbicides and pesticides
- prepare operating and capital improvement budgets and to control expenditures
- research and resolve public complaints
- effectively represent the Public Works Department
- prepare comprehensive and complete reports
- establish and maintain effective work relationships with those contacted in the performance of required duties

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

- Five years of increasingly responsible experience in park and landscape maintenance, including at least two years in a supervisory capacity.

JOB TITLE: Recreation Supervisor

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, schedule, direct, coordinate, and evaluate assigned portions of the City's recreation program. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification direct, coordinate, supervise, and formally evaluate the work of others. This job class is typically responsible for several recreational program areas and functions at a full supervisory level of classification.

TYPICAL DUTIES

- Plans, organizes, schedules, coordinates, directs and evaluates assigned recreation and leisure services/programs to include playgrounds, day camps, teen activities, special events, competitive athletics, aquatics, pre-school, developmentally disabled, senior adult activities, and special interest classes and activities
- Assists with recruiting, hiring, assigning, and evaluating the work of staff assigned to different programs
- Prepares publicity brochures and announcements for various programs and events
- Assesses community recreation needs and develops; assists in developing programs to meet those needs
- Prepares budget estimates and controls expenditures for a variety of programs
- Prepares reports summarizing program activities and effectiveness
- Meets with community groups and representatives of other agencies to discuss recreational needs and program development
- Acts on citizen input and complaints regarding recreational programs
- Coordinates registration for program activities

CITY OF WATSONVILLE: Recreation Supervisor

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- Provides direct leadership and supervision for recreational programs
- May assist with scheduling and use of the City's facilities
- Performs related duties similar to the above in scope and functions as required .

EMPLOYMENT STANDARDS

Possession of:

- a valid and appropriate California Driver's license, including a safe driving record

Knowledge of:

- philosophy, principles, and techniques of comprehensive public recreation programs
- recreational needs of the local community
- community organizations
- playground safety, sports safety, and first aid methods
- principles and techniques of supervision including staffing, employee development, and planning and organizing work

Ability to:

- plan, organize, schedule, direct, coordinate, and evaluate assigned portions of the City's recreational program
- provide supervision and training to assigned staff
- assess community recreational needs and develop programs to meet those needs
- assist with the preparation of budget requests and expenditure control
- prepare a variety of comprehensive reports and publicity material
- make effective public speaking presentations

CITY OF WATSONVILLE: Recreation Supervisor

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- tactfully and courteously deal with community groups, residents, and representatives of other agencies in developing coordinated recreational programs
- establish and maintain effective work relationships with those contacted in the performance of required duties

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

- Completion of advanced educational study in public recreation or a closely related field and two years of increasingly responsible experience in recreational program planning and development.

Creation Date: 10/88

CITY OF WATSONVILLE

JOB TITLE: Recreation Specialist

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, and direct the activities and operations of a limited phase of the recreation program including preschool programs. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class directs and supervises the work of others in a lead capacity. This job class requires knowledge of child development principles, creative ability, and organization and planning skills. This job class is typically responsible for one program area and functions at a journey level of classification.

ESSENTIAL FUNCTIONS

- Plans, organizes, and leads a recreational program which may include a varied pre-school program including a traditional school year program, a summer day camp, and special pre-school events
- Schedules, directs, coordinates, and monitors the work of Recreation support staff and volunteers in a lead capacity
- Requisitions food and supplies for assigned programs
- Confers with parents concerning any observed behavioral or physical difficulties
- Maintains accurate records; prepares reports and correspondence related to assigned programs
- Plans, organizes, and conducts various arts and crafts programs and workshops for Recreation Department personnel and community youths as assigned
- Participates in coordinating and directing activities for City-wide special events
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- child development principles
- principles and techniques of organizing, directing, and leading children's recreational activities
- principles and practices of pre-school recreation programs

Ability to:

- provide creative leadership in organizing, directing, and conducting a preschool program and recreational activities

- determine supplies and equipment necessary for assigned programs
- prepare accurate reports, program schedules, and publicity materials as required
- work well with community groups, parents, volunteers, and staff
- meet the physical requirements such as walking, bending, squatting, and lifting 26 to 50 lb. boxes of supplies
- effectively and tactfully communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties

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

- 12 semester units in child development, child, family and community, and curriculum
- 3 semester units in administration
- Two years experience in a preschool or child care facility

CITY OF WATSONVILLE

JOB TITLE: **Recreation Services Manager**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, organize, direct and evaluate recreation and leisure programs for City residents. This job class receives minimal supervision within a broad framework of policies and procedures. Employees in this job class direct, coordinate, supervise, and formally evaluate the work of others. This job class is responsible for the successful accomplishment of a variety of recreation and leisure services/programs and functions at a full supervisory level of classification.

TYPICAL DUTIES

- Plans, organizes, directs, coordinates, and evaluates recreation and leisure services/programs to include playgrounds, day camps, teen activities, special events, competitive athletics, aquatics, preschool, developmentally disabled, senior adult activities, and special interest classes and activities
- Assists with recruiting, hiring, assigning, training, and evaluating the work of a variety of paid and volunteer support staff to include supervisors, coordinators, recreation leaders, sports officials, storekeepers, aides, and others
- Assesses community recreation needs and develops programs to meet those needs
- Prepares assigned program budgets and controls expenditures
- Oversees the preparation of publicity and program brochures for assigned recreation programs and special events
- Schedules the use of the City's recreation facilities and prepares appropriate permits
- Maintains accurate records on programs, staff, and facility usage
- Prepares reports, correspondence and applications related to assigned program functions and operations
- Determines and orders departmental supplies and supervises inventory
- Performs a variety of administrative support functions for the District
- Responds to citizen input and complaints
- Directs and coordinates registration for program activities
- Meets with community groups, recreation and youth agencies, and schools
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Possession of:

- a valid and appropriate California Driver's license, including a safe driving record

Knowledge of:

- philosophy, principles and techniques of providing public recreation and leisure services and programs
- recreational needs of the local community
- community organizations
- program budget preparation and expenditure control
- principles and practices of management including organization and management of work, effective supervisory practices, and staff development

Ability to:

- plan, organize, schedule, direct, coordinate and evaluate public recreation programs and services
- provide supervision and training to subordinate recreation staff and assistant personnel
- assess community recreational needs and develop programs to meet those needs
- prepare program budgets and monitor expenditure controls
- make effective public speaking presentations
- tactfully and courteously deal with community groups, residents, and representatives of other agencies in developing coordinated recreation programs
- effectively and tactfully communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties

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

- Completion of advanced educational study in public recreation or a closely related field and two years of increasingly responsible experience in recreational program planning and development in a supervisory or administrative capacity.



JOB TITLE: ASSISTANT PARKS AND COMMUNITY SERVICES DIRECTOR

DEFINITION

To assist the Director in planning, organizing and directing a comprehensive parks, recreation and neighborhood services program for City residents of all ages; and to provide advice and consultation to the Parks and Recreation Commission, City Manager and City Council regarding the effective provision of Parks and Community Services. This position will manage and oversee programs including but not limited to cultural activities, recreational and neighborhood services programs.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive administrative direction within a framework of general guidelines, goals and objectives. Employees in this job class function at the Senior Management level of classification and exercise supervision over subordinate supervisors. This position is responsible for providing general assistance in the administration of the Parks and Community Services Department.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Department Director
- Exercises supervision over Managers, Supervisors, Coordinators, Clerical Staff, Program Specialists, Senior Recreation Leaders, contract employees, and volunteers.

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

- Plans, organizes, directs and coordinates the activities, and operations of the Recreation and Neighborhood Services Divisions of the Parks and Community Services Department
- Analyzes community needs to determine appropriate programs; prepares and presents recommendations to Department Head, City Manager, Parks and Recreation Commission, and City Council
- Plans, organizes, directs and coordinates the operations of recreational, neighborhood and community-wide programs, activities and special events
- Assists in selection, assignment, and evaluation of department staff; provides supervision, training, and work coordination to include superintendents, managers, supervisors and others.
- Prepares performance appraisals and recommendations for disciplinary actions, wage and salary actions, promotions, and related employment actions
- Negotiates agreements and contracts with community groups, and individuals
- Prepares division and appropriate capital improvement budgets and monitors expenditures
- Assists in the development of Parks and Community Services Department budget; approves, monitors and coordinates expenditures
- Interfaces with community service agencies providing assistance to community; meet with schools, businesses, governmental officials and citizens to assure that programs and activities are meeting the changing needs of the community
- Develops a comprehensive marketing strategy for program areas, and prepares press and media releases in English and Spanish
- Makes presentations and may serve on a variety of committees
- Assists in the development and implementation of policies and procedures and other general administration for the Department
- Functions as the Department Head in the absence of the Director

EMPLOYMENT STANDARDS

Knowledge of:

- principles and practices of directing and implementing a wide variety of recreational, educational and cultural activities
- principles and practices of directing and implementing a wide variety of neighborhood service activities and the development of programs through neighborhood participation
- principles and techniques of supervision including staffing, employee development, planning and organizing work
- general administrative practices including budget management and contract administration
- public relations including public information programs, and promotional techniques
- principles and practices of working with groups and volunteers

Ability to:

- plan, organize, coordinate, and manage at a Senior Management level, including long range staff planning, organizational development, forecasting, benchmarking, etc.
- communicate with government officials, employees, agency leaders and community volunteers
- develop marketing plans and implement participation strategies for assigned programs
- make presentations to City Council, Commissions, Boards, and community groups
- prepare accurate reports, correspondence, and media releases
- sit at a desk and in meetings for long periods of time
- intermittently twist to reach equipment surrounding desk, and perform simple grasping and fine manipulation
- see adequately to read text, correspondence, and fine print
- use a copy machine, calculator, telephone, and write or use a keyboard
- work indoors using near vision for prolonged periods
- use a telephone
- drive an automobile
- effectively and tactfully communicate in both oral and written form
- plan, organize and supervise work, including providing for employee training and development and appraisal
- establish and maintain effective work relationships with those contacted in the performance of required duties

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

- Completion of advanced educational study in public recreation, social work, or public administration or closely related field and broad and extensive work in the development of community service programs, including at least three years in a management or supervisory capacity.

SPECIAL REQUIREMENTS

- Bilingual/Biliterate highly desirable.
- Must be available to work evenings, weekends, and some holidays, as required.

LICENSE

Possession of a valid Class C driver's license and a safe driving record.



Agenda Report

MEETING DATE: Wednesday, April 21, 2021

TO: Personnel Commission

FROM: PUBLIC WORKS & UTILITIES DIRECTOR PALMISANO
Christian Di Renzo, Assistant Director of Public Works & Utilities

SUBJECT: UPDATED PUBLIC WORKS & UTILITIES CLASSIFICATIONS AND
ELIMINATION OF SELECT OBSOLETE CLASSIFICATIONS

STATEMENT OF ISSUES:

This is a continuation of the Department's efforts to update outdated job classifications to better align employee duties with the work they actually perform; to better position the Department for succession planning efforts; and to facilitate future recruitments, as the case may be.

RECOMMENDED ACTION:

It is recommended that the Personnel Commission recommend to the City Council approval of new and updated job descriptions for the following classifications, and associated proposed salary changes, where applicable.

- Collection Systems Manager
- Fleet and Warehouse Coordinator
- Waste and Recycling Center Supervisor
- Environmental Projects Analyst/Sr.
- Water Services Supervisor
- Wastewater Operations Supervisor
- Source Control Inspector

Furthermore, the Personnel Commission is being asked to recommend that the City Council approve the deletion of the following obsolete job classifications:

- Special Projects Utility Worker
- Equipment Maintenance Coordinator
- Waste Water Treatment Facility Manager

DISCUSSION:

Collection Systems Manager

Much has changed in the wastewater collections and treatment industry over the 27 years since the current job description was last approved. The proposed updated job description attempts to capture the full scope of the modern Collection System Manager which, among other things, has morphed into a highly skilled craftsman imbued with a construction and technological background necessitated by an ever-increasing complex collection system. The promulgation of the Waste Discharge Requirement Order in 2006 by the State Water Quality Control Board effectively laid the groundwork for how entities were to manage wastewater collection systems, how to assess and report Sanitary Sewer Overflows (SSOs), and the type of training and knowledge that was to be acquired by those in the industry. Furthermore, this updated job description now references the appropriate industry professional organization (i.e. CWEA) and greatly enhances the experience and licensing expected of this position e.g. a Grade IV Collection System Technologist Certification is required within 18 months of employment (a Grade III at time of hire), as well as possession of a Mechanical Technologist Grade I. The salary range is being proposed to be adjusted so that it is equal to the Laboratory Manager which shares similar job responsibilities and requirements.

Fleet and Warehouse Coordinator

This is a brand new, single-series classification. As efforts are made to modernize the operations of the Fleet Division, a “parts specialist” i.e. Fleet and Warehouse Technician will be needed to properly and effectively administer parts inventory, purchasing and procurement efforts, and provide general administrative support to the Fleet Manager and Equipment Mechanics. The salary is being proposed equal to an Equipment Maintenance Coordinator classification.

Waste and Recycling Center Supervisor

The proposal is to repeal the Processing Center Coordinator job classification and replace with Waste and Recycling Center Supervisor to better align with the scope of supervisory and operational duties required. This position is responsible for ensuring Municipal Service Center (MSC) stormwater BMPs, submitting timely regulatory reports, ensuring the proper handling of money, and enforcing safety compliance practices. Numerous new and additional certifications have been incorporated in this revised job description such as: 40 HAZWOPER and Forklift Operator certifications within 12 months of hire, a class B driver's license, and a SWANA transfer station certification within 12 months of hire. Proposed salary to be benched to the Sr. Integrated Waste Worker series.

Environmental Projects Analyst

This classification does not belong in the OE3 bargaining group so one of the changes is to move it to the Management group where the Administrative Analyst series resides. Furthermore, major revisions were made to an otherwise obsolete job description. This new description will be able to better serve the administrative and programmatic needs of the new Environmental Sustainability Division. The salary is being proposed to be adjusted so that it is equal to the Administrative Analyst position resulting in a 4% increase. The Senior Environmental Projects Analyst is to be benched to the Sr. Administrative Analyst Classification.

Water Services Supervisor

A minor change is being proposed; namely, the requirement for a Class A commercial license with associated endorsements is no longer mandatory, just preferred.

No salary adjustment is being proposed.

Wastewater Operations Supervisor

This job classification has been updated to incorporate duties of the obsolete Wastewater Treatment Facilities Manager classification which was developed before the facility incorporated recycled water treatment thereby triggering a Grade 5 plant rating and requiring a Chief Plant Operator with a Grade 5 Operator license. The Supervisor will now be required to accept the duties of a "Designated Operator in Charge" in the absence of the Chief Plant Operator.

Source Control Inspector

This classification has been revised to perform additional duties with respect to enforcement of wastewater and stormwater discharge violations; implementation of the City's FOG Program; requires the ability to interpret laboratory analytical reports for local, state, and federal compliance; conducts inspection of commercial and industrial facilities for stormwater BMP compliance; assists in the implementation of NOV's; and other duties meant to bridge the broader programmatically vacuum currently present between the Source Control Inspector and the Source Control Manager. The salary was brought up to market in the recently completed negotiations with the OE3 bargaining group. No salary adjustment is being proposed.

The following chart summarizes positions for which updated job descriptions and salary ranges are proposed.

Position	Current Hourly Salary	Current Monthly Salary	Proposed Hourly Salary	Proposed Monthly Salary
Collection Systems Manager	\$35.40-\$47.43	\$6135-\$8221	\$39.57-\$53.03	\$6858-\$9191
Fleet and Warehouse Coordinator	New	New	\$27.38-\$36.69	\$4745-6359
Waste and Recycling Center Supervisor	\$27.38-\$36.69	\$4745-\$6359	\$29.00-\$38.87	\$5027-\$6737
Environmental Projects Analyst	\$30.54-\$40.93	\$5293-\$7093	\$31.82-\$42.65	\$5515-\$7391
Senior Environmental Projects Analyst	New	New	\$36.48-\$48.89	\$6323-\$8474
Water Services Supervisor	\$41.04-\$55.00	\$7113-\$9532	No Change	No Change
Wastewater Operations Supervisor	\$42.08-\$56.39	\$7293-\$9773	\$44.18-\$59.21	\$7658-10262
Source Control Inspector	\$29.58-\$39.64	\$5127-\$6870	No Change	No Change

The various affected bargaining units that represent these classifications are also in agreement with the changes.

STRATEGIC PLAN:

03-Infrastructure & Environment

FINANCIAL IMPACT:

Below is an itemization of the proposed salary adjustments for the affected classifications:

- Collection Systems Manager – 12%
- Fleet and Warehouse Coordinator – new classification with a proposed salary of \$4,745.43 - \$6,359.36 per month
- Waste and Recycling Center Supervisor – 6%
- Environmental Projects Analyst – 4%
- Wastewater Operations Supervisor – 5%

The resulting salary increases can be absorbed in the current Public Works and Utilities budget.

ALTERNATIVE ACTION:

No alternative action is being proposed.

ATTACHMENTS AND/OR REFERENCES (If any):

Updated and/or new classifications



Agenda Report

MEETING DATE: Wednesday, April 21, 2021

TO: Personnel Commission

FROM: PUBLIC WORKS & UTILITIES DIRECTOR PALMISANO
Christian Di Renzo, Assistant Director of Public Works & Utilities

SUBJECT: UPDATED PUBLIC WORKS & UTILITIES CLASSIFICATIONS AND
ELIMINATION OF SELECT OBSOLETE CLASSIFICATIONS

STATEMENT OF ISSUES:

This is a continuation of the Department's efforts to update outdated job classifications to better align employee duties with the work they actually perform; to better position the Department for succession planning efforts; and to facilitate future recruitments, as the case may be.

RECOMMENDED ACTION:

It is recommended that the Personnel Commission approve updated job descriptions for the following classifications, and associated proposed salary changes, where applicable.

- Collections System Manager
- Fire Vehicle and Equipment Mechanic
- Fleet and Warehouse Technician
- Waste and Recycling Center Supervisor
- Environmental Projects Analyst/Sr.
- Water Services Supervisor
- Wastewater Operations Supervisor
- Source Control Inspector

Furthermore, the Personnel Commission is being asked to approve the deletion of the following obsolete job classifications:

- Special Projects Utility Worker
- Equipment Maintenance Coordinator
- WWT Facility Manager

DISCUSSION:

Collection System Manager

Much has changed in the wastewater collections and treatment industry over the 27 years since the current job description was last approved. The proposed updated job description attempts to capture the full scope of the modern Collection System Manager which, among other things, has morphed into a highly skilled craftsman imbued with a construction and technological background necessitated by an ever-increasing complex collection system. The promulgation of the Waste Discharge Requirement Order in 2006 by the State Water Quality Control Board effectively laid the groundwork for how entities were to manage wastewater collection systems, how to assess and report Sanitary Sewer Overflows (SSOs), and the type of training and knowledge that was to be acquired by those in the industry. Furthermore, this updated job description now references the appropriate industry professional organization (i.e. CWEA) and greatly enhances the experience and licensing expected of this position e.g. a Grade IV Collection System Technologist Certification is required within 18 months of employment (a Grade III at time of hire), as well as possession of a Mechanical Technologist Grade I. The salary is being proposed to be adjusted so that it is equal to the Laboratory Manager.

Fire Vehicle and Equipment Mechanic

Changed reporting structure so that it reports to the Vehicle and Equipment Manager as do the Equipment Mechanics.

Sets salary at 5% higher than the Equipment Mechanic III classification.

Fleet and Warehouse Technician

This is a brand new, single-series classification. As efforts are made to modernize the operations of the Fleet Division, a “parts specialist” i.e. Fleet and Warehouse Technician will be needed to properly and effectively administer parts inventory, purchasing and procurement efforts, and provide general administrative support to the Fleet Manager and Equipment Mechanics. The salary is being proposed equal to an Equipment Maintenance Coordinator classification.

Waste and Recycling Center Supervisor

The proposal is to revise the job title of Processing Center Coordinator to Waste and Recycling Center Supervisor to better align with the scope of supervisory and operational duties required. This position is responsible for ensuring Municipal Service Center (MSC) stormwater BMPs, submitting timely regulatory reports, ensuring the proper handling of money, and enforcing safety compliance practices. Numerous new and additional certifications have been incorporated in this revised job description such as: 40 HAZWOPER and Forklift Operator certifications within 12 months of hire, a class B driver's license, and a SWANA transfer station certification within 12 months of hire. Proposed salary to be benched to the Sr. Integrated Waste Worker series.

Environmental Projects Analyst

This classification does not belong in the OE3 bargaining group so one of the changes is to move it to the Management group where the Administrative Analyst series resides. Furthermore, major revisions were made to an otherwise obsolete job description. This new description will be able to better serve the administrative and programmatic needs of the new Environmental Sustainability Division. The salary is being proposed to be adjusted so that it is equal to the

Administrative Analyst position resulting in a 4% increase. The Senior Environmental Projects Analyst is to be benched to the Sr. Administrative Analyst Classification.

Water Services Supervisor

A minor change is being proposed; namely, the requirement for a Class A commercial license with associated endorsements is no longer mandatory, just preferred. No salary adjustment is being proposed.

Wastewater Operations Supervisor

This job classification has been updated to incorporate duties of the obsolete Wastewater Treatment Facilities Manager classification which was developed before the facility incorporated recycled water treatment thereby triggering a Grade 5 plant rating and requiring a Chief Plant Operator with a Grade 5 Operator license. The Supervisor will now be required to accept the duties of a “Designated Operator in Charge” in the absence of the Chief Plant Operator.

Source Control Inspector

This classification has been revised to performs additional duties with respect to enforcement of wastewater and stormwater discharge violations; implementation of the City’s FOG Program; requires the ability to interpret laboratory analytical reports for local, state, and federal compliance; conducts inspection of commercial and industrial facilities for stormwater BMP compliance; assists in the implementation of NOVs; and other duties meant to bridge the broader programmatically vacuum currently present between the Source Control Inspector and the Source Control Manager. The salary was brought up to market in the recently completed negotiations with the OE3 bargaining group. No salary adjustment is being proposed.

The following chart summarizes positions for which updated job descriptions and salary ranges are proposed.

Position	Current Hourly Salary	Current Monthly Salary	Proposed Hourly Salary	Proposed Monthly Salary
Collection System Manager	\$35.40-\$47.43	\$6135-\$8221		\$6858-\$9191
Fire Vehicle and Equipment Mechanic	\$27.77-\$37.21	\$4812-\$6449		
Fleet and Warehouse Technician	New	New	\$49.17-36.69	\$4745-\$6359
Waste and Recycling Center Supervisor	\$27.38-\$36.69	\$4745-\$6359	\$29.00-\$38.87	\$5027-\$6737
Environmental Projects Analyst	\$30.54-\$40.93	\$5293-\$7093	\$31.82-\$42.65	\$5515-\$7391
Senior Environmental Projects Analyst	New	New	\$36.48-\$48.89	\$6323-\$8474
Water Services Supervisor	\$41.04-\$55.00	\$7113-\$9532	No Change	No Change

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Source Control Inspector	\$29.58-\$39.64	\$5127-\$6870	No Change	No Change

The various affected bargaining units that represent these classifications are also in agreement with the changes.

STRATEGIC PLAN:

03-Infrastructure & Environment

FINANCIAL IMPACT:

Below is an itemization of the proposed salary adjustments for the affected classifications:

- Collection System Manager – 12%
- Fire Vehicle and Equipment Mechanic – 5% above an Equipment Mechanic III
- Fleet and Warehouse Technician – new classification with a proposed salary of \$4,745.43 - \$6,359.36 per month
- Waste and Recycling Center Supervisor – 8%
- Environmental Projects Analyst – 4%
- Wastewater Operations Supervisor – 5%

ALTERNATIVE ACTION:

No alternative action is being proposed.

ATTACHMENTS AND/OR REFERENCES (If any):

Updated and/or new classifications



City of Watsonville

Job Description

JOB TITLE: Collection Systems Manager

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: February 1993

REPORTS TO: Wastewater Division Manager

SUPERVISION: Collection Systems Operator I,II,III

EMPLOYEE UNIT: Mid-Management

FLSA

JOB SUMMARY:

Under direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing installation, construction, maintenance, and repair activities within the Collection Systems Division of the Public Works and Utilities Department; administers current and long-range planning activities; manages the effective use of the City's public works maintenance resources to improve organizational productivity and customer service; provides complex and responsible support to the Wastewater Division Manager in areas of expertise; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a management classification that manages the installation, construction, maintenance, and repair of the City's wastewater collection and stormwater systems. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of the assigned functional area, including participating in short and long-term improvement planning. Successful performance of the work requires an extensive background as well as skill in coordinating work with that of other divisions, departments, and public agencies. This class is distinguished from the Wastewater Division Manager in that the latter is a division manager and is responsible for planning, organizing, and directing, through subordinate staff, the administrative and operational activities of the Collection Systems Division, including maintenance and repair of wastewater collection and stormwater systems and lift stations.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned function; recommends within department and

division policy, appropriate service and staffing levels; recommends and administers policies and procedures

- Plans, manages, and oversees the installation, construction, maintenance, and repair of the City's wastewater collection and stormwater systems
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned programs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Wastewater Division Manager
- Manages and coordinates the work plan for the assigned programs; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures
- Participates in the selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures
- Monitors construction and maintenance projects to ensure timely and cost effective completion; maintains standards for materials and construction; regularly inspects work in progress and provides technical direction as needed; troubleshoots and develops solutions for complex technical problems
- Manages the Collection Systems after hours emergency response program; coordinates and monitors activities of participating staff members; schedules and conducts training; communicates with Risk Manager regarding losses; performs related administrative tasks including billing of property owners
- Develops and reviews staff and regulatory reports related to wastewater collection and stormwater systems; ensures compliance with National Pollutant Discharge Elimination System (NPDES) regulations and coordinates annual reporting
- Coordinates wastewater collection and stormwater system maintenance and construction projects with the Engineering Division, other City departments, independent contractors, local, state, and federal agencies, and customers
- Manages and participates in the development and administration of assigned budgets
- Provides complex staff assistance to the Wastewater Division Manager, including development of division performance goals and long-range planning; performs special projects as assigned
- Oversees and assists in the negotiation of contracts; monitors and administers contracts to ensure compliance with City policies and procedures and timely completion of projects
- Meets with various local, state, and federal agencies, public and private organizations, vendors, contractors, citizens and community groups
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of wastewater collection and stormwater maintenance and

repair; monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval

- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action
- Responds to operations, maintenance, and repair emergency situations as required
- May be required to perform duties related to confined space entry and rescue
- Performs other related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management
- Principles and practices of budget and contract development and administration
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area
- Principles, practices, tools, and materials for installing, cleaning, and repairing wastewater and stormwater collection systems
- Methods, materials, and techniques used in the construction of public works projects
- applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports
- Recent and ongoing developments, current literature, and sources of information related to wastewater collection and stormwater operations and maintenance
- Safety equipment and practices related to the work, including the handling of hazardous chemicals and confined space entry
- Record keeping principles and procedures
- Modern office practices, methods, and computer equipment and applications
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations
- Techniques for providing a high level of customer service by effectively dealing with the public, contractors, and City staff

Ability to:

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

PHYSICAL REQUIREMENTS:

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

- Exposure to occasional loud noises, hazardous chemicals, fumes, and gases
- Work at a desk for prolonged periods of time
- Constant use and operation of a personal computer
- Drive an automobile to meetings or to various job sites located out in the field requiring hand and finger dexterity
- Inspecting construction sites and pump or lift station sites requiring use of sight in order to observe, inspect, and monitor maintenance and repair activities
- Occasional standing, climbing and lifting of equipment or materials weighing less than 40 pounds

TRAINING AND EXPERIENCE:

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- High school degree or equivalent; and
- Six (6) years of increasingly responsible experience in the inspection, installation, maintenance, and repair of wastewater collection and stormwater systems, or equivalent as defined by the California Water Environment Association (CWEA), including three (3) years of supervisory experience

LICENSE & CERTIFICATION:

- Possession of and maintain a valid California Class A driver's license, including a safe driving record
- Possession of an active Grade III Wastewater Collection System Technologist Certificate issued by the California Water Environment Association (CWEA)
- Possession and maintenance of a Grade IV Wastewater Collection System Technologist Certificate issued by the California Water Environment Association (CWEA) within eighteen (18) months of employment
- Possession of a Mechanical Technologist Grade I Certificate issued by the California Water Environment Association (CWEA)

OTHER REQUIREMENTS:

- Must reside within a 30 minute response time by the end of probationary period
- Experience using computerized maintenance management systems



City of Watsonville

Job Description

JOB TITLE: Collection System Manager

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: February 1993

REPORTS TO: Wastewater Division Manager

SUPERVISION: Collection System Operator I,II,III

EMPLOYEE UNIT: Mid-Management

FLSA

JOB SUMMARY:

Under direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing installation, construction, maintenance, and repair activities within the Collection Systems Division of the Public Works and Utilities Department; administers current and long-range planning activities; manages the effective use of the City's public works maintenance resources to improve organizational productivity and customer service; provides complex and responsible support to the Wastewater Division Manager in areas of expertise; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a management classification that manages the installation, construction, maintenance, and repair of the City's wastewater collection and stormwater systems. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of the assigned functional area, including participating in short and long-term improvement planning. Successful performance of the work requires an extensive background as well as skill in coordinating work with that of other divisions, departments, and public agencies. This class is distinguished from the Wastewater Division Manager in that the latter is a division manager and is responsible for planning, organizing, and directing, through subordinate staff, the administrative and operational activities of the Collection Systems Division, including maintenance and repair of wastewater collection and stormwater systems and lift stations.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned function; recommends within department and

division policy, appropriate service and staffing levels; recommends and administers policies and procedures

- Plans, manages, and oversees the installation, construction, maintenance, and repair of the City's wastewater collection and stormwater systems
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of assigned programs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Wastewater Division Manager
- Manages and coordinates the work plan for the assigned programs; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures
- Participates in the selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures
- Monitors construction and maintenance projects to ensure timely and cost effective completion; maintains standards for materials and construction; regularly inspects work in progress and provides technical direction as needed; troubleshoots and develops solutions for complex technical problems
- Manages the Collection Systems after hours emergency response program; coordinates and monitors activities of participating staff members; schedules and conducts training; communicates with Risk Manager regarding losses; performs related administrative tasks including billing of property owners
- Develops and reviews staff and regulatory reports related to wastewater collection and stormwater systems; ensures compliance with National Pollutant Discharge Elimination System (NPDES) regulations and coordinates annual reporting
- Coordinates wastewater collection and stormwater system maintenance and construction projects with the Engineering Division, other City departments, independent contractors, local, state, and federal agencies, and customers
- Manages and participates in the development and administration of assigned budgets
- Provides complex staff assistance to the Wastewater Division Manager, including development of division performance goals and long-range planning; performs special projects as assigned
- Oversees and assists in the negotiation of contracts; monitors and administers contracts to ensure compliance with City policies and procedures and timely completion of projects
- Meets with various local, state, and federal agencies, public and private organizations, vendors, contractors, citizens and community groups
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of wastewater collection and stormwater maintenance and

repair; monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval

- Receives, investigates, and responds to problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action
- Responds to operations, maintenance, and repair emergency situations as required
- May be required to perform duties related to confined space entry and rescue
- Performs other related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management
- Principles and practices of budget and contract development and administration
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area
- Principles, practices, tools, and materials for installing, cleaning, and repairing wastewater and stormwater collection systems
- Methods, materials, and techniques used in the construction of public works projects
- applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Practices of researching operations and maintenance issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports
- Recent and ongoing developments, current literature, and sources of information related to wastewater collection and stormwater operations and maintenance
- Safety equipment and practices related to the work, including the handling of hazardous chemicals and confined space entry
- Record keeping principles and procedures
- Modern office practices, methods, and computer equipment and applications
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations
- Techniques for providing a high level of customer service by effectively dealing with the public, contractors, and City staff

Ability to:

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

PHYSICAL REQUIREMENTS:

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

- Exposure to occasional loud noises, hazardous chemicals, fumes, and gases
- Work at a desk for prolonged periods of time
- Constant use and operation of a personal computer
- Drive an automobile to meetings or to various job sites located out in the field requiring hand and finger dexterity
- Inspecting construction sites and pump or lift station sites requiring use of sight in order to observe, inspect, and monitor maintenance and repair activities
- Occasional standing, climbing and lifting of equipment or materials weighing less than 40 pounds

TRAINING AND EXPERIENCE:

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- High school degree or equivalent; and
- Six (6) years of increasingly responsible experience in the inspection, installation, maintenance, and repair of wastewater collection and stormwater systems, or equivalent as defined by the California Water Environment Association (CWEA), including three (3) years of supervisory experience

LICENSE & CERTIFICATION:

- Possession of and maintain a valid California Class A driver's license, including a safe driving record
- Possession of an active Grade III Wastewater Collection System Technologist Certificate issued by the California Water Environment Association (CWEA)
- Possession and maintenance of a Grade IV Wastewater Collection System Technologist Certificate issued by the California Water Environment Association (CWEA) within eighteen (18) months of employment
- Possession of a Mechanical Technologist Grade I Certificate issued by the California Water Environment Association (CWEA)

OTHER REQUIREMENTS:

- Must reside within a 30 minute response time by the end of probationary period
- Experience using computerized maintenance management systems



City of Watsonville

Job Description

JOB TITLE: Fleet and Warehouse Technician

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Vehicle and Equipment Manager

SUPERVISION: N/A

EMPLOYEE UNIT: Mid-Management

FLSA: Non-Exempt

JOB SUMMARY: Under general supervision, procures, receives, records, issues, and inventories parts, equipment, and supplies to meet operations and maintenance needs; receives and reviews requisitions for accuracy and content; prepares clear and concise product and services descriptions for inclusion on purchase orders and contracts for services; researches sources of supply for products and services; prepares bid solicitations; coordinates shipping, receiving and warehousing activities in support of the Fleet Division; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This position is responsible for performing purchasing and warehouse duties in support of the Fleet Division. This is a single classification.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Procures, receives, records, issues, and stores parts, equipment, and supplies to meet operations and maintenance needs of the Fleet Division.
- Receives and reviews requisitions for accuracy, and content; assists staff in evaluating product options.
- Prepares clear and concise product and services descriptions for inclusion on purchase orders and contracts for services.
- Researches sources of supply for products and services; negotiates pricing and availability; procures goods and services in accordance with laws, regulations, and agency policies and procedures.
- Prepares bid solicitations to obtain competitive bid responses; establishes newly awarded contract services with outside contractors; verifies prevailing wage compliance;
- Confers with staff to resolve problems related to delivery schedules, and vendor

issues; follows up on purchase orders to ensure products are received in good order and on a timely basis; assists in resolving vendor disputes; assists in the reconciliation of payment discrepancies.

- Receives and processes invoices from vendors; enters invoices, purchase orders and agreements into the appropriate financial system.
- Coordinates shipping, receiving and warehousing activities for the Fleet Division; receives shipments consisting of tools, equipment, automobile parts;
- Stores equipment and supplies in the proper warehouse locations; retrieves items from inventory and distributes to requesting staff.
- Assists in taking physical inventory of materials and supplies; coordinates surplus asset sales as assigned.
- Arranges for the removal of hazardous waste and chemical spills; ensures that fuel tanks and fuel pumps are up to date.
- Coordinates and participates in fleet vehicle maintenance, repair, and inspection; arranges for the repair and maintenance of vehicles with outside vendors.
- Operates a variety of warehouse equipment as assigned.
- Prepares records, logs, reports, correspondence, and other documents.
- Cleans and maintains assigned facilities.
- Operates a computer and assigned software.
- Performs other related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of public agency purchasing, warehousing and inventory management.
- Regulations and legal requirement of purchasing processes in the public sector.
- Principles of contract management.
- Basic principles and practices of automotive and equipment maintenance and repair, including preventative maintenance practices for vehicles and equipment.
- Tools, equipment, and supplies used in the maintenance of vehicles and equipment.
- General principles, procedures, and practices of record keeping.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic mathematical principles.
- Occupational hazards and standard safety practices.
- Methods of reporting numerical and narrative information.

- Office practices, procedures, and equipment.
- Safe driving practices.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform a variety of technical duties related to the purchasing and storage of materials, supplies, services, and equipment.
- Prepare, review, verify, and process purchasing forms and documents.
- Obtain pricing and related purchasing data.
- Receive, account for, and distribute materials and supplies.
- Assist in coordinating internal and external services to meet assigned purchasing needs.
- Perform research, review options, and make recommendations regarding vendors and products.
- Write English at a level necessary to compose clear and concise reports, bid information, and correspondence.
- Operate a computer and assigned software.
- Maintain records and prepare reports.
- Accurately input data.
- Add, subtract, multiply, and divide quickly and accurately.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Observe safety principles and work in a safe manner.

PHYSICAL REQUIREMENTS:

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

- Meet the physical requirements necessary to safely and effectively perform required duties
- Grasp with right and left hands
- Use fine hand manipulation
- Perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs.
- Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.

TRAINING AND EXPERIENCE:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Fleet and Warehouse Technician. A typical way of obtaining the required qualifications is to possess:

- A high school diploma or equivalent GED
- Two (2) years of experience in the purchasing and inventory of materials and supplies and two (2) years of experience maintaining and repairing vehicles.

LICENSE & CERTIFICATE:

- Possession at the time of hire and continued maintenance of a valid California Class C driver's license.
- Possession and maintenance of forklift certification



City of Watsonville

Job Description

JOB TITLE: Fleet and Warehouse Coordinator

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Vehicle and Equipment Manager

SUPERVISION: N/A

EMPLOYEE UNIT: Mid-Management

FLSA: Non-Exempt

JOB SUMMARY: Under general supervision, procures, receives, records, issues, and inventories parts, equipment, and supplies to meet operations and maintenance needs; receives and reviews requisitions for accuracy and content; prepares clear and concise product and services descriptions for inclusion on purchase orders and contracts for services; researches sources of supply for products and services; prepares bid solicitations; coordinates shipping, receiving and warehousing activities in support of the Fleet Division; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This position is responsible for performing purchasing and warehouse duties in support of the Fleet Division. This is a single classification.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Procures, receives, records, issues, and stores parts, equipment, and supplies to meet operations and maintenance needs of the Fleet Division.
- Receives and reviews requisitions for accuracy, and content; assists staff in evaluating product options.
- Prepares clear and concise product and services descriptions for inclusion on purchase orders and contracts for services.
- Researches sources of supply for products and services; negotiates pricing and availability; procures goods and services in accordance with laws, regulations, and agency policies and procedures.
- Prepares bid solicitations to obtain competitive bid responses; establishes newly awarded contract services with outside contractors; verifies prevailing wage compliance;
- Confers with staff to resolve problems related to delivery schedules, and vendor

issues; follows up on purchase orders to ensure products are received in good order and on a timely basis; assists in resolving vendor disputes; assists in the reconciliation of payment discrepancies.

- Receives and processes invoices from vendors; enters invoices, purchase orders and agreements into the appropriate financial system.
- Coordinates shipping, receiving and warehousing activities for the Fleet Division; receives shipments consisting of tools, equipment, automobile parts;
- Stores equipment and supplies in the proper warehouse locations; retrieves items from inventory and distributes to requesting staff.
- Assists in taking physical inventory of materials and supplies; coordinates surplus asset sales as assigned.
- Arranges for the removal of hazardous waste and chemical spills; ensures that fuel tanks and fuel pumps are up to date.
- Coordinates and participates in fleet vehicle maintenance, repair, and inspection; arranges for the repair and maintenance of vehicles with outside vendors.
- Operates a variety of warehouse equipment as assigned.
- Prepares records, logs, reports, correspondence, and other documents.
- Cleans and maintains assigned facilities.
- Operates a computer and assigned software.
- Performs other related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of public agency purchasing, warehousing and inventory management.
- Regulations and legal requirement of purchasing processes in the public sector.
- Principles of contract management.
- Basic principles and practices of automotive and equipment maintenance and repair, including preventative maintenance practices for vehicles and equipment.
- Tools, equipment, and supplies used in the maintenance of vehicles and equipment.
- General principles, procedures, and practices of record keeping.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic mathematical principles.
- Occupational hazards and standard safety practices.
- Methods of reporting numerical and narrative information.

- Office practices, procedures, and equipment.
- Safe driving practices.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform a variety of technical duties related to the purchasing and storage of materials, supplies, services, and equipment.
- Prepare, review, verify, and process purchasing forms and documents.
- Obtain pricing and related purchasing data.
- Receive, account for, and distribute materials and supplies.
- Assist in coordinating internal and external services to meet assigned purchasing needs.
- Perform research, review options, and make recommendations regarding vendors and products.
- Write English at a level necessary to compose clear and concise reports, bid information, and correspondence.
- Operate a computer and assigned software.
- Maintain records and prepare reports.
- Accurately input data.
- Add, subtract, multiply, and divide quickly and accurately.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Observe safety principles and work in a safe manner.

PHYSICAL REQUIREMENTS:

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

- Meet the physical requirements necessary to safely and effectively perform required duties
- Grasp with right and left hands
- Use fine hand manipulation
- Perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs.
- Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.

TRAINING AND EXPERIENCE:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Fleet and Warehouse Coordinator. A typical way of obtaining the required qualifications is to possess:

- A high school diploma or equivalent GED
- Two (2) years of experience in the purchasing and inventory of materials and supplies and two (2) years of experience maintaining and repairing vehicles.

LICENSE & CERTIFICATE:

- Possession at the time of hire and continued maintenance of a valid California Class C driver's license.
- Possession and maintenance of forklift certification



City of Watsonville

Job Description

JOB TITLE: Water Services Supervisor

DATE APPROVED:

DEPARTMENT: Public Works & Utilities

SUPERSEDES: N/A

REPORTS TO: Water Division Manager

SUPERVISION: Exercise direct supervision over work crews as assigned

EMPLOYEE UNIT: Mid-Management

FLSA: Exempt

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Plans, schedules, organizes, directs, coordinates, and supervises the maintenance, operation, construction, and development of the City street system
- Supervises and normally evaluates the work of water services personnel
- Prioritizes projects; determines and requisitions needed personnel, equipment, and materials for various projects
- Supervises the use of a variety of heavy equipment including backhoe, dump truck, and compaction equipment, loader, and truck crane
- Supervises the excavation, installation, and repair of main pipelines and fittings; new water mains, hydrants, and service lines; makes various system changes
- Reads job plans and organizes work schematics
- Maintains records of work hours, equipment, and materials used on jobs; prepares related reports and correspondence
- Trains employees in safe and proper work methods and practices
- Responds to emergency calls

- Assists in budget preparation
- Initiates and carries out improvement projects; prepares and administers contracts for minor projects
- Reviews street, water, and drainage plans
- Oversees proper maintenance of equipment and machinery
- Prepares cost estimates and submits final cost reports; oversees maintenance of project costs for work hours, equipment hours, and materials used; prepares other reports and correspondence as needed
- Inspects facilities for proper completion of work assignments
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

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

Ability to:

- Plan, assign, direct, and coordinate assigned public works maintenance, construction, and repair activities
- Direct and inspect the technical details of project completion
- Prepare estimates of time, material, and equipment needed to perform projects
- Assist in developing specifications and effective recommendations for expansion of public works facilities and ensuring the proper completion of minor contract work
- Assist with the preparation of operating and capital improvement budgets and control of expenditures
- Research and prepare comprehensive and complete reports
- Effectively represent the Public Works and Utilities Department with public groups, other agencies, and organizations as directed

- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Work from plans and specifications
- Train, direct, and formally evaluate the work of others
- Maintain accurate schedules and records
- Make minor repairs and alterations in equipment
- Deal tactfully with the public and private construction representatives

PHYSICAL REQUIREMENTS:

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

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

TRAINING AND EXPERIENCE:

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

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

For internal recruitments:

- Five (5) of those eight (8) years experience should be as a Water Services Crew Leader or equivalent

LICENSE & CERTIFICATION:

A valid Class A California Driver's license with the following endorsements: double-trailer and airbrake is preferred

- Possession of a Grade IV State Water Resource Control Board Water Distribution Operator Certification

The certification above must be maintained as a condition of employment.



City of Watsonville

Job Description

JOB TITLE: Environmental Projects Analyst/Sr.

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Environmental Sustainability Manager

SUPERVISION: None

EMPLOYEE UNIT: Management

FLSA

JOB SUMMARY: To perform a variety of professional level duties and responsibilities involving environmental compliance planning, auditing, inspecting, testing; regulatory compliance activities and reporting for the Department of Public Works and Utilities. Develops, implements and coordinates environmental and sustainability programs and projects in areas such as water and energy efficiency, watershed management, stormwater pollution prevention.

Prepares, analyzes and coordinates program and/or project budgets. Assists in the preparation of the Division's annual budget.

DISTINGUISHING CHARACTERISTICS

This is a journey level classification. Employees at this level receive regular instruction or guidance as new or unusual situations arise, and are expected to be fully aware of the operating procedures and policies of the division. The Environmental Projects Analyst is differentiated from the senior in that the latter assumes full project management responsibilities with little supervision and reflects a level of expertise in one of more areas of environmental and regulatory compliance.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the Environmental Sustainability Manager

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Participate in the development and implementation of environmental compliance goals, objectives, policies, plans and procedures; interpret and apply pertinent federal, state and

local laws, rules and regulations to ensure compliance; perform required notification, coordination, and reporting with a variety of regulatory agencies

- Assist in the development, implementation and maintenance of environmental reporting systems; prepare reports necessary to meet environmental reporting requirements
- Assist in implementing environmental compliance programs pertaining to hazardous waste, stormwater protection, air quality, flood management, industrial hygiene, and sewer discharges
- Administer contracts with consultants and contractors to ensure all City requirements are met
- Researches potential outside funding sources for local programs and prepares grant applications and accompanying reports, as necessary
- Coordinate environmental compliance activities for the Environmental Sustainability Division including water quality, hazardous wastes, industrial hygiene, stormwater, wastewater discharges
- Assist in conducting environmental compliance audits and assessments of citywide facilities to ensure compliance with all environmental laws and regulations and department environmental policies and procedures
- Assist in the preparation of environmental compliance plans, strategies, responses as requested by regulatory agencies, including responses to charges or violations
- Serve as the liaison for the Environmental Sustainability Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues
- Coordinate efforts to comply with stormwater pollution prevention program requirements
- Monitor legislation and regulations that may impact the Public Works and Utilities Department and develop comments on proposed regulatory actions
- Participate in a variety of trade associations and organizations concerning environmental laws and regulations; participate in professional associations and committees
- Provide responsible staff assistance to the Environmental Sustainability Manager; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to environmental services programs, policies, and procedures as appropriate
- Perform related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, practices and techniques of public administration with emphasis in sustainability programs and policy
- Best practices in one or more of the following areas: zero waste, water efficiency, water resources, watershed management, climate resiliency, energy, etc.
- Applicable federal, state and local laws and regulations related to the environment and sustainability

- Quantitative and management analysis techniques
- Principles and techniques of project management
- General chemistry; hazardous and physical characteristics of chemical contaminants and microorganisms that affect drinking water quality
- Pertinent federal, state and local laws, codes and regulations
- Basic budget and financial principles
- Modern office practices, procedures and equipment
- Recordkeeping techniques and procedures
- Proper English usage, grammar, spelling punctuation, and vocabulary

Ability to:

- Plan, organize, interpret and explain City environmental and regulatory compliance activities and policies
- Actively participate in the development and implementation of environmental compliance strategies, plans and guidelines
- Assist in the development of environmental reporting systems
- Apply the laws and regulations to maintain environmental compliance
- Research and interpret complex technical information
- Remain current and respond to public requests regarding environmental issues; conduct a variety of surveys
- Prepare clear and concise reports; effectively monitor a program budget
- Develop and present training and public information sessions
- Prepare and maintain clear and concise records
- Keep abreast of current developments in assigned area(s) of specialty
- Respond effectively to changing environmental regulations
- Act as a resource for environmental and sustainability concerns
- Communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work

TRAINING AND EXPERIENCE:

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

- Bachelor's degree from an accredited college or university with major course work in biology, environmental engineering, environmental or earth sciences or a related field
- Three years of work experience performing advanced research, program management, analysis, report writing and evaluation in the areas of sustainability and environmental programs

Senior Environmental Projects Analyst

- Five or more years of work experience performing advanced research, program management, analysis, report writing and evaluation in the areas of sustainability and environmental programs

LICENSE & CERTIFICATION:

- Possession of a valid California Class C driver's license and a safe driving record



City of Watsonville

Job Description

JOB TITLE: Waste and Recycling Center Supervisor

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Solid Waste Division Manager

SUPERVISION: Waste and Recycling Center Worker I/II/III, assigned staff and temporary workers

EMPLOYEE UNIT: Mid-Management

FLSA

JOB SUMMARY:

To coordinate, supervise and operate the City's Waste and Recycling Center (WRC) located at the Municipal Service Center (MSC). Oversee the sorting, baling and marketing of materials collected from the City's recycling programs including: cardboard, food scraps, mattresses, tires, e-waste, yard waste, wood, and used oil. Performs preventive maintenance and modification on the waste and recycling center equipment including baler, loader, forklifts and rear loader. Supervise, coordinate and evaluate employees and temporary workers as assigned. Oversee the City's Household Hazardous Waste program including collection, processing and disposal. Supervise and direct the Treasure Corner Area to increase reuse and recycling awareness among the public.

DISTINGUISHING CHARACTERISTICS

This job class receives limited supervision within a framework of standard policies and procedures, and is expected to act in a supervisory capacity.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Oversees the safe operation of equipment such as: baler, forklifts, loaders, street sweeper, excavator and roll-off trucks to process, sort, stack and move recyclable/waste materials
- Performs preventive maintenance on processing area equipment requiring bending, climbing, squatting, grasping and fine hand manipulation
- Maintains inventories and orders spare parts/supplies requiring the use of the computer, telephone and writing skills

- Recommends and fabricates improvements to waste and recycling equipment.
- Coordinates delivery/unloading of recyclable materials with vendors
- Coordinates litter control and general maintenance of the waste and recycling area
- Coordinates storm water controls and maintenance of the waste and recycling area.
- Identifies buyers for recyclable materials; schedules pick-up of materials with buyers.
- Processes invoices, bills of lading and other related paperwork
- Processes monies received by the waste and recycling area
- Monitors receipt of payment for all recyclable materials sold by the City
- Compiles data, produces reports including the type and quantity of materials processed; this requires the use of fine hand manipulation for keyboard use
- Monitors recycling area activities to ensure compliance with safety regulations and other City policies and procedures
- Ensures compliance with State and Federal recycling regulations in assigned area
- Meets and communicates with various regulators overseeing the Waste and Recycling Center
- Oversees food scraps collection and processing in the waste and recycling center
- Supervises temporary workers or other employees as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- Equipment, tools and techniques used in the operation of the Waste and Recycling Center
- Types of materials and necessary quality specifications for shipment of approved recycling products
- Procedures used to sell and transport recyclable materials on the open market.
- Databases, use of spreadsheets and word processing software, and other applications
- State and Federal recycling regulations relating to materials processing and sales
- Safety programs and practices
- Stormwater BMPs and regulations
- Employee training, evaluations and discipline
- Leadership practices and abilities
- Money handling and transportation protocols

Ability to:

- Properly and safely operate the waste and recycling center equipment including: baler, excavator, forklift, roll-off and rear-loader.
- Perform routine maintenance on waste and recycling center equipment.
- Resolve technical issues in the waste and recycling area,

- Perform physical tasks including: bending, carrying, lifting, pushing and pulling of weights up to 50 lbs.
- Hear and distinguish various sounds, such as voices of co-workers in noisy environments
- Communicate effectively with the regulatory community
- Submit thorough and timely regulatory reports
- Understand and carry out oral and written directions independently
- Plan, coordinate, direct and review the work of others
- Effectively train others to properly and safely perform tasks in the waste and recycling center
- Prepare and maintain accurate records, logs, orders and reports
- Act in a courteous and diplomatic manner with members of the public, regulatory agencies and vendors
- Work outdoors in adverse weather conditions
- Establish and maintain effective work relationships with those contacted in the performance of required duties

PHYSICAL REQUIREMENTS:

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

- Ability to drive a vehicle, as well as proper entering and exiting of vehicle
- Ability to climb and descend stairs and ladders
- Ability to perform bending and twisting motions to reach equipment in work areas
- Perform physical labor such as lifting, pulling and pushing up to 50 lbs.
- Bending, squatting, twisting, turning, stooping and reaching overhead to handle materials, equipment and pick-up litter
- Ability to wear proper PPE including: uniforms, hard hat, safety glasses, safety boots, gloves, hearing protection and dust masks
- Ability to walk on uneven surfaces and stand for long periods of time
- Ability to reach above and at shoulder height

TRAINING AND EXPERIENCE:

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

- High school graduation or equivalent; and
- Minimum of one years of experience in the processing and handling of recyclable materials; and
- Minimum of three years of experience maintaining and repairing mechanical equipment

LICENSE & CERTIFICATION:

- Valid Class C California drivers' license
- Safe driving record
- 40 hour HAZWOPER Certificate within 12 months of hire
- Forklift Operator Certification within 12 months of hire
- SWANA Transfer Station Certification within 12 months of hire

OTHER RESPONSIBILITIES:

- Performs related duties as assigned
- May assist the Solid Waste Division as needed

City of Watsonville
Job Description



JOB TITLE: Wastewater Operations Supervisor

DATE APPROVED:

DEPARTMENT: Public Works and Utilities

SUPERSEDES: N/A

REPORTS TO: Wastewater Division Manager

SUPERVISION: Wastewater Operators and other facility staff as assigned

EMPLOYEE UNIT: Mid-Management

FLSA:

JOB SUMMARY: To organize, direct, and supervise the safe and proper operation of the City's Wastewater Treatment Plant, Water Recycling and related facilities; to monitor plant operations, to ensure compliance with State and Federal regulations; and to perform technical and administrative work in connection with plant operations and maintenance functions.

DISTINGUISHING CHARACTERISTICS

This job class is responsible for the safe and cost-effective day-to-day operations of the Wastewater Treatment Plant and Recycled Water Facility; ensuring compliance with all regional, State, and Federal regulatory agencies. This position functions at a full supervisory level of classification directing, coordinating, supervising and formally evaluating the work of others; and ensures the provision of a safe and professional working environment.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Act as and perform the duties of the Designated Operator-In-Charge as needed in accordance with State regulations
- Plans, organizes, directs, schedules, trains, monitors, and formally evaluates the work of Wastewater Treatment plant, and Water Recycling operators
- Seeks out and pursues new ideas and better ways of performing the operations scope of responsibility; develops and implements short and long-term goals, objectives, policies and priorities
- Supports and provides direction to the Utilities Maintenance Supervisor to establish an effective short- and long-term maintenance program for all wastewater treatment and recycled water facilities; seeks out and pursues cost effective improvements that reduce or eliminate ongoing maintenance problems

- Optimizes the performance of wastewater facilities to provide for the safe, efficient, and cost effective treatment, and disposal or reuse of wastewater and biosolids, while ensuring National Pollutant Discharge Elimination System (NPDES) compliance
- Supports the Source Control Manager in administering an effective source control program which protects the resources of the City and which reduces, minimizes, or eliminates the discharge of pollutants to the environment
- Supports the Laboratory Manager in providing analytical services and facilitates the resolution of environmental issues facing the wastewater treatment and recycling facilities
- Empowers all levels of operations staff to be creative problem solvers, and provide the resources to lead staff towards becoming more goal oriented, offering creativity and extending flexibility in solving problems and accomplishing goals and objectives
- Plans, coordinates and manages various projects related to wastewater treatment, biosolids disposal, energy recovery, and water recycling
- Stays current on advancing technologies by networking with other agencies, attending training, and reviewing monthly trade publications.
- Develops, implements and maintains effective employee training programs for Wastewater Treatment Plant and Recycled Water Facility operators; and evaluates the need for, and implements refresher training annually, or as required
- Works with the Safety and Regulatory Compliance Officer on developing, implementing, training, tracking and enforcing operator safety programs
- Oversees and coordinates the use of operations interns and volunteers as required
- Uses SCADA and Hach WIMS in a highly proficient manner to monitor, control, troubleshoot and generate operational compliance reports for both wastewater and water recycling systems
- Monitors laboratory test results, and plant processes, makes operational adjustments as necessary
- Performs a variety of operations calculations to ensure compliance with Federal and State requirements
- Prepares and reviews reports submitted to regulatory agencies and other technical reports; enters data into plant compute
- Assists in preparation of operations budget and its implementation and monitoring
- Advises Wastewater Division Manager of the status of the plant and personnel
- Prepares requisitions for tools, equipment, supplies and services and maintains an adequate inventory of supplies and materials
- Conducts regular plant inspections and ensures that treatment processes meet Federal and State wastewater quality standards

- Recommends improvement to procedures and equipment, and assists the Wastewater Division Manager with identifying, planning and implementing operations related capital improvement projects or equipment
- Directs professional development program for operations staff
- May perform any of the duties assigned to the Wastewater Treatment plant, and Water Recycling operators; generally performs skilled work in participating in these activities and provides technical direction
- Leads by example, interacts and coordinates with other agencies regarding the production of Recycled Water
- Annually updates the Operations Section of the Wastewater Treatment and Water Recycling Operations and Maintenance Manual, or sooner as required
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

Knowledge of:

- Advanced principles and practices of wastewater treatment and water recycling operations
- State and Federal standards and requirements for wastewater treatment plants
- Work and plant safety programs
- Principles and techniques of supervision including staffing, employee development, creative problem solving, team building, motivation, and planning and organizing work
- Safety procedures pertaining to plant operations, including techniques for handling and storing hazardous chemicals
- Principles and objectives of laboratory analysis for wastewater treatment and process control

Ability to:

- Train, direct, and formally evaluate the work of others
- Establish and maintain work and plant safety programs
- Diagnose wastewater treatment and water recycling process problems, and make effective changes
- Read, interpret and correctly apply appropriate laws, codes and regulations
- Detect unsafe conditions and practices
- Establish and maintain records and files; prepare related reports
- Recommend laboratory testing for wastewater process control
- Effectively interpret laboratory results and take effective course of action
- Use independent judgment to identify and analyze problems and recommend

and implement solutions

- Effectively communicate in both oral and written forms
- Actively listen and provide coaching, counseling and guidance were appropriate
- Maintain professional effective work relationships across a wide variety of outside agencies and internal City departments and divisions
- Conduct higher level public tours of the wastewater treatment and water recycling facilities
- Meet the physical requirements necessary to safely and effectively perform required duties
- Meet the physical requirements necessary to safely and effectively perform required duties
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Be able to respond to after-hours emergencies within a reasonable response time not to exceed 45 minutes under normal traffic conditions
- Carry a cell phone or computer laptop

PHYSICAL REQUIREMENTS:

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

- Grasp with right and left hands
- Hear adequately to converse on a telephone and in person
- Be exposed to chemicals, influent and bacteria
- Drive an automobile
- Use fine hand manipulation
- Hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.
- Perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs.
- Use a computer keyboard
- Climb stairs ladders and stairs
- Walk on uneven surfaces
- Work outside in inclement weather

TRAINING AND EXPERIENCE:

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

- Advanced educational training in Wastewater Treatment, and Water Recycling technologies, chemistry, engineering, or related subject

- Four years of increasingly responsible experience in a wastewater treatment plant and water recycling facilities while in possession of Grade III or higher Wastewater Treatment Plant Operator's Certificate issued by the California State Water Resources Control Board

LICENSE & CERTIFICATE:

- Possession at the time of hire and continued maintenance of a valid California Class C driver's license.
- A Grade IV Wastewater Operators Certificate issued by the California State Water Resource Control Board is required, and possession of a Grade V is desirable.



City of Watsonville

Job Description

JOB TITLE: Source Control Inspector

DATE APPROVED:

DEPARTMENT: Public Works & Utilities

SUPERSEDES: N/A

REPORTS TO: Source Control Manager

SUPERVISION: None

EMPLOYEE UNIT: OE3

FLSA: Non-Exempt

JOB SUMMARY: To inspect and monitor wastewater and storm water sources for compliance with applicable local, state, and federal regulations.

DISTINGUISHING CHARACTERISTICS

The Source Control Inspector, under general supervision, exercises responsibility for performing inspections, sampling, and enforcement of water pollution compliance including response, investigation, and record keeping. Participates in all phases of the City of Watsonville's NPDES compliance with the National Pretreatment Program including assisting with permit preparation, water quality monitoring, facility inspection, enforcement, reporting, and document and data management.

Assists with audits of activities and programs; and performs related duties as assigned. Possesses an understanding of industrial wastewater treatment, associated Federal/State requirements, applicable ordinances, contracts, policies and procedures and other Program documents, contract development and implementation, permitting, inspection, monitoring, enforcement, reporting, and customer relations.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Evaluate industrial and commercial discharges for compliance with federal, state, and local waste discharge regulations
- Communicates requirements for pretreatment systems and monitoring equipment to businesses and for pretreatment systems and monitoring stations. Coordinates with permittees and potential dischargers

- Documents industrial user activities, maintains files, applicable databases, and other computer related forms
- Implements the Fat, Oils, & Grease (FOG) program at food preparation facilities
- Prepares and maintains sampling equipment and collects samples for physical, chemical, and microbiological laboratory analyses
- Assists with the implementation of program enforcement procedures including Corrective Notices and NOV's
- Performs inspections of industrial and commercial facilities to determine compliance with stormwater best management practices and the Phase II Small Municipal Separate Storm Sewer System (MS4) Permit
- Utilizes and supports the City's Geographic Information System (GIS) mapping of sewers and storm water system
- Prepares and maintains sampling equipment and collects samples for physical, chemical, and microbiological laboratory analyses, implements understanding of laboratory Quality Assurance/ Quality Control (QA/QC) including reporting limits, method detection limits, and matrix spike and duplicate recovery
- Assists with educational and informational pollution prevention outreach efforts to commercial and industrial sectors
- Investigates storm water outfalls for illicit discharge detection and elimination (IDDE) compliance
- Respond to industrial waste spills and treatment plant upsets. Responds to emergency situations as necessary
- Assists in the response, reporting, and remediation of sanitary sewer overflows
- Checks plans for compliance with local sewer use ordinance, performs onsite inspections of pretreatment systems to ensure compliance with approved plans specifications and documentation of new businesses
- Contributes to the development of an annual program plan including permit renewals, inspections and monitoring; implements plan
- Takes part in writing permits, plan checks, and calculating sewer usage fees
- Attends conferences, meetings, and training to increase the knowledge in the water pollution prevention field

EMPLOYMENT STANDARDS:

Knowledge of:

- Familiarity with local, state and federal laws, codes and regulations related to water quality
- Safety practices and safety regulations

- Industrial wastewater discharge properties and the effects on the environment and public infrastructure
- Chemical characteristics, reactions, hazardous properties and storage and handling requirements
- Basic chemistry and biology as it relates to wastewater treatment
- Basic components of chemical management plans, monitoring reports, storm water pollution prevention plans, and spill containment plans
- Wastewater treatment processes for various industries as well as the municipal wastewater treatment process
- Sample collection, preservation and chain of custody procedures
- Experience field sampling for environmental pollutants highly desirable

Ability to:

- Operate modern office equipment including computer equipment and software used in project management, planning, and engineering
- Understand, explain, and apply regulations codes and ordinances
- Tactfully enforce regulations in a polite, professional and diplomatic manner
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Be productive in both a supervised and unsupervised work environment
- Make sound independent judgments within established guidelines
- Read and understand engineering plans
- Handle multiple concurrent activities and tasks
- Perform routine tasks and assignments
- Speak English, Spanish highly desirable
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work

PHYSICAL REQUIREMENTS:

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

- Work outdoors in inclement conditions (e.g. hot, cold, wet, windy)
- Perform physical tasks involving frequent bending, lifting , carrying, pushing and pulling of weights up to 50 pounds

TRAINING AND EXPERIENCE:

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

- A Bachelor's Degree in Environmental Science, Biology, or Chemistry or science-related field

- Two years of experience in environmental engineering, industrial water/wastewater process operations, or water quality management

LICENSE & CERTIFICATE:

- Possession of a valid California Class C Driver's License and a safe driving record
- Possess a Grade I Environmental Compliance Inspector Certificate from the California Water Environment Association (CWEA) or must be obtained within 12 months from date of hire

CITY OF WATSONVILLE

Job Title: **Collection System Manager** **DESCRIPTION**

OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under direction, to plan, schedule, coordinate and supervise the collection system crew in the maintenance, operation, construction and repair of the City's sanitary and storm water collection systems, and to participate in wastewater maintenance and operations functions as needed; to be responsible for purchasing, budget preparation, and expenditure controls for the collection system; to perform a broad range of complex maintenance and repair assignments on the collection systems and lift stations; to represent the City's collection system with the community. This job class functions at a full supervisory level of classification.

ESSENTIAL FUNCTIONS

- To assist in the long range planning for collection system improvements, master plan preparation, and capital improvement program.
- Plans, organizes, and supervises the operations, maintenance and repair of the City's collection system and pumping systems including sanitary sewers, storm drains, sewage and storm water pumping stations
- Establishes work schedules and work priorities
- Prepares and implements capital improvement plans
- Develops preliminary budget and controls expenditures within approved budget
- Has the responsibility for the inventory and purchasing of supplies and equipment
- Oversees the establishment and implementation of a comprehensive preventative maintenance program
- Monitors activities to insure compliance with safety regulations, performance and operations standards and other city, state and Federal policies and procedures
- Assists in update of collection system master plan
- Contacts and coordinates with outside contractors for services needed
- Maintains records and prepares reports on collection system related activities
- Responds to questions and complaints from public relating to division activities and explains City or departmental policies; consults with staff to resolve technical operational or personnel problems
- Has responsibility for employee training and work evaluation
- Insures the proper accounting of time, materials and equipment for various projects
- Responds during off hours to emergencies related to division activities
- Works weekends or holidays when required
- Serves on an on-call status on a rotating basis to respond to collection system problems during

- off hours
- Performs a variety of complex maintenance, repair and equipment operations
- Oversees and conducts inspections of collection lines to identify needed repairs and maintenance
- Reviews the design specifications and plans for sewer related projects for conformance to City standards
- Assists in the coordination of sewer construction projects
- Oversees the construction of sewer improvement

OTHER RESPONSIBILITIES

- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- methods, tools and equipment used in collection system, inspection, maintenance and repair
- lift station inspection, maintenance and repair
- state and Federal standards and requirements for collection systems and lift stations
- principals of supervision and training
- work scheduling
- safe working conditions and principals
- construction methods, procedures, and equipment
- inventory and budget systems and fiscal control
- personal computers and related software

Ability to:

- plan, organize, coordinate and direct the operation, preventative maintenance and equipment repair functions of the collection systems and lift stations
- provide supervision, training and work evaluation for assigned staff
- plan, organize, and direct capital projects within collection system
- read blueprints and/or construction drawings
- draft a budget and control expenditures
- effectively communicate both verbally and in writing
- wear self-contained breathing apparatus
- order and maintain adequate inventory of supplies and equipment
- meet the physical requirements necessary to safely and effectively perform essential functions
- establish and implement work safety programs
- perform a wide variety of complex inspection, maintenance and repairs to the collection

systems and lift stations

- establish and maintain effective and cooperative working relationships with City departments and the general public
- maintain First Aid and CPR certification

Possession of:

- a valid California Class A Driver's license (or must be obtained within six (6) months of employment), including a safe driving record
- Grade I state Water Resources Control Board operator's certificate is desirable

Special Requirements

- must obtain a CWPCA Grade I Collection System Maintenance certificate within 18 months of hire. A Grade III Certificate is desirable.
- within one year of date of hire or at the end of probation, residence must be established within a 30-minute response time to the Wastewater Treatment Plant.

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

- High school graduation or GED equivalency
- Two years experience as a sewer maintenance field crew leader or similar position with one year of supervisory responsibility

City of Watsonville

Job Description



JOB TITLE: Water Services Supervisor

DATE APPROVED: February 14, 2017

DEPARTMENT: Public Works & Utilities

SUPERSEDES: Field Services Supervisor

REPORTS TO: Receives limited supervision by Water Services Manager

SUPERVISION: Exercises direct supervision over work crews as assigned

EMPLOYEE UNIT: Mid-Management

FLSA: Exempt

JOB SUMMARY:

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

DISTINGUISHING CHARACTERISTICS

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

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

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

- Reviews street, water, and drainage plans
- Oversees proper maintenance of equipment and machinery
- Prepares cost estimates and submits final cost reports; oversees maintenance of project costs for work hours, equipment hours, and materials used; prepares other reports and correspondence as needed
- Inspects facilities for proper completion of work assignments
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

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

Ability to:

- Plan, assign, direct, and coordinate assigned public works maintenance, construction, and repair activities
- Direct and inspect the technical details of project completion
- Prepare estimates of time, material, and equipment needed to perform projects
- Assist in developing specifications and effective recommendations for expansion of public works facilities and ensuring the proper completion of minor contract work
- Assist with the preparation of operating and capital improvement budgets and control of expenditures
- Research and prepare comprehensive and complete reports
- Effectively represent the Public Works and Utilities Department with public groups, other agencies, and organizations as directed
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Work from plans and specifications
- Train, direct, and formally evaluate the work of others
- Maintain accurate schedules and records
- Make minor repairs and alterations in equipment
- Deal tactfully with the public and private construction representatives

PHYSICAL REQUIREMENTS:

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

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

TRAINING AND EXPERIENCE:

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

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

For internal recruitments:

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

LICENSE & CERTIFICATION:

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

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

JOB TITLE: PROCESSING CENTER COORDINATOR

DEFINITION

To coordinate and operate the City's recycling materials recovery facility located at the Municipal Service Center; to oversee the sorting, baling, and marketing of materials collected in the City's recycling programs; to perform preventive maintenance and modification on process area equipment; to coordinate, direct, and evaluate temporary workers and other employees as assigned; to coordinate the work of volunteers.

DISTINGUISHING CHARACTERISTICS

This job class functions at an advanced journey level of classification and receives limited supervision within a framework of standard policies and procedures, and is expected to act in a lead capacity.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Solid Waste Division Manager.

Exercises direct supervision over assigned staff and volunteers.

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

- Operates equipment such as balers, forklifts, loaders, crushers, conveyors, and roll-off trucks to process, sort, stack, and move recyclable materials requiring lifting, carrying, and pushing and pulling weights up to 50 lbs.
- Performs preventive maintenance on processing area equipment requiring bending, climbing, squatting, grasping, and fine hand manipulation
- Maintains inventories and orders spare parts and supplies requiring the use of a telephone and writing skills
- Recommends and fabricates improvements to processing equipment
- Maintains records on processing area equipment
- Maintains the used oil storage area
- Coordinates and performs litter control and general maintenance of processing area
- Coordinates delivery/unloading of recyclable materials with vehicle operators
- Coordinates the purchase of materials from private recyclers
- Identifies buyers for recyclable materials; schedules pick-up of materials with buyers
- Processes invoices, bills of lading and other materials sales paperwork
- Monitors receipt of payment for all recyclable materials sold by City
- Compiles data; produces reports regarding type and quantity of materials processed requiring the use of fine hand manipulation for keyboard use
- Monitors processing area activities to insure compliance with safety regulations and other city policies and procedures
- Ensures compliance with State and Federal recycling regulations in assigned area
- May supervise volunteers, temporary workers or other employees as assigned

Processing Center Coordinator - 2

OTHER RESPONSIBILITIES

- May assist in container repair area
- Performs related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- the equipment, techniques, and tools used in the operation of a recycling processing center
- the types of materials and quality specifications that can be recycled
- procedures used to sell and transport recyclable materials on the open market
- database, spread sheet and word processing software for personal computers
- State and Federal recycling regulations relating to materials processing and sales
- safety programs and practices
- employee training, evaluation, and discipline

Ability to:

- properly and safely operate the full range of processing area equipment
- perform maintenance and modification on processing area equipment
- resolve technical problems in processing area
- perform physical tasks involving frequent bending, lifting, carrying, pushing and pulling of weights up to 50 pounds
- hear and distinguish various sounds, such as voices of co-workers in noisy environments
- use telephone and write or use a keyboard to communicate through written means
- understand and carry out oral and written directions independently
- plan, coordinate, direct and review the work of others
- effectively train others to safely and correctly perform tasks in processing area
- prepare and maintain accurate records, logs, orders, and reports
- act in courteous and diplomatic manner with members of the public
- work outdoors in adverse weather conditions
- establish and maintain effective work relationships with those contacted in the performance of required duties

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

- High school graduation or tested equivalent
- One year of experience in the processing of recyclable materials
- Three years of experience maintaining and repairing mechanical equipment

LICENSE AND CERTIFICATE

- a valid Class C California Driver's license and a safe driving record
- a current Forklift Operator Certificate

CITY OF WATSONVILLE

JOB TITLE: ENVIRONMENTAL PROJECTS ANALYST

DEFINITION

To safely and effectively direct and participate in the performance of a variety of environmental and laboratory projects in support of the Utilities Laboratory and related facilities; to perform a variety of laboratory tests involving the chemical, physical, and biological analyses of water and sludge; to take samples of groundwater and landfill gas.

DISTINGUISHING CHARACTERISTICS

This job class functions at an advanced journey/lead level of classification and is responsible for training, directing, coordinating, and monitoring others in a lead capacity. This class is distinguished from the Water Quality Chemist class by the complexity of environmental projects and by the responsibility for specialized functions.

SUPERVISION RECEIVED AND EXERCISED

Receives limited supervision from the Utilities Department Laboratory Manager.

Exercises lead supervision over the Water Quality Chemist, Water Quality Laboratory Technician, and subordinate staff.

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

- Develop and maintain a high quality groundwater sampling program for the City landfill
- Be familiar with State and Federal groundwater regulations, especially in the areas of sampling, analysis, and statistical procedures
- Perform various statistical analyses on groundwater data
- Develop and implement groundwater remediation strategies
- Maintain landfill gas extraction system, and sample gas wells and probes using gas monitoring equipment
- Calibrate and maintain all groundwater and landfill gas sampling and monitoring equipment
- Develop good working relationships with many government regulators, often acting as the contact person for the City
- Assist in ensuring compliance with a variety of environmental regulations, and develop written

reports for state air, water, and solid waste regulatory agencies

- Perform and coordinate the performance of a variety of laboratory chemical, biological, and bacteriological analyses to determine water quality compliance with state and federal agency requirements and for wastewater process control

- Work with Laboratory Manager and Solid Waste Division Manager on various projects, and perform related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- general principles and methods of chemical, biological, and bacteriological tests commonly performed for water/wastewater analyses

- basic understanding of statistics, hydrology, chemistry, groundwater sampling techniques, word processors, spreadsheets, and statistical software

- basic state and federal regulations regarding groundwater, wastewater, air pollution, solid waste, and water sampling protocols

- operation and maintenance of equipment used for sampling groundwater and landfill gas

Environmental Projects Analyst - 2

- laboratory safety and equipment care and maintenance

- chemical, physical and bacteriological characteristics of influents, effluents, groundwater, and landfill gas

Ability to:

- coordinate and prioritize several projects at one time, and to meet deadlines

- develop and maintain effective work relationships with many people, including City personnel, government regulators, and private companies

- analyze and interpret large sets of laboratory and statistical data

- analyze a variety of complex technical problems and make sound procedural recommendations

- maintain and organize a variety of records and prepare clear, concise reports

- perform a variety of laboratory tests involving the chemical, physical, and biological analyses of water and sludge

- operate, maintain, and calibrate analytical instruments and field sampling equipment

- determine appropriate sampling, analytical, and statistical procedures for a variety of environmental monitoring projects

- bend, stoop, and squat

- use fine hand manipulation
- effectively and tactfully communicate in both oral and written forms
- intermittently twist to reach equipment surrounding work area and to gather samples
- distinguish colors of certain fluids
- hear adequately to converse on a telephone and in person
- work indoors using near vision for prolonged periods
- work outside, walking on uneven ground
- work with chemicals, influent, bacteria, and landfill gas
- drive an automobile
- establish and maintain effective work relationships with those contacted in the performance of required duties
- train, direct, and monitor the work of others in a lead capacity

TRAINING AND EXPERIENCE

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

Education:

- Advanced educational training in engineering, biology, chemistry, or a closely related science;
- and,

Experience :

- two years of experience performing laboratory analyses and/or coordinating environmental compliance projects

LICENSE AND CERTIFICATION

- a valid Class C California Drivers License, including a safe driving record
- Grade I Laboratory Analyst Certificate issued by the California Water Environment Association or equivalent may be required



JOB TITLE: Wastewater Operations Supervisor

DATE APPROVED: October 2014

DEPARTMENT: Public Works

SUPERSEDES: 2006

REPORTS TO: Wastewater Division Manager

SUPERVISION: Wastewater Treatment Plant, and Water Recycling Personnel

EMPLOYEE UNIT: Mid-Management

FLSA: Exempt

JOB SUMMARY:

To organize, direct, and supervise the safe and proper operation of the City's Wastewater Treatment Plant, Water Recycling and related facilities; to monitor plant operations, to ensure compliance with State and Federal regulations; and to perform technical and administrative work in connection with plant operations and maintenance functions.

DISTINGUISHING CHARACTERISTICS:

This job class is responsible for the successful day-to-day operations of the Wastewater Treatment Plant, and Water Recycling facilities. This position functions at a full supervisory level of classification directing, coordinating, supervising and formally evaluating the work of others.

EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Plans, organizes, directs, schedules, trains, monitors, and formally evaluates the work of Wastewater Treatment plant, and Water Recycling operators
- Seeks out and pursues new ideas and better ways of performing the operations scope of responsibility; develops and implements short and long-term goals, objectives, policies and priorities
- Empowers all levels of operations staff to be creative problem solvers, and provide the resources to lead staff towards becoming more goal oriented, offering creativity and extending flexibility in solving problems and accomplishing goals and objectives
- Actively pursues maintaining safe, cost effective and efficient Wastewater and Water Recycling operations.
- Plans, coordinates and manages various projects related to wastewater treatment, cogeneration, and water recycling
- Stays current on advancing technologies by networking with other agencies, attending training, and reviewing monthly trade publications.
- Develops, implements and maintains effective employee training programs for both Wastewater treatment and Water Recycling. Evaluate the need for, and implement refresher training annually, or as required
- Oversees and coordinates the use of operations interns and volunteers as required
- Uses SCADA in a highly proficient manner to monitor, control, troubleshoot and generate operational compliance reports for both wastewater and water recycling systems

- Monitors laboratory test results, and plant processes, makes operational adjustments as necessary
- Performs a variety of operations calculations to ensure compliance with Federal and State requirements
- Prepares and reviews reports submitted to regulatory agencies and other technical reports; enters data into plant computer
- Assists in preparation of operations budget and its implementation and monitoring
- Advises Wastewater Division Manager of the status of the plant and personnel
- Prepares requisitions for tools, equipment, supplies and services and maintains an adequate inventory of supplies and materials
- Conducts regular plant inspections and ensures that treatment processes meet Federal and State wastewater quality standards
- Recommends improvement to procedures and equipment, and assists the Wastewater Division Manager with identifying, planning and implementing operations related capital improvement projects or equipment
- Oversees safety program for plant staff
- Directs professional development program for operations staff
- May perform any of the duties assigned to the Wastewater Treatment plant, and Water Recycling operators; generally performs skilled work in participating in these activities and provides technical direction
- Leads by example, interacts and coordinates with other agencies regarding the production of Recycled Water
- Annually updates the Operations Section of the Wastewater Treatment and Water Recycling Operations and Maintenance Manual, or sooner as required
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS:

Knowledge of:

- advanced principles and practices of Wastewater Treatment plant, and Water Recycling operations.
- State and Federal standards and requirements for wastewater treatment plants.
- work and plant safety programs.
- principles and techniques of supervision including staffing, employee development, and planning and organizing work.
- safety procedures pertaining to plant operations, including techniques for handling and storing hazardous chemicals.
- principles and objectives of laboratory analysis for wastewater treatment and process control .

Ability to:

- train, direct, and formally evaluate the work of others.
- establish and maintain work and plant safety programs.
- diagnose wastewater, and Water Recycling process problems and make effective changes .
- establish and maintain records and files; prepare related reports.
- recommend laboratory testing for wastewater process control .
- effectively interpret laboratory results and take effective course of action.
- effectively communicate in both oral and written forms.
- actively listen and provide coaching, counseling and guidance were appropriate.

- maintain professional and effective work relationships across a wide variety of outside agencies and internal City departments and divisions.
- conduct higher level public tours of the wastewater treatment and water recycling facilities.
- meet the physical requirements necessary to safely and effectively perform required duties.
- establish and maintain effective work relationships with those contacted in the performance of required duties.
- be able to respond to after-hours emergencies within a reasonable response time not to exceed 45 minutes under normal traffic conditions.
- carry a cell phone, pager and/or computer laptop.

PHYSICAL REQUIREMENTS:

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

- grasp with right and left hands.
- hear adequately to converse on a telephone and in person.
- be exposed to chemicals, influent and bacteria.
- drive an automobile.
- use fine hand manipulation.
- hear and distinguish various sounds, such as abnormal equipment sounds, voices of co-workers in noisy environments, pager, cell phone, etc.
- perform manual labor involving frequent bending, pulling, pushing, lifting, climbing and carrying of weights up to 50 lbs.
- use a computer keyboard.
- climb stairs ladders and stairs.
- walk on uneven surfaces.
- work outside in inclement weather.

TRAINING AND EXPERIENCE:

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

- Advanced educational training in Wastewater Treatment, and Water Recycling technologies, chemistry, engineering, or related subject and four years of increasingly responsible experience in a wastewater treatment plant and water recycling facilities.

LICENSE & CERTIFICATION:

- Possession at the time of hire and continued maintenance of a valid California Class C driver's license.
- A Grade IV Wastewater Operators Certificate issued by the State Water Resource Control Board.



JOB TITLE: **SOURCE CONTROL INSPECTOR**

DEFINITION

To inspect and monitor wastewater sources for compliance with Federal, State, and local regulations related to industrial and non-industrial wastewater sources; and to perform other duties as required.

DISTINGUISHING CHARACTERISTICS

This job class exercises responsibility for performing inspections, sampling, and laboratory analyses. This job class requires general knowledge related to wastewater treatment and monitoring.

SUPERVISION RECEIVED

- Receives general supervision from the Source Control Manager.

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

- Inspects and monitors local industries, commercial firms and businesses, as directed, for compliance with wastewater discharge requirements
- Aids in the compilation of reports as required by the EPA, State and other agencies
- Assists in ensuring compliance with regulations at solid waste disposal site
- Conducts inspections at industries, to ensure correct disposal of hazardous wastes
- Informs all sewer users of proper methods of hazardous waste disposal
- Inspects the physical plant and records of wastewater discharge permit holders on regular and random basis
- Monitors discharge and pretreatment systems at facilities within the City's wastewater treatment service area
- Reviews industrial self-monitoring reports
- Calibrates and maintains all pretreatment sampling and monitoring equipment
- Assists in the compilation of data for the issuance and maintenance of wastewater discharge permits
- Assists with the implementation of program enforcement procedures
- Evaluates monitoring data to identify violations; makes recommendations to supervisor concerning noncompliance; issues notice of noncompliance
- Investigates and prepares incident reports on complaints received from governmental agencies or the public; takes appropriate follow-up actions including issuing citations for ordinance violations
- Maintains comprehensive records and reports of sampling and monitoring programs, applications, permits and citations
- Prepares correspondence to industrial and commercial firms notifying them of industry standards, program results, compliance or violation, and inspection schedules
- Performs related duties similar to the above in scope and function as required
- Collects samples of commercial and industrial wastewater and submits for laboratory analyses
- Inspects and educates businesses on the proper maintenance and documentation of grease interceptor management

- Assists with educational and informational Pollution Prevention Outreach efforts to commercial and industrial sectors
- Collects stormwater samples for monitoring and analyses.
- Educates businesses on Best Management Practices (BMP's) as part of the Pollution Prevention Outreach.
- Assists in the response, reporting, and remediation of sanitary sewer overflows

EMPLOYMENT STANDARDS

Knowledge of:

- wastewater treatment processes
- wastewater equipment, pretreatment, and monitoring systems
- operation and maintenance of equipment used for monitoring and control of industrial wastes
- common procedures used in chemical, physical, and biological sampling and analysis of wastewater
- laboratory and confined space safety procedures

Ability to:

- maintain a variety of records and aid in the preparation of related reports
- work safely
- tactfully enforce codes, ordinances, and other regulations applicable to pollution control
- establish and maintain effective work relationships with those contacted in the performance of required duties
- meet the mental, visual, and physical requirements such as to safely and effectively perform required duties
- perform physical tasks involving frequent bending, lifting, carrying, pushing and pulling of weights up to 50 pounds
- use fine hand manipulation
- use a keyboard
- drive an automobile
- climb stairs
- work indoors using near vision for prolonged periods
- work with chemicals, influent, and bacteria
- distinguish colors of certain fluids
- speak English/Spanish highly desirable

TRAINING AND EXPERIENCE

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

- Advanced educational training in Engineering, Biology, or Chemistry and one year of work experience in a field closely related to pollution control
- At least two years experience as a wastewater treatment plant operator or wastewater laboratory technician
- At least two years work experience in a field closely related to pollution control

LICENSE AND CERTIFICATION

- A valid Class C California Driver's license, including a safe driving record
- An appropriate certification from the California Water Environment Association may be required



JOB TITLE: **Equipment Maintenance Coordinator**

DEFINITION

To plan, organize and coordinate the City-wide automated equipment scheduling maintenance system program; to develop and implement a preventative maintenance program for all City vehicles and heavy equipment.

DISTINGUISHING CHARACTERISTICS

This job class functions at an advanced journey level of classification and is responsible for training, directing, and coordinating the work of subordinate employees.

SUPERVISION RECEIVED AND EXERCISED

- Receives limited supervision from the Operations Manager.
- Exercises direct supervision over assigned staff and volunteers.

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

Equipment:

- Schedules and verifies regular maintenance for equipment and vehicles
- Schedules, implements and when necessary performs specialized maintenance procedures for equipment and vehicles
- Designs and fabricates improvements to equipment and vehicles
- Uses a computer to track equipment and vehicle maintenance and repairs
- Maintains a fleet management system to ensure proper scheduling of preventative maintenance of all City equipment
- Maintains Materials Recovery Facility equipment

Other Responsibilities

- Works safely
- Develops and maintains maintenance budget
- Supervises subordinate assigned staff and volunteers
- Develops and prepares reports
- Performs related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

- the equipment, techniques, and tools used in fleet maintenance and recycling Processing
- procedures for monitoring equipment and employee productivity
- database, spread sheet and word processing software for personal computers
- principles and practices of supervision

- methods of project budgeting
- safe work practices

Ability to:

- properly and safely operate the full range of vehicles and equipment
- perform maintenance and modification on vehicles, processing equipment and heavy equipment
- resolve technical equipment problems
- push, pull, lift and carry weights up to 30 pounds
- hear and distinguish various sounds, such as voices of co-workers in noisy environments
- use telephone and write or use a keyboard to communicate through written means
- understand and carry out oral and written directions independently
- plan, coordinate, direct and formally evaluate the work of others
- effectively train others to safely and correctly perform tasks
- prepare and maintain accurate records, logs, orders, and reports
- act in courteous and diplomatic manner with members of the public
- work outdoors in adverse weather conditions
- establish and maintain effective work relationships with those contacted in the performance of required duties

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

- High school graduation or tested equivalent
- Three years of experience maintaining and repairing mechanical equipment
- Three years of direct supervisory experience

LICENSES AND CERTIFICATES

- a valid Class C California Driver's license and a safe driving record
- a current Forklift Operator Certificate



JOB TITLE: **WASTEWATER TREATMENT FACILITIES MANAGER**

DEFINITION

To plan, organize, coordinate, support and direct the operation, maintenance, source control and laboratory services related to the City's wastewater treatment plant and related facilities.

DISTINGUISHING CHARACTERISTICS

This job class exercises responsibility for the safe and cost effective treatment, source control, laboratory analysis and disposal or reuse of wastewater and waste water bio-solids; ensures that the City's Wastewater Division is in accordance with all regional, State, and Federal regulatory agencies; promotes the establishment of programs for resource conservation and recovery; ensures the provision of a safe and professional working environment for all division employees.

SUPERVISION RECEIVED AND EXERCISED

- Receives minimal supervision from the Assistant Director of Public Works and Utilities
- Exercise direct supervision over the Source Control Manager, Laboratory Manager, Wastewater Maintenance Supervisor and the Wastewater Operations Supervisor

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

- Plans, organizes coordinates, supports and directs the operation, maintenance, source control and wastewater-related laboratory services of the City's wastewater treatment plant and related facilities
- Supports and provides direction to the Wastewater Maintenance Supervisor to establish an effective short and long-term maintenance program for the Wastewater Treatment facilities; seeks out and pursues cost effective improvements that reduce or eliminate ongoing maintenance problems
- Supports and provides goals and objectives for the Wastewater Operations Supervisor to optimize the performance of wastewater facilities to provide for the safe, efficient, and cost effective treatment, and disposal or reuse of wastewater and biosolids, while ensuring National Pollutant Discharge Elimination System (NPDES) compliance
- Supports the Source Control Manager in carrying out an effective source control program which protects the resources of the City and which reduces, minimizes, or eliminates the discharge of pollutants to the environment
- Supports the Laboratory Manager in providing analytical services for other Department's divisions and other City departments, including scientific consultation, and facilitates the resolution of environmental issues facing the City
- Seeks out and pursues new ideas and better ways of performing the division's scope of responsibility; develops and implements short and long-term goals, objectives, policies and priorities

- Empowers all levels of staff to be creative problem solvers, and provide the resources to lead staff towards becoming more goal oriented, offering creativity and extending flexibility in solving problems and accomplishing goals
- Works with the City's Safety and Regulatory Compliance Officer on developing, implementing, training, tracking and enforcing the City's Wastewater Treatment Plant IIPP program
- Coordinates, provides direction, and oversees the preparation of budgets for wastewater related services
- Reviews and monitors plant operations and submits a variety of reports related to Division activities and operations as required
- Consults with regulatory agencies and engineers regarding plant discharge requirements, plant performance, and the improvement of services
- Coordinates wastewater treatment services with other City departments and governmental agencies
- Consults with engineers and other City employees regarding the design and construction of new facilities and expansion of existing facilities
- Responds to complaints and inquiries regarding plant operations
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- principles, techniques, safe practices, and equipment used in the operation and maintenance of a wastewater treatment plant
- mechanical, electrical and hydraulic principles related to wastewater treatment plant operations
- safety procedures pertaining to plant operations, including techniques for handling and storing hazardous chemicals
- principles and techniques of management and supervision including staffing, employee development, creative problem solving, team building, motivation and planning and organizing work
- State and Federal standards and requirements for wastewater treatment and process control

Ability to:

- work safely
- read, interpret and correctly apply appropriate laws, codes and regulations
- detect unsafe conditions and practices
- organize, assemble and interpret statistical data
- establish and maintain cooperative working relationships with all City employees and the general public
- interact with members of federal and state regulatory agencies dealing with air pollution and wastewater treatment
- use independent judgment to identify and analyze problems and recommend and implement solutions
- focus on multiple tasks simultaneously
- sit at a desk and in meetings for long periods of time on a continuous basis
- intermittently twist to reach equipment surrounding desk, and perform simple grasping and fine manipulation
- see adequately to read text, correspondence, charts, forms and fine print
- hear adequately to converse on a telephone and in person

- address a group of about 20 persons without the use of a microphone
- use a copy machine, calculator, telephone, and write or use a keyboard
- ability to work indoors using near vision for prolonged periods
- climb stairs
- drive an automobile
-

TRAINING AND EXPERIENCE

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

- three years of increasing supervisory responsibility at a wastewater treatment plant while in possession of a Grade IV Wastewater Operator's Certificate issued by the State Water Resources Control Board
- seven years of increasing supervisory responsibility at a wastewater treatment plant while in possession of a Grade III Wastewater Operator's Certificate issued by the State Water Resources Control Board

LICENSES AND CERTIFICATES

- A valid Class C California Drivers license, including a safe driving record
- Possession of a Grade IV Wastewater Operator's Certificate issued by the State Water resources Control Board is required. Possession of a Grade V Wastewater Operator's Certificate issued by the State Water resources Control Board is desirable

JOB TITLE: SPECIAL PROJECTS UTILITY WORKER**DEFINITION**

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

DISTINGUISHING CHARACTERISTICS

This job class exercises responsibility for performing a wide variety of maintenance, repair, and construction tasks at the semiskilled and skilled level. This job class functions at a full journey level of classification. Employees in this class are restricted from the use of jackhammers or other vibrating tools and are limited to a 50 lb. or below lifting requirement. This job class will train, direct, and monitor the work of Opportunity to Work employees, in a lead capacity, in the accomplishment of specific projects as assigned.

SUPERVISION RECEIVED

Employees in this classification receive minimal supervision from the Field Services Manager within a framework of standard policies and procedures.

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

Assigns, directs, trains, participates and supervises the work of special work crews in the safe and proper completion of a wide variety of maintenance, repair, and construction projects as listed below:

- Installs, repairs, and maintains streets, sewers and storm drains
- Stripes pavement; makes, installs and repairs street signs
- Checks and stocks service truck for daily duties
- Installs catch basins, patches streets, reconstructs alleys, and resurfaces pavement
- Maintains and installs water mains, water services, water pumping equipment, water purification equipment, and fire hydrants
- Operates a variety of light, medium and heavy equipment including backhoe, dump truck, and work crew bus.
- Makes taps, installs valves, repairs and installs copper water services
- Operates a variety of hand and power tools
- Cleans and maintains grounds as assigned; performs tree cutting; performs rodent control; applies pesticides
- Informs others concerning status of work completed
- Cleans streets; keeps streets clear of trash as assigned
- Maintains and repairs park maintenance equipment
- Sets-up safety control zones for re-routed traffic; acts as flagman for traffic control
- Maintains records and prepares reports related to assignment as assigned
- Performs related duties similar to the above in scope and function as required

OTHER DUTIES

- May operate a street sweeper
- May learn to operate landfill and welding equipment

Special Projects Utility Worker - 2

EMPLOYMENT STANDARDS

Knowledge of:

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

Ability to:

- transport and direct special work crews with minimum supervision
- direct, train, and monitor the work of others in a project lead capacity; teach the uses of hand and power equipment
- direct a variety of semi-skilled and skilled maintenance, repair, and construction assignments
- work safely
- drive an automobile and heavy equipment
- climb in, out, and up to assigned vehicles and equipment
- walk on uneven ground; bend, squat and twist; reach above and below shoulder level
- infrequently lift up to 50 lbs.
- hear and distinguish various sounds, such as voices of co-workers in noisy environments, operating equipment, traffic
- work under such conditions as confined spaces, high noise levels, strong and unpleasant odors, exposure to dust, toxic substances and/or chemical irritants (with legal exposure limits)
- safely and effectively operate light and moderately heavy maintenance and construction equipment
- maintain a variety of records and prepare reports related to assignment
- perform complex equipment operation assignments in a variety of maintenance and construction situations
- understand and follow oral and written directions in an independent manner
- perform one week "On Call" duty on a rotating basis
- establish and maintain effective work relationships with those contacted in the performance of required duties

Training and Experience:

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

- Two years of work experience comparable to that of a Utility Worker II with the City of Watsonville.

LICENSE

- a Class B California Driver's license with passenger endorsement, including a safe driving record.