

PERSONNEL BOARD

<http://www.ci.richmond.ca.us/1090/Personnel-Board>



SPECIAL MEETING
Thursday, June 22, 2023

6:15 p.m.

@ 450 Civic Center Plaza – Richmond Room
PLEASE NOTE HYBRID MEETING FORMAT



AGENDA

Personnel Board Members

Chair: Larry Wirsig

Vice Chair: Vernetta Buckner

Phillip Front

Kyra Worthy

1. ROLL CALL
2. AGENDA REVIEW
3. STATEMENT OF CONFLICT OF INTEREST
4. APPROVAL OF MINUTES
 - a. Special Meeting of May 25, 2023
5. PUBLIC COMMENT
6. CONSENT AGENDA
7. NEW BUSINESS
 - a. APPROVE the new and revised job descriptions per the Segal classification and compensation study adopted by the city council
8. UNFINISHED/OLD BUSINESS
9. REVIEW AND/OR ISSUANCE OF SUBPOENA(S)
10. CONSIDERATION OF PROBLEMS AND REPORTS
11. ADJOURNMENT

NOTE: Copies of items to be distributed from the Public to the Personnel Board must also include two (2) copies; one (1) for the Secretary to the Board and one (1) for Board Counsel.

COMMUNICATION ACCESS INFORMATION This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Laura Marquez, ADA Coordinator at ADACoordinator@ci.richmond.ca.us or (510) 620-6974 at least three business days before the meeting date.

NOTICE: SEATING WILL BE LIMITED AND MASKS ARE STRONGLY ENCOURAGED.

How to watch the meeting from home: The meeting may be accessed by using the following Zoom meeting link:

<https://us06web.zoom.us/j/85011892620?pwd=MkV5eDEzRTlOcFdJNFJxOGtaTnZ0Zz09>

Webinar ID: 850 1189 2620 Passcode: ezyKB0

Public comments may be submitted: In Person: Anyone who desires to address the Personnel Board on items appearing on the agenda, including PUBLIC COMMENT, must complete and file a yellow speaker's card with Human Resources prior to the Personnel Board's consideration of the item. Once the Humna Resources has announced the item, no person shall be permitted to speak on the item other than those persons who have submitted their names to Human Resources. Each speaker will be allowed up to TWO (2) MINUTES to address the Personnel Board.

Via email to personnel_board@ci.richmond.ca.us. Email must contain in the subject line **Public Comment**. The email must be submitted on or before Thursday, June 22, 2023, by 12:00 Noon.

Public comment for an agenda item may be submitted by: sending an email to [:personnel_board@ci.richmond.ca.us](mailto:personnel_board@ci.richmond.ca.us) by 12:00 Noon on Thursday, June 22,2023. The email must contain in the subject line **Public Comment on Agenda item #**. The request must include the following:

- (a) Your Name
- (b) Your Phone Number
- (c) The Item for which you wish to make a Public Comment

Public comment is limited to two (2) minutes.

The City cannot guarantee that its network and/or the site will be uninterrupted.

Record of all public comments: All public comments will be considered a public record, put into the official meeting record, and considered before Personnel Board action. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

Accessibility for Individuals with Disabilities: Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to personnel_board@ci.richmond.ca.us or submitted by phone at 510-620-6588. Requests will be granted whenever possible and resolved in favor of accessibility.

CITY OF RICHMOND, CA
HUMAN RESOURCES MANAGEMENT DEPARTMENT

**PERSONNEL BOARD
SPECIAL MEETING**

**CITY COUNCIL CHAMBERS
440 CIVIC CENTER PLAZA
RICHMOND, CA 94804**

**May 25, 2023
MINUTES**

The special meeting was called to order by Rozma Paiz at 6:16 p.m. on May 25, 2023.

1. ROLL CALL

Present: Larry Wirsig, Chair
Vernetta Buckner, Vice Chair
Phillip Front, Board Member
Kyra Worthy, Board Member

Absent: Personnel Board Liaison Council Melvin Willis

Deputy City Manager of Internal Services Nicolina Mastay served as secretary to the Personnel Board during this meeting.

2. AGENDA REVIEW

- None

3. STATEMENT OF CONFLICT OF INTEREST

- None

4. APPROVAL OF MINUTES

SPEAKERS:

- None

- a. Regular Meeting of October 27, 2022

Vice Chair Vernetta Buckner made a motion to approve the minutes of October 27, 2022. Chair Larry Wirsig seconded the motion, Minutes were approved by the following vote: AYES: V. Buckner, P. Front, L. Wirsig, K. Worthy. NOES: None.

5. PUBLIC COMMENT

SPEAKERS:

Cordell Hindler: Email received and read.

6. CONSETN AGENDA

- None

7. NEW BUSINESS

SPEAKERS:

- None

- a. Discuss nomination of and Elect Personnel Board Chair and Vice Chair

Board member Vernetta Buckner nominated Board member Larry Wirsig for Personnel Board Chair. Board member Kyra Worthy seconded the motion. Board member Larry Wirsig was elected Personnel Board Chair by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, K. Worthy. NAY: None. ABSTAIN: None

Board member Kyra Worthy nominated Board member Vernetta Buckner for Vice Chair. Chair Wirsig seconded the motion. Board member Vernetta Buckner was elected Personnel Board Vice Chair by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, K. Worthy. NOES: None. ABSTAIN: None

- b. Approve the establishment of a Paralegal classification.

Catherine Selkirk, Human Resources Manager, presented the establishment of the Paralegal classification. The position would be represented by SEIU 1021 Union in agreement with the classification.

Board member Worthy questioned if this was a new position to which Catherine answered it would be a new position. The second step would be for the department to work with finance and City Council on the budget for the position.

Vice Chair Buckner questioned if the paralegal will be already established with the understanding of laws, terminology and so forth. It's not someone we are promotion into a position.

Catherine replied correct, the specification outlines the completion of a paralegal certification program or equivalent which is 60 units of law related units.

Chari Wirsig motioned to approve. Board member Front second the motion. The Item of establishment of a Paralegal classification was approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, K. Worthy. NOES: None ABSTAIN: None.

- c. Approve revision to job specification for payroll manager.

Catherine Selkirk, Human Resources Manager, presented the revision to job specification for Payroll Manager. This is an existing classification and has been vacant for some time. There has been difficulty recruiting for the position. The belief is in part due to the fact that it requires a bachelor's degree and in addition to five years of payroll experience. Through the class and comp study, the vendor has put any combination language into the specification. The revision would add any combination language into the specification to allow for greater flexibility in filling. The approval of the item would advance the any combination experience into the classification now,

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<http://www.ci.richmond.ca.us/index.aspx?NID=1090>

as opposed to waiting for it through class and comp study. Catherine Selkirk also stated they have met with the union about this, and the union is in agreement with the change.

Board member Worthy questioned if the job spec classification would be fixed so the bachelor's degree is no longer required? How long the position has been vacant, if the candidates interviewed had a degree, salary range of the position and recruitment process.

Catherin Selkirk responds it won't be a minimum requirement if a candidate would have other type of experience or other type of education or training that's relevant that could be considered instead of a bachelor's degree. The position has been vacant for over a year, the candidates were able to move forward had to have bachelor's degree has it is currently a requirement and that very few qualified applicants have met the criteria and those who have, have fallen out for various reasons. Catherine also stated she believes the current salary is up to about \$9,000 monthly or thereabouts and will be seeing a further adjustment potentially through the class and comp study.

Nikkie Mastay, Deputy City Manager-Internal responded to Board member Worthy's inquiry about the recruitment. Stated recruitment went well. Offers were made and turned down in the end for a variety of reasons.

Vice Chair Buckner questioned why would the qualifications lessen instead of the pay for the position increase. Catherine Selkirk responded part of the Segal class and comp study it was determined by city leadership that they wanted to include equivalent combination experience in all of the city specs, to attract more diverse pool of candidates.

Discussion ensued between Personnel Board members, Catherine Selkirk, and Nickie Masta. Board Member Worthy and Vice Chair Buckner both voiced concern of lowering the standard of not requiring a bachelor's degree. Board member Front voice agreement with the City opening up to a more divers pool that may not have obtained their bachelor's degree but have the experience that's necessary to do the job. and the item was voted to be tabled until the Human Resources Department can provide the board with the following information.

1. If the two current payroll coordinators have degrees and can be considered for the position with the requirement of a bachelor's degree.
2. Number of positions the City currently has that does not require a college degree.
3. If the City has investigated using a payroll system.

Approving the revision to the job specification for Payroll Manager was tabled by the following vote: YEA: V. Buckner, L. Wirsig, K. Worthy. NOES: P. Front ABSTAIN: None.

- d. Approve revision retitle of Public Information Officer to Community Engagement Manager.

Catherine Selkirk, Human Resources Manager, presented the revision retitle of Public Information Officer to Community Engagement Manager as well as broaden the duties that the person would oversee presently. The proposed spec is what was put together as a result of the

Recordings of Personnel Board Meetings are available at:
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conversations between the City Manager and the Police Chief. The union, Local 21 Management, are in support of the change.

Board member Worthy asked the following questions:

1. Is this an officer or civilian position?
2. Is there a current person in this role?
3. Will there still be an officer as a PIO for the department?
4. Salary range for the position.
5. Is there anything outlined in the description about how the position will work with the current PIO?

Catherine Selkirk responded the position is a civilian position, the position is currently vacant, and the salary range has not been finalized and is being negotiated with the Union through the class and comp and would need to go to City Council before it could be established. Catherine Selkirk stated she would need to check into how the position will work with the current PIO.

Counsel to the board Pam Lee added the existing duty of collaboration and coordination with departmental staff is still part of the essential job duties.

Board member Worthy stated it would be nice for it to be outlined for the public.

Board member Front made a motion to approve the revision and retitle of Public Information Officer to Community Engagement Manager. Vice Chair Buckner seconded the motion. Revision and retitle of Public Information Officer to Community Engagement Manager was approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig. NOES: K. Worthy. ABSTAIN: None.

- e. Approve revision to job description for Police Administrative Manager.

Catherine Selkirk presented the revision to the job specification for Police Administrative Manager; the minor change is in the reporting structure. The addition of -or their designee as well, the addition reforms - relation work as required which is consistent with the majority of our job specs and add -working conditions and physical demands - that would bring consistency with other department job descriptions.

Board member Front wanted clarification of the modification to include mobility requirements like use of a computer keyboard, being able to sit and stand and twist, accommodations to the office job mobility.

Catherine stated anybody under the ADA could ask for reasonable accommodation to any of these things and would have to engage in the interactive process regarding that.

Board member Worthy made a motion to approve. Vice Chair Buckner seconded the motion. The revision to job description for Police Administrative Manager was approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, K. Worthy. NOES: None. Abstain: None.

- f. Discuss and approve Personnel Board meeting time change.

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Board member Worthy made a motion to approve. Vice Chair Buckner seconded the motion. The Personnel Board meeting time change from 5:15 pm to 6:15 pm was approved by the following vote: YEA: V. Buckner, P. Front, L. Wirsig, K. Worthy. NOES: None. Abstain: None.

8. UNFINISHED BUSINESS

- None

9. REVIEW OF SUBPOENA(S)

- None

10. CONSIDERATION OF PROBLEMS AND REPORTS

- None

11. ADJOURNMENT OF REGULAR MEETING

The special meeting adjourned at 7:02 p.m.

Rozma Paiz

From: Cordell Hindler [REDACTED]
Sent: Friday, May 19, 2023 4:38 PM
To: Personnel Board
Subject: Public Comments

Follow Up Flag: Follow up
Flag Status: Completed

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

Hello Chair Wirsig, Board Members and Staff

I AM Forwarding the Following Items to be Placed on the September 28th Agenda:

1. Approve The Revision/retitle of Community of Economic Development Operations to Economic Development Specialist I/II
2. Approve Revision to job description for Economic Development Administrator

The Reason for Bringing These Items Forward IS That I Had Spoken with Former City Manager Bill Lindsay Prior to His Retirement And He was in Support of Adding These Positions to Assist in the Community & Economic Development Division

Sincerely
Cordell



STAFF REPORT

PERSONNEL BOARD

DATE: June 22, 2023

TO: Chair Wirsig and Members of the Personnel Board

FROM: Sharrone Taylor, Interim Human Resources Director

SUBJECT: APPROVE THE NEW AND REVISED JOB DESCRIPTIONS PER THE SEGAL CLASSIFICATION AND COMPENSATION STUDY ADOPTED BY THE CITY COUNCIL

BACKGROUND:

This is a continuation of the implementation of the Class & Compensation study introduced at the June 15, 2023, meeting.

RECOMMENDATION:

APPROVE the new and revised job descriptions that comprise Attachment A (SEIU Local 1021) and Attachment B (Local 21 Mid-Management) and the retitling of positions as listed in this staff report.

ANALYSIS:

The process that City staff and the unions have been undertaking regarding the implementation of the Class & Compensation study, and the review and agreement upon job descriptions was described in detail in the June 15, 2023, staff report on the matter, when we brought the first batch of job descriptions to the Personnel Board.

Tonight, HR staff is submitting the second batch of job description changes for your approval. The job descriptions are as follows (retitles and new titles notated):

SEIU Local 1021 General Employees:

- Assistant Engineer (retitled from Engineer II)
- Building Trades Worker I
- Building Trades Worker II
- Building Trades Worker, Senior (retitled from Building Trades Worker III)

Personnel Board

Staff Report

- Carpenter
- City Clerk Administrative Specialist (retitled from City Clerk Technician)
- Community Services Technician (retitled from Community Services Technician II)
- Electrician I
- Electrician II
- Human Resources Technician I
- Human Resources Technician II
- Junior Engineer (retitled from Engineer I)
- Library Information System Support Technician
- Maintenance Mechanic I
- Maintenance Mechanic II
- Maintenance Mechanic, Senior (retitled from Maintenance Mechanic III)
- ONS Field Coordinator
- Planning Technician I
- Planning Technician II
- Police Property Technician
- Recreation Program Coordinator
- Registration Specialist (*new classification*)
- Resident Housing Manager
- R-Transit Assistant (retitled from Paratransit Assistant)
- R-Transit Driver
- R-Transit Driver Leadworker (retitled from Paratransit Driver Leadworker)
- Senior Cable TV Production Assistant (retitled from Senior Cable Television Production Support Asst.)
- Senior Electrician
- Senior Environmental Compliance Inspector
- Senior Resident Housing Manager

Local 21 Mid-Management Bargaining Unit:

- Equipment Services Superintendent
- Senior Civil Engineer

HR staff is continuing to negotiate the remaining job descriptions with the SEIU Local 1021 and IFPTE Local 21 Unions. This process is expected to extend for several weeks as bargaining units review the job descriptions and the Human Resources staff finalize them to bring them forth for approval by the Personnel Board.

Once the Personnel Board approves the job descriptions, HR staff will take the finalized salary schedule to the City Council for their approval, and Human Resources staff will implement the classification and compensation study.

The HR Department recommends approval of the revised and updated job descriptions and retitled classifications.

Personnel Board Staff Report

ANALYSTS: Sharrone Taylor, Interim Human Resources Director
Catherine Selkirk, Human Resources Manager
Jessica Somera, Senior Personnel Analyst
Kristi Florence, Personnel Analyst
Nicole Williams, Personnel Analyst

Attachments:

Attachment A: SEIU Local 1021 Job Descriptions
Attachment B: IFTPTE Local 21 Job Descriptions

SEIU LOCAL 1021

Job Descriptions



Classification Specification

Classification Title	Assistant Engineer
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs professional-level engineering work related to the preparation of construction documents for capital improvement projects. Prepares reports for traffic engineering and transportation planning and design of the City's transportation system. Reviews engineering documents associated with land development. Administers professional services and construction contracts. Confers with the public, developers, contractors, and representatives of other agencies regarding facility and infrastructure development.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Engineer series and is flexibly staffed with Junior Engineer. Under some supervision from the project manager, incumbents act as the project engineer on major projects. Incumbents are not as closely supervised and receive assignments of greater difficulty. Under professional review, the Assistant Engineer incumbent evaluates, selects, and applies standard engineering techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments involve investigations with a limited number of variables. Incumbents receive instructions on specific assignments objectives, complex features, and possible solutions. Assistance is furnished regarding unusual problems and work is reviewed in detail upon completion of assignments.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Conducts field investigations and surveys, produces accurate field notes, and translates information into electronic base maps and topographic maps for design.
- Designs or reviews engineering calculations, grading, erosion control, horizontal control, legal descriptions, easements and rights-of-way, signing and striping, traffic signals, street lighting, typical sections, utilities, construction details, cross sections, plan layout, alignments, and profiles of capital improvement and development projects.

Classification Specification

Classification Title	Assistant Engineer
Job Code	
FLSA Status	Non-exempt

- Assists the public with questions involving engineering problems. Researches property ownership and boundaries necessary in securing easements, rights-of-way, and titles.
- Participates in meetings and conferences on engineering problems with developers, engineers, contractors, owners, and public officials.
- Coordinates and directs the work of professional service and construction contractors, other public agencies, and utilities.
- Reviews plan specifications, permits, special conditions, and agreements.
- Evaluates performance of street, sidewalk, gutter, underground lines, drainage, parks, and other municipal design projects.
- Conducts research, prepares progress reports, and compiles data. Prepares final reports and estimates.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires the occasional direction of assistants, seasonal employees, interns, or temporary employees.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has minimal fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division – or program/promotional-level budget and expenditures.

Classification Specification

Classification Title	Assistant Engineer
Job Code	
FLSA Status	Non-exempt

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree with major course work in Civil Engineering, or an engineering discipline related to the area of assignment
- Three (3) to five (5) years of experience providing engineering services to the public, including managing locally-funded programs and traffic-related requests
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including computers applicable software
- Principles and practices of civil engineering in a municipal setting
- Principles, practices, procedures, and standards related to City infrastructure development, construction, maintenance, traffic engineering, and transportation planning
- Computer-aided drafting concepts and applications
- Applicable laws, codes, and regulations
- Principles and practices of capital improvement cost estimation and contract administration
- Practices related to surveying, including reviewing, and preparing maps and legal descriptions

Skill in:

- Organization and time management
- Operating a variety of drafting and office equipment, including plotters/scanners, computers, calculators, and survey equipment

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Represent the department and the City in meetings with governmental agencies, community groups, various businesses, regulatory organizations, and individuals
- Develop and review plans for municipal engineering projects

Classification Specification

Classification Title	Assistant Engineer
Job Code	
FLSA Status	Non-exempt

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials
- Maintain accurate records and files
- Exercise independent judgment within general policy, procedural, and legal guidelines

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site		X	
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances, or waste		X	
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

Classification Specification

Classification Title	Assistant Engineer
Job Code	
FLSA Status	Non-exempt

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

CITY OF RICHMOND, CA

Job Class Code: (I) 1168; (II) 1169
EEO Class Code: (I) PR-343; (II) PR-343A
Established: 7/23/09
Bargaining Unit: General Employees
SEIU Local 1021
FLSA: Non-exempt
(formerly Junior Engineer and Assistant Engineer)

ENGINEER I/II

DEFINITION

Under supervision, performs professional-level engineering work related to the preparation of construction documents for capital improvement projects; prepares reports for traffic engineering and transportation planning and design of the City's transportation system; reviews engineering documents associated with land development; administers professional services and construction contracts; confers with the public, developers, contractors, and representatives of other agencies regarding facility and infrastructure development; and performs other related work as required.

CLASS CHARACTERISTICS

Engineer I: is the entry level classification in this engineer series. Under close supervision from the project manager, incumbents act as the project engineer on minor engineering projects and assists Engineer II on major engineering projects. The work is normally prescreened and reviewed by a supervisor, or a more experienced engineer, for work in progress and upon completion. Projects and procedures are standard and well defined. Responsibilities require limited exercise of judgment and alternatives for independent action are restricted. The supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work.

Engineer II: is the journey level in this engineering series. Under some supervision from the project manager, incumbents act as the project engineer on major projects. Incumbents are not as closely supervised and receive assignments of greater difficulty. Under professional review, the Engineer II incumbent evaluates, selects, and applies standard engineering techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments involve investigations with a limited number of variables. Incumbents receive instructions on specific assignments objectives, complex features, and possible solutions. Assistance is furnished regarding unusual problems and work is reviewed in detail upon completion of assignments.

This class is distinguished from an Associate Civil Engineer in that the Associate Civil Engineer has project management responsibilities.

EXAMPLES OF DUTIES - (Illustrative Only)

Essential duties may include, but are not limited to, the following:

1. Uses clearly defined methods and procedures, performs specific and limited

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ENGINEER I/II
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portions of a large project.

2. Applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results and follows operations through a series of related detailed steps or processes.
3. Operates a variety of drafting and office equipment including plotting and lettering machines, computers, calculators, a theodolite, and level. Proficient in software including but not limited to computer aided design systems, engineering, word processing, spreadsheets, databases, and scheduling.
4. Conducts field investigations and surveys, produces accurate field notes, and translates information into electronic base maps and topographic maps for design.
5. Calculates grades and slopes; horizontal and vertical curves; pipe, drainage, and runoff hydraulics; pavement structural sections; and quantities and cost estimates.
6. Designs or reviews engineering calculations, grading, erosion control, horizontal control, legal descriptions, easements and right-of-ways, signing and striping, traffic signals, street lighting, typical sections, utilities, construction details, cross sections, plan layout, alignments, and profiles of capital improvement and development projects.
7. Collects and evaluates data related to traffic flow, traffic speeds, circulations patterns, roadway capacity, sight visibility, and traffic accidents. Prepares and implements traffic signal timing plans. Maintains traffic forecasting databases. Forecasts traffic using computer modeling. Evaluates traffic impacts on development projects.
8. Prepares specifications, project reports, plan check reports, and traffic reports.
9. Assists the public with questions involving engineering problems. Researches property ownership and boundaries necessary in securing easements, right-of-ways, and titles.
10. Prepares reports and research of standard scope requiring knowledge of standard principles and techniques.
11. Prepares activity and progress reports, assembles and compiles data for work program and budget purposes.
12. Reviews plan specifications, special conditions and agreements.
13. Coordinates and directs the work of professional service and construction contractors, other public agencies and utilities.
14. Participates in meetings and conferences on engineering problems with sub-dividers, engineers, contractors, owners and public officials.

15. Prepares final reports and estimates.
16. Evaluates performance of street, sidewalk, gutter, underground lines, drainage, parks, and other municipal design projects.

MINIMUM QUALIFICATIONS

Thorough Knowledge of: principles and practices of civil engineering in a municipal setting; principles, practices, procedures and standards related to City infrastructure development, construction, and maintenance and traffic engineering and transportation planning; engineering economics; hydrology, hydraulics, surveying, and structural design principles; computer applications related to the work, including computer-aided drafting concepts and applications; technical communication practices to convey written and verbal information to non-technical audiences; and techniques for effectively representing the City in contacts with governmental agencies, community groups, various businesses, professional and regulatory organizations and with property owners, developers, contractors and the public; applicable laws, codes and regulations; principles and practices of capital improvement cost estimation and contract administration; practices related to surveying, including reviewing and preparing maps and legal descriptions; methods and techniques of material testing, soil types and characteristics; standard specifications and construction details (both City and State); practices of preparing and presenting effective staff reports.

Ability to: develop and review plans for municipal engineering projects; interpret, apply, and explain laws, codes, regulations and ordinances; effectively represent the department and the City in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations and individuals; prepare clear and concise reports, correspondence, policies, procedures and other written materials; maintain accurate records and files; communicate effectively with individuals from a variety of cultural and socio-economic backgrounds both orally and in writing; resolve inter-personal conflicts; work in a standard office setting with extensive use of written documents, computers, and the telephone; travel throughout the City on improved and unimproved terrain to inspect project sites; attend community and professional meetings both as a participant and a meeting leader; conduct civil engineering research projects, evaluate sound recommendations, and prepare effective technical staff reports; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

EDUCATION/EXPERIENCE

Engineer I:

Graduation from a four (4) year college or university with major course work in civil

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engineering or an engineering discipline related to the area of assignment.

Engineer II:

Graduation from a four (4) year college or university with major course work in civil engineering or an engineering discipline related to the area of assignment. Two (2) years of progressively responsible civil engineering experience. Possession of an appropriate master's degree may substitute for one (1) year of experience.

LICENSE/CERTIFICATION

Engineer I:

Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement.

Engineer II:

Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement and possession of an Engineer-In-Training Certificate issued by the State of California.

PHYSICAL DEMANDS

Office and inspection site environment. Exposure to extreme hot or cold temperatures (in field); works around moving machinery; exposure to marked changes in temperature/humidity (in field); exposure dust, fumes, smoke, gases, odors, mists, or other irritating particles; exposure to toxic or caustic chemicals; exposure to excessive noise (in field); exposure to radiation or electrical energy; exposure to solvents, greases, or oils (in field); exposure to slippery or uneven walking surfaces (in field); uses computer monitors; works around others; works alone; and works with others.



Classification Specification

Classification Title	Building Trades Worker I
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs a wide variety of unskilled, semi-skilled, and skilled building construction maintenance and repair tasks in the maintenance and repair of public housing residential units and related facilities, equipment, city-owned facilities and structures, and grounds. May perform heavy manual labor.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Building Trades Worker series and is flexibly staffed with Building Trades Worker II. Incumbents in this class perform work in the construction, repair, and maintenance of the public housing residential units, related facilities, equipment, and grounds under close supervision. Responsibilities require limited exercise of judgment, and alternatives for independent action are restricted.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Troubleshoots, repairs, and installs a variety of electrical systems, central heating systems, and equipment. Performs electrical and electronic maintenance, including repairing gas, electrical, and mechanical appliances.
- Constructs, repairs, and/or installs rough and finish counters, cabinets, shelving, framing, stairs, concrete forms, fencing and associated hardware for occupied and vacant buildings, apartments, and related housing facilities.
- Assists in the installation and repair of piping for water, gas, steam, vacuum, and irrigation lines.
- Performs grounds maintenance and landscaping activities, including installing standard irrigation and drip systems. Performs pest control activities in residences and landscaped areas.
- Collects, removes, and transports garbage and illegal debris from around the City, and per code enforcement.

Classification Specification

Classification Title	Building Trades Worker I
Job Code	
FLSA Status	Non-exempt

- Makes repairs based on assigned work orders resulting from manager/tenant requests, and/or supervisory directions.
- Maintains and completes records of time, equipment, and supplies usage of assigned projects.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- One (1) year of experience in the maintenance and repair of buildings, facilities, and equipment
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software

Classification Specification

Classification Title	Building Trades Worker I
Job Code	
FLSA Status	Non-exempt

- Operation and maintenance of a wide variety of hand, power, and shop tools, and equipment common to the field of plumbing, carpentry, and related construction building trades
- Principles, methods, materials, machines, tools, and equipment, including trucks used in the building trades
- Methods and materials used in concrete work, surface patching, and brick and masonry repair

Skill in:

- The use of power, pneumatic, and hand tools

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow oral and written instructions
- Read, interpret, and follow plans and working drawings
- Read and interpret manuals and specifications

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site			X
Confined space			X
Vehicle		X	
Warehouse environment			X
Shop environment			X
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	

Classification Specification

Classification Title	Building Trades Worker I
Job Code	
FLSA Status	Non-exempt

Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances, or waste			X
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- Must possess sufficient strength and stamina to lift and carry objects weighing up to 100 pounds; must be willing to work outdoors in all weather conditions; and must be willing to work with exposure to unpleasant and potentially-hazardous substances.

Date approved by the Personnel Board:

Date(s) Revised:

BUILDING TRADES WORKER I

DEFINITION

Under immediate supervision, performs a wide variety of unskilled, semi-skilled, and skilled building construction maintenance and repair tasks in the maintenance and repair of public housing residential units, and related facilities, equipment and grounds; may perform heavy manual laboring tasks, and does related work as required.

CLASS CHARACTERISTICS

This class is the entry level class in the Building Trades series. This class describes work in the construction, repair and maintenance of public housing residential units, related facilities, equipment and grounds. Assignments cover the full spectrum of the building trades (e.g. carpentry, plumbing, electrical, masonry, locksmithing and window glazier) from rough to finish work under the direction and technical advice of a higher level Building Trades Workers and may work as part of a crew. May operate light power tools and equipment on a training basis or for repetitive tasks after adequate training. Upon the development of adequate skills in three (3) or more craft areas as certified by management, the incumbent will be eligible to fill vacant or available Building Trades Worker II positions.

EXAMPLES OF DUTIES

Duties may include, but are not limited to:

1. Troubleshoots, repairs, and installs a variety of electrical systems as well as central heating systems and equipment; performs electrical and electronic maintenance, such as repair gas, electrical and mechanical appliances; installs a variety of lighting systems such as incandescent and fluorescent; installs and repairs time clocks, relays, and electric locks; ensures that electrical systems and fixtures meet electrical code and safety requirements.
2. Constructs, repairs, and/or installs rough and finish counters, cabinets, shelving, framing, stairs, concrete forms, fencing and attendant hardware for occupied and vacant buildings, apartments, and related housing facilities.
3. Repairs and installs flooring and ceilings, glass and insulation; lays blocks and ceramic tiles; prepares walls, ceiling, and floors to finished, including but not limited to patching, taping, sanding and texture; applies finished flooring such as trades; principles, methods, materials, machines, tool and equipment used in the building trades and their use; methods and materials used in concrete work, surface patching, and brick and masonry repair and surface preparation and application of paints appropriate to different internal and external surfaces.

MINIMUM QUALIFICATIONS

Skill in: operating and maintaining specialized tools used in carpentry, plumbing and related building trades; designing, laying-out and preparing sketches for carpentry and related construction jobs; understanding and following oral and written instructions; reading, writing, and understanding oral and written English; estimating necessary materials and equipment to complete assignments; shop mathematics; and establishing and maintaining effective working relationships with those encountered in the course of the work.

Ability to: perform unskilled and semi-skilled tasks in a variety of repair and maintenance activities dealing with structures, facilities, and grounds; operate and maintain a variety of tools and equipment; perform heavy manual labor; understand and carry out oral and written instructions; read, write and understand oral and written English; and be functional in basic arithmetic.

EDUCATION/EXPERIENCE

Completion of the 12th grade or equivalent and one (1) year of experience in the maintenance and repair of buildings, facilities, and equipment. Successful completion of appropriate trade school or technical coursework in plumbing, or carpentry may be substituted for up to one (1) year of the required work experience.

License

Possession of a valid California Driver's License and a satisfactory, insurable driving record (on-going).

Other Requirements:

Must possess sufficient strength and stamina to lift and carry objects weighing up to 100 pounds; must be willing to work outdoors in all weather conditions; and must be willing to work with exposure to unpleasant and potentially hazardous substances.



Classification Specification

Classification Title	Building Trades Worker II
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs a wide variety of semi-skilled and skilled building construction, maintenance, and repair tasks requiring journey-level skills in the maintenance and repair of public housing residential units and related facilities, equipment, City-owned facilities, and structures, and grounds. May perform heavy manual laboring tasks.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Building Trades Worker series and is flexibly staffed with Building Trades Worker I. Incumbents in this class perform more complex work in the construction, repair, and maintenance of public housing residential units, related facilities, equipment, and grounds. This position uses independent judgment and initiative, and guides the work of lower-level employees. Work in this class is distinguished from the Building Trades Worker I by the greater complexity of work assigned, the independence with which the incumbent operates, and the judgment and initiative required in the day-to-day assignments.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Troubleshoots, repairs, and installs a variety of electrical systems, central heating systems, and equipment. Performs electrical and electronic maintenance, including repairing gas, electrical, and mechanical appliances.
- Constructs, repairs, and/or installs rough and finish counters, cabinets, shelving, framing, stairs, concrete forms, fencing, and associated hardware for occupied and vacant buildings, apartments, and related housing facilities.
- Installs and repairs pipes for water, gas, steam, vacuum, and irrigation lines.
- Performs grounds maintenance and landscaping activities, including installing standard irrigation and drip systems. Performs pest control activities in residences and landscaped areas.
- Makes repairs based on assigned work orders resulting from manager/tenant requests, and/or supervisory directions. Guides the work of lower-level staff.

Classification Specification

Classification Title	Building Trades Worker II
Job Code	
FLSA Status	Non-exempt

- Maintains and completes records of time, equipment, and supplies usage of assigned projects.
- Collects, removes, and transports garbage and illegal debris from around the City, and per code enforcement.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires the occasional direction of field staff, assistants, seasonal employees, interns, or temporary employees.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- One (1) to three (3) years of carpentry or construction experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software

Classification Specification

Classification Title	Building Trades Worker II
Job Code	
FLSA Status	Non-exempt

- Operation and maintenance of a wide variety of hand, power, and shop tools, and equipment common to the field of plumbing, carpentry, and related construction building trades
- Principles, methods, materials, machines, tools, and equipment, including trucks used in the building trades
- Methods and materials used in concrete work, surface patching, and brick and masonry repair

Skill in:

- The use of power, pneumatic, and hand tools
- Leadership

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow oral and written instructions
- Read, interpret, and follow plans and working drawings
- Read and interpret manuals and specifications

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site			X
Confined space	X		
Vehicle			X
Warehouse environment		X	
Shop environment		X	
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate			X

Classification Specification

Classification Title	Building Trades Worker II
Job Code	
FLSA Status	Non-exempt

Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases		X	
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances, or waste			X
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- Must possess sufficient strength and stamina to lift and carry objects weighing up to 100 pounds; must be willing to work outdoors in all weather conditions; and must be willing to work with exposure to unpleasant and potentially-hazardous substances.

Date approved by the Personnel Board:

Date(s) Revised:

BUILDING TRADES WORKER II

DEFINITION

Under direction, performs a wide variety of semi-skilled and skilled building construction maintenance and repair tasks requiring journey-level skills in the maintenance and repair of public housing residential units and related facilities, equipment, and grounds; may perform heavy manual labor tasks; does related work as required.

DISTINGUISHING CHARACTERISTICS

This class is the full journey-level of the Building Trades Worker series. Positions in this class perform work in the construction, repair, and maintenance of the public housing residential units, related facilities, equipment, and grounds. Assignments cover the full spectrum of the building trades and performs at the journey-level in three (3) or more craft areas (e.g., carpentry, plumbing, electrical, masonry, lock-smithing, and window glazier) from rough to finish work, and is expected to work independently or as part of a larger crew, and shall be expected to operate all equipment necessary to fulfill assignments and provide technical advice to lower-level Building Trades Worker personnel. Work in this class is distinguished from the Building Trades Worker I by the greater complexity of work assigned, the independence with which the incumbent operates, and the judgment and initiative required in the day-to-day assignments.

EXAMPLES OF DUTIES

Duties may include, but are not limited to:

1. Troubleshoots, repairs, and installs a variety of electrical systems as well as central heating systems and equipment; performs electrical and electronic maintenance, such as repair gas, electrical, and mechanical appliances; installs a variety of lighting systems such as incandescent and fluorescent; installs and repairs time clocks, relays, and electric locks; ensures that electrical systems and fixtures meet electrical code and safety requirements.
2. Constructs, repairs, and/or installs rough and finish counters, cabinets, shelving, framing, stairs, concrete forms, fencing and attendant hardware for occupied and vacant buildings, apartments, and related housing facilities.
3. Repairs and installs flooring and ceilings, glass and insulation; lays blocks and ceramic tiles; prepares walls, ceilings, and floors to be finished, including but not limited to, patching, taping, sanding, and texture; applies finished flooring such as vinyl, tile, and carpet; applies wall, door cabinet, and furniture finishes such as paints, staining, sealers, polyurethanes, and varnishes.

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BUILDING TRADES WORKER II
PAGE 2**

4. Assists in the installation and repair of piping for water, gas, steam, vacuum, and irrigation lines; aides in the installation, repair, and maintenance of lavatories, sinks, wash basins, toilets, urinals, fountains, grease traps, drains, gas and electric water heaters, gas-burning appliances, water filters, water tanks and pumps, chlorinator systems, and other plumbing systems and fixtures; cuts, threads, and fits plastic, metal, and clay pipes.
5. Performs painting of new work and maintenance painting of interior and exterior surfaces, equipment, and facilities.
6. Performs grounds maintenance and landscaping activities such as installing standard irrigation and drip systems; performs pest control activities, both in residences and landscaped areas.
7. Performs work order assignments received from supervisor or Building Trades Workers III, and makes repairs based on assigned work orders resulting from manager, tenant requests, and/or supervisory directions; reports, recommends, or coordinates solutions to problems with supervisor or Building Trades Worker III.
8. Operates a variety of power tools and equipment used in the maintenance, repair, and construction of buildings, facilities, and grounds, such as saws, mixers, trenching equipment, hosts, dump truck, backhoe, welding and cutting torch, skip loader and forklift when needed to perform a particular construction or repair job.
9. Maintains a cooperative working relationship with managers and tenants.
10. Assists in the education of tenants on normal operation of systems in buildings and apartments.
11. Maintains and completes records of time, equipment, and supplies usage of assigned projects.
12. May be required to work evenings and weekends, and be available for on-call duty.

MINIMUM QUALIFICATIONS

Knowledge of: use, operation, and maintenance of a wide variety of hand, power, and shop tools and equipment common to the field of plumbing, carpentry, and related construction building trades; journey-level demonstration in at least three (3) craft areas; principles, methods, materials, machines, tools, and equipment, including trucks used in the building trades and their use; methods and materials used in concrete work, surface patching, and brick and masonry repair and surface preparation and application of paints appropriate to different internal and external surfaces.

Skill In: operating and maintaining specialized tools used in carpentry, plumbing,

**CITY OF RICHMOND
BUILDING TRADES WORKER II
PAGE 3**

painting, and related building trades; designing, laying-out, and preparing sketches for carpentry and related construction jobs; understanding and following oral and written instructions; reading, writing, and understanding oral and written English; estimating necessary materials and equipment to complete assignments; shop mathematics; reading and interpreting manuals, specifications, and drawings; establishing and maintaining effective working relationships with those encountered in the course of the work.

Ability to: perform semi-skilled and skilled tasks in a variety of maintenance, repair, and construction work dealing with structures, facilities, and grounds utilizing journey-level skills in at least three (3) craft areas; operate and maintain a variety of vehicular and stationary mechanic equipment; perform heavy manual labor; read, interpret, and follow plans and working drawings; work independently; communicate effectively, verbally and in writing, and work cooperatively with managers, employees, and tenants.

EDUCATION/EXPERIENCE

Completion of the 12TH grade or equivalent PLUS completion of a construction technology curriculum at a community college or vocational technology school.

Three (3) years of experience in construction and/or maintenance work involving building facilities and grounds, OR at least two (2) years of experience performing duties comparable to a Building Trades Worker I or certified by management as possessing journey-level skills in at least three (3) craft areas.

License

Possession of a valid California Driver License and a satisfactory, insurable driving record (on-going).

Physical Demands

Must possess sufficient strength and stamina to lift and carry objects weighing up to 100 pounds; must be willing to work outdoors in all weather conditions; must be willing to work with exposure to unpleasant and potentially hazardous substances.



Classification Specification

Classification Title	Building Trades Worker, Senior
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs a wide variety of semi-skilled and skilled building construction, maintenance, installation, and repair tasks, including the most difficult and complex, in a wide variety of the construction trades (carpentry, plumbing, electrical, masonry, lock-smithing, painting, welding, and window glazier). Requires journey-level skills in the building trades for the maintenance and repair of public housing residential units and related facilities, equipment, city-owned facilities and structures, and grounds. Directs the work of Building Trades Worker I/II and crews as required. Makes day-to-day assignments of individuals and crews to fill work orders. May perform heavy manual labor, and does other related work as required. Manages small project budgets and supervises and inspects the work of others.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to lead the work assigned to the Building Trades Worker I/II classifications. This position performs the most complex work in the construction, repair, and maintenance of public housing residential units, related facilities, equipment, and grounds. Incumbents will provide lead worker direction and technical supervision to project work as needed. This class acts as a lead but does not have direct disciplinary authority or the full scope of supervisory and managerial responsibilities.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Implements day-to-day assignments of individuals and crews to complete work orders, establishes work schedules, and assigns staff.
- Troubleshoots, repairs, and installs a variety of electrical systems, central heating systems, and equipment. Performs electrical and electronic maintenance, including repairing gas, electrical, and mechanical appliances.
- Constructs, repairs, and/or installs rough and finish counters, cabinets, shelving, framing, stairs, concrete forms, fencing, and associated hardware for occupied and vacant buildings, apartments, and related housing facilities.

Classification Specification

Classification Title	Building Trades Worker, Senior
Job Code	
FLSA Status	Non-exempt

- Installs and repairs pipes for water, gas, steam, vacuum, and irrigation lines.
- Performs grounds maintenance and landscaping activities, including installing standard irrigation and drip systems. Performs pest control activities in residences and landscaped areas.
- Makes repairs based on assigned work orders resulting from manager/tenant requests, and/or supervisory directions. Guides the work of lower-level staff.
- Maintains and completes records of time, equipment, and supplies usage of assigned projects.
- Checks maintenance and repair work performed by outside contractors, and reports results to supervisor.
- Estimates materials and requisitions supplies, materials, etc. for each project/task.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires providing guidance and the potential to oversee another employee
This position may oversee work quality, training, instruction, and work assignments.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent

Classification Specification

Classification Title	Building Trades Worker, Senior
Job Code	
FLSA Status	Non-exempt

- Five (5) years of experience in construction and/or maintenance work involving building, facilities, and grounds, or at least three (3) years of experience performing duties comparable to a Building Trades Worker II. Possession of journey-level skills in at least three (3) craft areas supported by documentation.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Operation and maintenance of a wide variety of hand, power, and shop tools, and equipment common to the field of plumbing, carpentry, and related construction building trades
- Principles, methods, materials, machines, tools, and equipment, including trucks used in the building trades
- Methods and materials used in concrete work, surface patching, and brick and masonry repair
- Applicable local and state codes, and safety requirements

Skill in:

- The use of power, pneumatic, and hand tools
- Leadership

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Follow and provide oral and written instructions
- Read, interpret, and follow plans and working drawings
- Read and interpret manuals and specifications

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Classification Specification

Classification Title	Building Trades Worker, Senior
Job Code	
FLSA Status	Non-exempt

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site			X
Confined space			X
Vehicle		X	
Warehouse environment			X
Shop environment			X
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances, or waste			X
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- Must possess sufficient strength and stamina to lift and carry objects weighing up to 100 pounds and perform heavy manual labor requiring the strength and the

Classification Specification

Classification Title	Building Trades Worker, Senior
Job Code	
FLSA Status	Non-exempt

stamina to work standing up for long periods of time, including working with full range of body movements involving reaching, bending, grasping, and climbing; must be willing to work outdoors in all weather conditions; and must be willing to work with exposure to unpleasant and potentially-hazardous substances.

Date approved by the Personnel Board:

Date(s) Revised:

DRAFT

BUILDING TRADES WORKER III

DEFINITION

Under general supervision, performs a wide variety of semi-skilled and skilled building construction, maintenance, installation and repair tasks, including the most difficult and complex, in a wide variety of the construction trades (carpentry, plumbing, electrical, masonry, locksmithing, painting, welding and window glazier) requiring journey level skills in the building trades for the maintenance and repair of public housing residential units and related facilities, equipment and grounds; directs the work of Building Trades Worker I/II and crews as required; makes day-to-day assignments of individuals and crews to fill work orders; may perform heavy manual laboring tasks, and does other related work as required. Manages small project budgets, and supervises and inspects the work of others.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to lead the work assigned to the Building Trades Worker I/II classifications. Work in this class is distinguished from the Building Trades Worker II by the responsibility to provide lead worker direction and technical supervision to project work as needed, and check out and solve the most difficult problems encountered by the individuals and crews in the field. This class differs from the next supervisory level in the Building Trades Worker II does not have direct disciplinary authority or the full scope of supervisory and managerial responsibilities.

EXAMPLES OF DUTIES

Duties may include, but are not limited to:

1. Implements day-to-day assignments of individuals and crews to complete work orders and establishes work schedules and assigns staff.
2. Performs electrical, electronic and plumbing maintenance, installation and repair, such as repair gas, electrical and mechanical appliances, as well as central heating systems.
3. Performs maintenance, repair and construction work in both occupied and vacant buildings and apartments including carpentry involving limited new construction, maintenance, installation and repair of the structures and infrastructures of buildings, apartments and facilities. Supervise projects as assigned.
4. Performs painting of new work and maintenance painting of interiors and exteriors.
5. Performs miscellaneous activities such as laying of floor tiles and linoleum; patching and repair of roofs; preparation of cabinetry; lock replacement and repair;

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BUILDING TRADES WORKER III
PAGE 2**

- and perform a variety of cleaning tasks requiring knowledge of special cleaning compounds and chemicals.
6. Performs grounds maintenance and landscaping activities such as installing standard irrigation and drip systems; and perform pest control activities both in residences and landscaped areas.
 7. Trouble shoots a variety of work orders; including the most difficult and complex concerning operational problems with the living environment; determine solutions that are, to the degree possible, quick, long lasting, economical and practical; and report the more involved requirements to and coordinate solutions with the supervisor.
 8. Operates a variety of power tools and equipment used in the maintenance, repair and construction of buildings, facilities and grounds, such as saws, mixers, trenching equipment, hoists, etc.
 9. Maintains a cooperative working relationship with the managers and tenants.
 10. Assists in the education of tenants on normal operation of systems in buildings and apartments.
 11. Estimates materials and requisitions supplies, materials, etc. for each project/task.
 12. Maintains and completes records of time, equipment and supplies usage for assigned projects.
 13. Reviews and approves time records of crews directed.
 14. Checks maintenance and repair work performed by outside contractors, and reports results to supervisor.
 15. Provides instruction to Maintenance Mechanic I/II personnel concerning a variety of craft and work safe practice skills, as directed; informs employees of known hazardous materials used in their work; and enforces State and Authority safety requirements.
 16. Works limited on-call evenings and weekends, and refers after hours/weekend emergency calls to appropriate parties and personally takes care of the problem.

MINIMUM QUALIFICATIONS

Considerable Knowledge of: the methods, materials, machines, equipment and tools used in the building trades and their use; journey level knowledge in at least three (3) craft areas sufficient to allow training of others and accomplishment of the most difficult assignments; methods and procedures in the use of common specialty hand and power equipment and tools, including trucks and related equipment associated with the trades; principles of supervision and effective communication and motivation; basic mathematics used in the maintenance and construction trades; applicable local and State codes; safe work practices and State and Authority safety and hazardous material requirements.

**CITY OF RICHMOND, CA
BUILDING TRADES WORKER III
PAGE 3**

Skill in: planning, estimating, coordinating, and scheduling the work of crews; preparing and maintaining a variety of accurate written records and reports; operating and maintaining equipment and tools used in the field; establishing and maintaining effective working relationships with those encountered in the course of the work; and identifying and implementing effective courses of action to complete assigned work.

Ability to: plan, organize and monitor the work of the Building Trades Workers; understand, interpret and explain regulations and policies governing buildings trades operations in a public housing agency; make decisions and independent judgments; communicate effectively and work with managers, employees, tenants and people of diverse socio-economic backgrounds and temperaments; direct the work individuals and crews, and motivate efficient and effective work; read, interpret and prepare blueprints and working drawings; follow written and oral instructions; prepare written records relating to material usage and work project reports.

EDUCATION/EXPERIENCE

Five (5) years of experience in construction and/or maintenance work involving building, facilities and grounds **OR** at least three (3) years of experience performing duties comparable to a Building Trades Worker II. Possession of journey level skills in at least three (3) craft areas supported by documentation.

License

Possession of a valid California Driver's License and a satisfactory, insurable driving record (on-going).

Other Requirements

Must possess sufficient strength and stamina to lift and carry objects weighing up to 100 pounds and perform heavy manual laboring tasks requiring the strength and the stamina to work standing up for long periods of time, including working with full range of body movements involving reaching, bending, grasping and climbing, must be willing to work outdoors in all weather conditions; and must be willing to work with exposure to unpleasant and potentially hazardous substances.



Classification Specification

Classification Title	Carpenter
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs interior and exterior carpentry work involving the construction, maintenance, and repair of buildings and structures.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished by the experience and the ability to perform skilled carpentry work. This classification may require a flexible work schedule in order to meet the needs of the department.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Constructs framing, floors, roofs, and walls for frame buildings and structures.
- Constructs forms for reinforced concrete walls, gutters, underground vaults, and other concrete structures.
- Designs and builds various types of wood cabinets, counters, and furniture. Repairs furniture, roofs, and facilities.
- Moves and assembles office furniture and cubicles.
- Builds, installs, and repairs window frames, sashes, doors, door frames, screens, and partitions.
- Adjusts, repairs, and replaces window hardware and glass, glazing as needed.
- Installs wallboard, and prepares walls for stucco and plaster work.
- Maintains and services carpenter equipment and tools.
- Orders materials, and maintains records of work performed and materials used.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

Classification Specification

Classification Title	Carpenter
Job Code	
FLSA Status	Non-exempt

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- Three (3) to five (5) years of carpentry experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Various construction trades
- Principles of carpentry
- Woodshop machinery and safety techniques
- Various construction materials, including wood, metal, and plastics

Skill in:

- The use of hand and power tools
- Organization and time management

Classification Specification

Classification Title	Carpenter
Job Code	
FLSA Status	Non-exempt

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Read and interpret blueprints, and work from plans and specifications
- Prepare simple sketches and plans of proposed construction
- Estimate labor and material requirements for construction jobs
- Follow oral and written instructions
- Maintain records of work performed

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)	X		
Construction site	X		
Confined space		X	
Vehicle		X	
Warehouse environment	X		
Shop environment			X
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts			X
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances, or waste	X		

Classification Specification

Classification Title	Carpenter
Job Code	
FLSA Status	Non-exempt

Loud noises (85+ decibels such as heavy trucks, construction)			X
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WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

DRAFT

CITY OF RICHMOND

Class Code: SC-710
Group: Local 790
FLSA: Non-Exempt

CARPENTER

DEFINITION

Under general direction, will perform all phases of carpenter and cabinet work involving the construction, maintenance, and repair of buildings and structures; and do related work as required.

TYPICAL TASKS

Constructs framing, floors, roofs, and walls for frame buildings and structures; constructs forms for reinforced concrete walls, gutters, underground vaults, and other concrete structures; makes various types of wood cabinets, counters, and furniture; repairs furniture, roofs, and makes general repairs to buildings; constructs and repairs street barricades, builds forms, frames, stairways, and shelving; builds, installs, and repairs window frames, sashes, doors, door frames, screens and partitions; glazes windows, applies roof and floor coverings; installs wallboard, prepares walls for stucco and plaster work, maintains and services carpenter equipment and tools, drives a light truck, keeps records of work performed and materials used; may inspect work contracted out by the Building Maintenance Division.

EMPLOYMENT STANDARDS

High school graduation or a G.E.D. Certificate; satisfactory completion of an accredited apprenticeship in carpentry and three years of experience as a journeyman carpenter.

Possession of a valid California Driver's License.

Ability to perform carpentry work on a journeyman level; possess skill and ability to use hand and power tools safely and efficiently; ability to read and interpret blueprints, ability to work from plans and specifications, and to do layout work; ability to prepare simple sketches and plans of proposed construction and cabinet work; ability to estimate labor and material requirements for construction jobs; ability to supervise the work of others; ability to follow written and oral instructions, and keep records regarding work performances and costs of various construction jobs being accomplished; ability to work harmoniously, effectively, and efficiently with others.



Classification Specification

Classification Title	City Clerk Administrative Specialist
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs a wide variety of technical and specialized duties related to maintaining City records, preparing and facilitating City Council meetings, and providing passport acceptance facility services. Provides customer service to the public, other departments, and other jurisdictions.

DISTINGUISHING CHARACTERISTICS

This is a paraprofessional classification within the City Clerk's Department assigned to perform a variety of tasks supporting the City Clerk and Deputy City Clerk. Work requires specialized paraprofessional skills in the area of council and commissions, elections, records retention, information requests, and administrative support.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Responds to general inquiries from the public/staff, or directs individuals to the appropriate department with pertinent information. Provides technical assistance to City departments, other public agencies, and the general public.
- Maintains official records for the City, including records retention, storage and retrieval systems, classification, distribution, and destruction.
- Researches and responds to request(s) for documents and information from the public, private agencies, and City staff.
- Creates annual council meeting calendar. Assembles and distributes City Council packets and agenda.
- Processes contracts/agreements received from City departments. Maintains contracts/agreements log, file, and tracking system, and prepares quarterly reports of contracts/agreements submitted to the City Clerk's office.
- Assists with elections, including verifying candidate voter registration status/residency, informing interested parties of filing fees/deadlines to submit

Classification Specification

Classification Title	City Clerk Administrative Specialist
Job Code	
FLSA Status	Non-exempt

nomination packet, assisting with checking forms submitted (i.e., ballot designation forms), and updating website with incoming information on approved candidates.

- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division – or program/promotional-level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- One (1) to three (3) years of administrative clerical, local government, and customer service experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- None

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Council meeting agenda rules and structure

Classification Specification

Classification Title	City Clerk Administrative Specialist
Job Code	
FLSA Status	Non-exempt

- File maintenance practices and techniques
- Passport program

Skill in:

- Organization and time management
- Customer service
- Proofreading

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Compile and summarize a variety of informational materials
- Maintain accurate data, records, and files
- Interpret and apply rules, policies, and procedures
- Prepare clear, concise, and complete written correspondence and reports

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		

Classification Specification

Classification Title	City Clerk Administrative Specialist
Job Code	
FLSA Status	Non-exempt

Extreme heat (above 100 degrees)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (85+ decibels such as heavy trucks, construction)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is in an office environment and is relatively free from unpleasant environmental conditions or hazards.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Date approved by the Personnel Board:

Date(s) Revised:

CITY OF RICHMOND, CA

CLASS CODE: TE-378
ESTABLISHED: 07/12/06
GROUP: LOCAL 790
FLSA: NON-EXEMPT

CITY CLERK TECHNICIAN

DEFINITION

Under direction, performs a wide variety of technical and specialized duties related to the maintenance of City records; provides assistance in the operations and activities of the City Clerk's Office; and performs related work as required.

CLASS CHARACTERISTICS

The incumbent in this class is expected to implement and maintain established procedures to ensure effective maintenance of official city records; assist in the development of procedures to ensure efficient implementation of required and related record keeping tasks; assist in City Clerk Office operations as required; and interact pleasantly and professionally with the public, private agencies, and City staff. This class is distinguished from the Deputy City Clerk Assistant in that the latter performs clerical duties in support of the daily administration of the City Clerk's office.

EXAMPLES OF DUTIES – (Illustrative Only)

Essential duties may include, but are not limited to:

1. Performs duties in support of maintaining official records for the City; including records retention, storage and retrieval systems, classification, distribution and destruction.
2. Maintains the master list of all official City files, including City Clerk's Legislative History files; monitors retention and destruction schedules; updates the master list as required.
3. Provides technical assistance to all City departments, other public agencies and the general public.
4. Processes contracts/agreements received from City departments for required signatures; maintains contracts/agreements log, file, and tracking system; prepares quarterly reports of contracts/agreements submitted to the City Clerk's office.

5. Researches and responds to request(s) for documents and information from the public, private agencies, and City staff.
6. Executes resolutions and ordinances following adoption of same by the City Council.
7. Receives and screens visitors and telephone calls and directs the caller to the proper person, department/division, or personally responds to the inquiry.
8. Assists in assembling and distributing weekly City Council packets.
9. Mails notices of public hearings.

MINIMUM QUALIFICATIONS

Thorough Knowledge of:

- File maintenance practices and techniques.
- Standard office practices, procedures and equipment.
- Good English skills, including spelling, grammar, and punctuation.

Skill in:

- Compiling and summarizing a variety of informational materials.
- Maintaining accurate data, records and files, including archive or history files and a retention records system.
- Interpreting and applying rules, policies, and procedures.
- Preparing clear, concise and complete written correspondence and reports.
- Organizing work, setting priorities, and working independently.
- Establishing and maintaining effective working relationships with City staff, private agencies, and the public.
- Operating standard office equipment, including a personal computer.
- Communicating effectively orally and in writing.

LICENSE/CERTIFICATION

Possession of a valid California Driver's License.

EDUCATION AND EXPERIENCE

High school graduation or equivalent AND two (2) years of office administrative or files/records maintenance experience. College or business school training is desirable.



Classification Specification

Classification Title	Community Services Technician
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Provides clerical and administrative support, including providing telephone coverage for a City office and public information line, preparing correspondence, spreadsheets, and other documents, sorting and distributing office mail, setting up and maintaining file systems, preparing, processing, and monitoring contracts, and maintaining department web page and community calendar. Receives and provides information to visitors from the community, and directs them to the appropriate City departments, staff, and services.

DISTINGUISHING CHARACTERISTICS

The incumbent is often the first point of contact for the City and must exercise discretion and good judgment in functioning as a receptionist and in working with confidential materials. The incumbent is expected to be knowledgeable of City operations and departments in order to answer questions and, when necessary, refer callers and visitors to appropriate staff or department(s). In addition to receptionist and clerical support duties, the incumbent may be required to provide translation services for the City.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Greets and receives visitors and callers, responds to questions, provides information on City services, and directs to appropriate staff and/or departments.
- Opens, sorts, and distributes incoming mail to the office, and archives articles.
- Sets up and maintains files for City management and the department.
- Orders and maintains an inventory of office supplies, and distributes incoming supplies and packages.
- Delivers documents to other departments, and provides photocopying services. Creates, mails, and distributes flyers.
- Enters and retrieves data, prepares reports and charts, creates spreadsheets, formats documents, and prepares documents for mailings.

Classification Specification

Classification Title	Community Services Technician
Job Code	
FLSA Status	Non-exempt

- Helps schedule meetings, and compose correspondence for administrative staff.
- Prepares City Council agendas and assists with the agenda process.
- Assists staff with various special administrative projects and events. Participates in special studies, or gathers data and prepares reports or summaries.
- Administers contract services. Works closely with project managers to prepare contracts, ensures contracts include all required documents, and maintains database of contracts.
- Assists in the monitoring of department expenditures and budget.
- Processes personnel actions, requisitions, and purchase orders for the department.
- Maintains, creates, and updates web pages and community calendar.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- Three (3) to five (5) years of clerical or office experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Classification Specification

Classification Title	Community Services Technician
Job Code	
FLSA Status	Non-exempt

Required Licenses or Certifications

- None

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Correct punctuation, spelling, and grammatical usage
- Filing, indexing, and cross-referencing methods
- City policies and procedures
- City operations, services, and departments
- Basic administrative techniques such as principles of organization, budgeting, and personnel administration

Skill in:

- Customer service
- Organization and time management

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Handle confidential materials and situations
- Prioritize work, complete assignments in a timely manner, and work under pressure with frequent interruptions
- Understand and carry out oral and written directions
- Learn, interpret, and apply policies and procedures
- Update website

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		

Classification Specification

Classification Title	Community Services Technician
Job Code	
FLSA Status	Non-exempt

Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is in an office environment and is relatively free from unpleasant environmental conditions or hazards.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Date approved by the Personnel Board:

Date(s) Revised:

CITY OF RICHMOND, CA

CLASS CODE: OC-700
ESTABLISHED: 02/22/07
REVISED: 4/25/13
GROUP: GENERAL
FLSA: Non-exempt
*Formerly: Community
Services Technician*

COMMUNITY SERVICES TECHNICIAN I/II

DEFINITION

Under general supervision, provides receptionist, clerical and administrative support in the City Manager's Office, receives and provides information to visitors from the community and directs them to the appropriate City departments, staff and services; performs a variety of clerical and administrative support activities such as providing telephone coverage for the City Manager's Office and public information line; prepares correspondence, spreadsheets and other documents; sorts and distributes office mail; sets up and maintains file systems; prepares, processes and monitors contracts; maintains department webpage and community calendar; provides assistance for special projects; and performs other related duties as assigned.

CLASS CHARACTERISTICS

The Community Services Technician I is the entry-level classification in the series and is expected to originally work under close supervision and provide receptionist coverage and perform a wide variety of clerical duties. As incumbent gains experience and knowledge of City operations, he/she is expected to work more independently. The incumbent must exercise discretion and good judgment in working with confidential materials and in functioning as a receptionist in which the incumbent is often the first point of contact for the City. In addition to receptionist and general clerical support duties, the incumbent may be required to provide translation services for the City.

The Community Services Technician II is the experienced-level classification in the series, and the incumbent is required to provide receptionist and advanced clerical and administrative support to the staff of the City Manager's Office. The incumbent will perform work that requires the use of independent judgment and is expected to be knowledgeable of City operations and departments in order to answer questions and, when necessary, refer callers and visitors to appropriate staff or department. The Community Services Technician II performs the duties of the Community Services Technician I, and assists in preparing City Council Agendas; prepares, processes, and monitors contracts; monitors department expenditures; and provides technical support for special projects.

EXAMPLES OF DUTIES – (Illustrative Only)

Essential duties may include, but are not limited to, the following:

1. Acts as a receptionist, greeting and receiving visitors, answering their questions, providing information on City services, and directing them to appropriate staff and/or departments.
2. Opens, sorts and distributes incoming mail to the City Manager's Office, and archives newspaper articles.
3. Provides telephone coverage and staffs the public information line taking messages, providing information, and directing callers to other City staff, services and/or departments.
4. Sets up and maintains files for the City Manager, Administrative Chief and other staff members in the City Manager's Office.
5. Provides general clerical support that requires the use of computers, copiers, fax machines, scanners and the operation of other office equipment.
6. Orders and maintains an inventory of office supplies, and distributes incoming supplies and packages.
7. Delivers documents to other departments and provides photocopying services; creates, mails and distributes flyers.
8. Enters and retrieves data; prepares reports and charts; creates spreadsheets; formats documents; and prepares documents for mailings.
9. Helps schedule meetings and compose correspondence for administrative staff.
10. Prepares agendas and assists with the agenda process.
11. Performs translation services as a receptionist, and translates documents for the City.
12. Assists staff with various special administrative projects and events; participates in special studies or gathers data and prepares reports or summaries.

13. Administers contract services; works closely with project managers to prepare contracts; ensures that contracts include all required documents; and maintains database of contracts.
14. Assists in the monitoring of department expenditures and budget.
15. Processes personnel actions, requisitions and purchase orders for the department.
16. Maintains, creates and updates web pages and community calendar.
17. Provides information to the community about City events and resources; assists in creating flyers and promotional materials for City events; and assists in preparing and distributing reports from the City Manager's Office.
18. Performs other related duties as required.

MINIMUM QUALIFICATIONS

NOTE: The level and scope of knowledge and skills listed below are related to job duties as defined under Class Characteristics.

Thorough Knowledge of:

Office procedures and practices; correct punctuation, spelling and grammatical usage; and the use and operation of standard office equipment such as scanners, fax machines and copiers.

Personal computers and software programs such as Word, Excel, Outlook, Microsoft Publisher, PowerPoint and Access.

Filing, indexing and cross-referencing methods.

Policies and procedures within the City Manager's Office; and general knowledge of City operations, services and departments.

Updating websites.

Basic administrative techniques such as principles of organization, budgeting and personnel administration.

Ability to:

Exercise good judgment and discretion in handling confidential materials and situations.

Work effectively as a receptionist in dealing with visitors and callers to the City Manager's Office.

Set up and maintain filing systems.

Prioritize work, complete assignments in a timely manner, and work under pressure with frequent interruptions.

Understand and carry out oral and written directions.

Establish and maintain effective working relationships with the public, co-workers, supervisors and staff in other departments; deliver exceptional customer service.

Learn, interpret and apply policies and procedures.

Provide translation services for the City.

Type accurately at a rate of 40 net words per minute from printed copy.

Work with a minimum of supervision.

Research, compile and summarize a variety of informational materials.

Use initiative and independent judgment within established guidelines.

Communicate effectively, both orally and in writing.

Perform complex or difficult office support work.

Prepare and monitor contracts.

EDUCATION AND EXPERIENCE

Community Services Technician I: Equivalent to graduation from high school AND two (2) years of responsible clerical or office assistant experience. Bilingual skills are highly desirable.

Community Services Technician II: Equivalent to graduation from high school AND four (4) years of responsible clerical or office assistant experience of which two (2) years must be experience in a public agency. Bilingual skills are highly desirable.

LICENSES AND CERTIFICATIONS

Must possess a valid California Driver's License or have access to another form of personal transportation.

PHYSICAL REQUIREMENTS

Requires sufficient mobility to work in a typical office setting, vision sufficient to read printed materials, and hearing and speech sufficient to exchange information in person and over the telephone.



Classification Specification

Classification Title	Electrician I
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Under supervision in the field or a shop, performs the installation, repair, and maintenance of electrical, electronic, and solid-state equipment and wiring systems, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Electrician series and is flexibly staffed with Electrician II. This class is distinguished from the Electrician II by the performance of less complex tasks and under the direction and technical advice of higher-level Electricians. Incumbents may progress to the Electrician II level after adequately demonstrating the ability to perform more complex tasks with minimal supervision or input.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Performs various duties related to the installation of a variety of electrical, electronic, and solid-state equipment.
- Performs routine maintenance on various types of electrical control devices.
- Repairs complex electrical and electronic equipment such as traffic actuated traffic signals.
- Repairs solid-state circuits and transistor equipment.
- Makes additions, extensions, or alterations in the electrical installations of power, light, heat, and appliances.
- Draws and interprets schematic diagrams of routine electrical or electronic circuits.
- Keeps traffic signals operating properly.
- Keeps simple records, and makes reports.

Classification Specification

Classification Title	Electrician I
Job Code	
FLSA Status	Non-exempt

- Performs duties associated with underground service alerts (USA), including, but not limited to, locating, identifying, and marking requests in compliance with USA priority guidelines and procedures.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- Completion of an accredited Electrical apprenticeship program, or two (2) years of experience in the repair, maintenance, and installation of electrical equipment, electrical control devices, or solid-state electronic equipment
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Possession of a valid California Driver's License is required. A Class B California Driver's License is required within 12 months of appointment and must be maintained throughout employment, along with a satisfactory driving record.

Classification Specification

Classification Title	Electrician I
Job Code	
FLSA Status	Non-exempt

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Principles, methods, materials, tools, and equipment used in the installation, maintenance, and repair of electrical or electronic equipment
- Electrical safety orders of the Division of Industrial Safety
- National Electric Code
- Street lighting and traffic signals

Skill in:

- Organization and time management
- The use of hand and power tools

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Interpret and work from plans, drawings, and specifications
- Work with hand tools
- Independently analyze situations, and adopt an effective course of action
- Direct and train helpers
- Follow oral and written instructions
- Maintain accurate and complete records

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site		X	
Confined space		X	
Vehicle			X

Classification Specification

Classification Title	Electrician I
Job Code	
FLSA Status	Non-exempt

Warehouse environment	X		
Shop environment			X
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate			X
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- Standby duty is a requirement of this position.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- Incumbents in this classification will be required to crawl into confined spaces, climb ladders, bend, stoop, and stand for long periods of time.

Date approved by the Personnel Board:

Date(s) Revised:



Classification Specification

Classification Title	Electrician II
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Under supervision in the field or a shop, performs the installation, repair, and maintenance of electrical, electronic, solid-state equipment and wiring systems, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Electrician series and is flexibly staffed with Electrician I. The incumbent must fulfill assignments, and provide technical advice to Electrician I personnel. Work in this class is distinguished from the Electrician I by the greater complexity of work assigned, the independence with which the incumbent operates, and the judgment and initiative required in the day-to-day assignments.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Performs various duties related to the installation of a variety of electrical, electronic, and solid-state equipment.
- Performs routine maintenance on various types of electrical control devices.
- Repairs complex electrical and electronic equipment such as traffic actuated traffic signals.
- Repairs solid-state circuits and transistor equipment.
- Makes additions, extensions, or alterations in the electrical installations of power, light, heat, and appliances.
- Draws and interprets schematic diagrams of routine electrical or electronic circuits.
- Keeps traffic signals operating properly.
- Keeps simple records and makes reports.
- Performs duties associated with underground service alerts (USA), including, but not limited to, locating, identifying, and marking requests in compliance with USA priority guidelines and procedures.

Classification Specification

Classification Title	Electrician II
Job Code	
FLSA Status	Non-exempt

- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- Completion of an accredited electrical apprenticeship program, and at least two (2) years of experience in the repair, maintenance, and installation of electrical equipment, electrical control devices, or solid-state electronic equipment; or four (4) years of journey-level experience in the repair, maintenance, and installation of electrical equipment, electrical control devices, or solid-state electronic equipment
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Possession of a valid California Driver's License is required. A Class B California Driver's License is required within 12 months of appointment and must be maintained throughout employment, along with a satisfactory driving record.

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software

Classification Specification

Classification Title	Electrician II
Job Code	
FLSA Status	Non-exempt

- Principles, methods, materials, tools, and equipment used in the installation, maintenance, and repair of electrical or electronic equipment
- Electrical safety orders of the Division of Industrial Safety
- National Electric Code
- Street lighting and traffic signals

Skill in:

- Organization and time management
- The use of hand and power tools

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Interpret and work from plans, drawings, and specifications
- Work with hand tools
- Independently analyze situations, and adopt an effective course of action
- Direct and train helpers
- Follow oral and written instructions
- Maintain accurate and complete records

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site		X	
Confined space		X	
Vehicle			X
Warehouse environment	X		
Shop environment			X
Other			

Classification Specification

Classification Title	Electrician II
Job Code	
FLSA Status	Non-exempt

Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate			X
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- Standby duty is a requirement of this position.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- Incumbents in this classification will be required to crawl into confined spaces, climb ladders, bend, stoop, and stand for long periods of time.

Date approved by the Personnel Board:

Date(s) Revised:

ELECTRICIAN I/II

DEFINITION

Under supervision in the field or a shop, performs the installation, repair, and maintenance of electrical, electronic, solid-state equipment and wiring systems, and performs related duties as required.

CLASS CHARACTERISTICS

The Electrician is responsible for performing a variety of regular assignments and functions requiring specialized knowledge related to electrician duties.

Electrician I: Is an entry-level classification in the Electrician series. This class is distinguished by the Electrician II by the performance of less complex tasks and under the direction and technical advice of higher-level Electricians. Incumbents may progress to the Electrician II level after adequately demonstrating the ability to perform more complex tasks with minimal supervision or input.

Electrician II: Is the journey level classification in the Electrician series. The incumbent must fulfill assignments and provide technical advice to Electrician I personnel. Work in this class is distinguished from the Electrician I by the greater complexity of work assigned, the independence with which the incumbent operates, and the judgment and initiative required in the day-to-day assignments.

EXAMPLES OF DUTIES (Illustrative Only)

1. Performs various duties related to the installation of a variety of electrical, electronic, and solid-state equipment.
2. Performs routine maintenance on various types of electrical control devices.
3. Repairs complex electrical and electronic equipment such as traffic actuated traffic signals.
4. Repairs solid-state circuits and transistor equipment.
5. Makes additions, extensions, or alterations in the electrical installations of power, light, heat, and appliances.
6. Draws and interprets schematic diagrams of routine electrical or electronic circuits.

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ELECTRICIAN I/II
PAGE 2**

7. Keeps traffic signals operating properly.
8. Keeps simple records and makes reports.
9. Performs duties associated with underground service alerts (USA) including but not limited to locating, identifying, and marking requests in compliance with USA priority guidelines and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles, methods, materials, tools, and equipment used in the installation, maintenance, and repair of electrical or electronic equipment; electrical safety orders of the Division of Industrial Safety; and National Electric Code.

Ability to: interpret and work from plans, drawings, and specifications; work with hand tools; keep simple records and make reports; independently analyze situations and adopt an effective course of action; direct and train helpers; follow oral and written instruction; and establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS

Electrician I:

Completion of an accredited electrical apprenticeship program or two (2) years of experience in the repair, maintenance and installation of electrical equipment, electrical control devices, or solid-state electronic equipment

Electrician II:

Completion of an accredited electrical apprenticeship program and at least two years of experience in the repair, maintenance, and installation of electrical equipment, electrical control devices, or solid-state electronic equipment or four (4) years of journey level experience in the repair, maintenance and installation of electrical equipment, electrical control devices, or solid-state electronic equipment

LICENSE/CERTIFICATION

Must obtain a valid Class B California Driver License within twelve months of appointment and maintain the Class B license throughout employment and have a satisfactory driving record.

PHYSICAL DEMANDS

Incumbents in this classification will be required to crawl into confined space, climb ladders, bend, stoop, and stand for long periods of time.

OTHER REQUIREMENTS

**CITY OF RICHMOND
ELECTRICIAN I/II
PAGE 3**

Standby duty is a requirement of this position.



Classification Specification

Classification Title	Human Resources Technician I
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs a variety of paraprofessional and technical duties in the day-to-day operation of the Human Resources Department while assisting in the areas of budget, classification, recruitment and selection, coordination of employee benefits, training and employee relations, and risk management.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Human Resources Technician series and is flexibly staffed with Human Resources Technician II and III. This position performs less complex tasks and duties in support of the Human Resources Department's professional staff. Incumbents in this position act as the primary customer service contact for the Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Performs a variety of specialized technical duties in support of the City's Human Resources Department and City's benefit programs, including recruitment and selection, classification and compensation programs, and workers' compensation functions.
- Serves as the first point of contact for the Human Resources Department. Responds to inquiries from the public, department representatives, and City employees.
- Prepares onboarding materials for employee orientation sessions. Explains conditions of employment, benefits, applicable Memorandum of Understanding, and City policies and procedures.
- Processes a variety of personnel related and risk management related forms and records. Maintains and updates risk management claims files.
- Maintains confidential files, records, and correspondence such as applications, test results, and related data or information.
- Sorts and distributes mail.

Classification Specification

Classification Title	Human Resources Technician I
Job Code	
FLSA Status	Non-exempt

- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- One (1) to three (3) years of general clerical or office assistant experience, preferably involving moderate to heavy public contact
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Workers' compensation laws, procedures, and rules
- Recordkeeping and filing systems
- City policies and procedures, personnel rules and regulations, bargaining unit Memorandums of Understanding, and federal and state laws

Classification Specification

Classification Title	Human Resources Technician I
Job Code	
FLSA Status	Non-exempt

Skill in:

- Organization and time management
- Customer service
- Attention to detail

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain confidentiality of information
- Meet scheduled deadlines
- Effectively communicate information and answer questions
- Follow oral and written instructions

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		

Classification Specification

Classification Title	Human Resources Technician I
Job Code	
FLSA Status	Non-exempt

Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is in an office environment relatively free from unpleasant environmental conditions or hazards.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Date approved by the Personnel Board:

Date(s) Revised:



Classification Specification

Classification Title	Human Resources Technician II
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs a variety of paraprofessional and technical duties in the day-to-day operation of the Human Resources Department while assisting in the areas of budget, classification, recruitment and selection, coordination of employee benefits, training and employee relations, and risk management.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Human Resources Technician series and is flexibly staffed with Human Resources Technician I and III. This position performs the full range of duties assigned, with limited assistance. Individuals functioning at this level possess knowledge and experience in human resources areas such as classification, recruitment and selection, employee benefits, risk management, and employee relations. Incumbents in this position are able to analyze complex situations and/or problems by consulting various policy documents with minimal supervision or input.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Performs a variety of specialized technical duties in support of the City's Human Resources Department and City's benefit programs, including recruitment and selection, classification and compensation programs, and workers' compensation functions.
- Processes, verifies, and maintains personnel-related documentation, including recruitment, training, grievances, performance evaluations, classifications, employee benefits, and risk management claims.
- Responds to inquiries from the public, department representatives, and City employees. Prepares job announcements, and distributes, receives, and organizes applications.

Classification Specification

Classification Title	Human Resources Technician II
Job Code	
FLSA Status	Non-exempt

- Prepares onboarding materials for employee orientation sessions. Explains conditions of employment, benefits, applicable Memorandum of Understanding, and City policies and procedures.
- Processes a variety of personnel related and risk management related forms and records. Maintains and updates risk management claims files.
- Maintains confidential files, records, and correspondence such as applications, test results, and related data or information.
- Sorts and distributes mail.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent. At least two (2) years of relevant college-level course work, or an Associate degree from an accredited college or university is highly desirable
- One (1) to three (3) years supporting a functional area of Human Resources, including compensation, benefits, classification, recruitment and selection, training, employee relations, and/or risk management; or two (2) to five (5) years of lead administrative support experience, preferably with moderate to heavy public contact
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Classification Specification

Classification Title	Human Resources Technician II
Job Code	
FLSA Status	Non-exempt

Required Licenses or Certification

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Workers' compensation laws, procedures, and rules
- Recordkeeping and filing systems
- City policies and procedures, personnel rules and regulations, bargaining unit Memorandums of Understanding, and federal and state laws
- Risk management principles

Skill in:

- Organization and time management
- Customer service
- Attention to detail

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain confidentiality of information
- Meet scheduled deadlines
- Follow oral and written instructions
- Interpret and explain policies and procedures
- Present information, and answer questions

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		

Classification Specification

Classification Title	Human Resources Technician II
Job Code	
FLSA Status	Non-exempt

Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is in an office environment relatively free from unpleasant environmental conditions or hazards.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Date approved by the Personnel Board:

Date(s) Revised:

HUMAN RESOURCES TECHNICIAN I/II/III

DEFINITION

Under general supervision, performs a variety of paraprofessional and technical duties in the day-to-day operation of the Human Resources Management Department while assisting in the areas of budget, classification, recruitment and selection, coordination of employee benefits, training and employee relations, risk management and related duties as assigned.

DISTINGUISHING FEATURES

The Human Resources Technician is responsible for performing a variety of regular assignments and functions requiring specialized knowledge relating to human resources procedures and practices. The incumbent must demonstrate the ability to work independently, possess basic organizational skills, and exercise good judgment within established guidelines. All responsibilities and duties are performed in a discrete, confidential and tactful manner.

Human Resources Technician I is the entry level classification in the Human Resources Technician series. This class is distinguished from the Human Resources Technician II by the performance of less complex tasks and duties assigned to positions within the series. Positions in this classification perform the administrative work in support of the Human Resources Management professional staff and acts as the primary customer service contact for the department.

Human Resources Technician II is the journey level classification in the Human Resources Technician series. Employees within this class are distinguished from the Human Resources Technician I by the ability to perform a full range of duties assigned, with limited assistance, including, but not limited to, duties requiring the knowledge of general City policies and procedures, personnel rules and regulations, bargaining unit Memorandums of Understanding, and when applicable, Federal and State laws and regulations. Individuals functioning at this level possess the knowledge and experience in human resources areas such as classification, recruitment and selection, employee benefits, risk management and employee relations. Incumbents may progress to this level after being able to analyze complex situations and/or problems by consulting various policy documents with minimal supervision or input.

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HUMAN RESOURCES TECHNICIAN I/II/III
PAGE 2

Human Resources Technician III is the advanced level classification in the Human Resources Technician series. Employees within this class are distinguished from the Human Resources Technician II by the performance of significantly more technical personnel assignments. Individuals functioning at this level demonstrate clearly advanced program and operational knowledge of City policies and procedures, personnel rules and regulations, bargaining unit Memorandums of Understanding and Federal and State laws and regulations relating to human resources. Employee will possess the ability to analyze complex situations and develop and implement solutions. Human Resources Technician III may provide lead direction to Human Resources Technician I or II.

EXAMPLES OF DUTIES *(May include but not limited to the following):*

1. Perform a variety of specialized technical duties in support of the City's Human Resources Department including in support of the City's benefit programs, recruitment and selection, classification and compensation programs and workers' compensation functions.
2. Process, verify, and maintain personnel related documentation, including, but not limited to, recruitment, training, grievances, performance evaluations, classifications, employee benefits, and risk claims. Data entry into various application systems such as Human Resources Information System (HRIS) and/or Human Resources Management System (HRMS), California Public Retirement System (CalPERS), and Department of Motor Vehicles (DMV).
3. Process a variety of personnel related and risk management related forms and records.
4. Maintain, update, and examine confidential employee files to answer inquiries and/or provide information for personnel actions.
5. Maintain and update risk claims files.
6. Maintain confidential records and correspondence such as applications, test results, and related data or information.
7. Provide assistance to applicants, City employees, and the general public by serving as the first point of contact for the Human Resources Management Department. Prepare job announcements; distribute, receive and organize applications; provide related office support; and may assist with applicant testing.

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HUMAN RESOURCES TECHNICIAN I/II/III
PAGE 3

8. Maintain automated and manual files and records.
9. Answer telephone and in-person inquiries from the public, department representatives and City employees concerning confidential information, exercising tact and judgment.
10. Prepare onboarding materials for processing new employees during an orientation session and explaining to the newly hired employee their conditions of employment, benefits, applicable Memorandum of Understanding, and City policies and procedures.
11. Sorts and distributes mail.
12. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: office procedures and terminology; administrative and clerical procedures and systems, recordkeeping and filing systems; and principles and processes of providing quality customer and personal services.

Ability to: prepare and maintain accurate City records and files including employee personnel files; prepare and process personnel related records, forms and reports; make simple arithmetical calculations; perform from less complex to highly intricate administrative work; give attention to technical detail while coordinating and performing multiple tasks; learn and correctly interpret and apply City policies and procedures, personnel rules and regulations, bargaining unit Memorandums of Understanding and Federal and State laws and regulations relating to human resources; work effectively under pressure; understand and carry out oral and written instructions; establish and maintain cooperative and effective relationships with those contacted in the course of work; work effectively with people from diverse, socioeconomic and cultural backgrounds; and use discretion and mature judgment in the handling of sensitive and confidential information;

Skill in: Word processing and spreadsheet applications, HRIS and/or HRMS, and other records management software programs, communicate effectively in writing and speaking; active listening.

EDUCATION/EXPERIENCE

Human Resources Technician I: Equivalent to graduation from high school and two (2) years of paid, full-time general clerical or office assistant experience, preferably involving moderate to heavy public contact.

CITY OF RICHMOND
HUMAN RESOURCES TECHNICIAN I/II/III
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Human Resources Technician II: Equivalent to graduation from high school and a minimum of two (2) years of paid, full-time experience as the equivalent of the City of Richmond Human Resources Technician I or a minimum of four (4) years paid, full-time clerical or office assistant experience, of which one (1) year must be in a risk management, personnel or human resources setting.

Human Resources Technician III: Equivalent to graduation from high school and a minimum of two (2) years of paid, full-time experience as the equivalent of the City of Richmond Human Resources Technician II or two (2) years of college training, preferably with specialization in business or public administration, human resources management, risk management or a closely related field and six (6) years of paid, full-time clerical or office assistance experience of which three (3) years must be in a risk management, personnel or human resources setting.

DESIRABLE QUALIFICATIONS:

Public Agency experience in a risk management, personnel or human resources setting.

PHYSICAL DEMANDS

Positions require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in inputting data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone service and communicating in person. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations. May be necessary to work scheduled and emergency overtime including weekend and evening hours.



Classification Specification

Classification Title	Junior Engineer
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs entry-level engineering work related to the preparation of construction documents for capital improvement projects. Prepares reports for traffic engineering and transportation planning and design of the City's transportation system. Reviews engineering documents associated with land development. Administers professional services and construction contracts. Confers with the public, developers, contractors, and representatives of other agencies regarding facility and infrastructure development.

DISTINGUISHING CHARACTERISTICS

This is class the entry-level classification in the Engineer series and is flexibly staffed with Assistant Engineer. Under close supervision from the project manager, incumbents act as the project engineer on minor engineering projects and assist the Assistant Engineer on major engineering projects. The work is normally prescreened and reviewed by a supervisor, or a more experienced engineer, for work in progress and upon completion. Projects and procedures are standard and well defined. Responsibilities require limited exercise of judgment, and alternatives for independent action are restricted. The supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Conducts field investigations and surveys, produces accurate field notes, and translates information into electronic base maps and topographic maps for design.
- Designs or reviews engineering calculations, grading, erosion control, horizontal control, legal descriptions, easements, rights-of-way, signing and striping, traffic signals, street lighting, typical sections, utilities, construction details, cross sections, plan layout, alignments, and profiles of capital improvement and development projects.
- Assists the public with questions involving engineering problems. Researches property ownership and boundaries necessary in securing easements, rights-of-way, and titles.

Classification Specification

Classification Title	Junior Engineer
Job Code	
FLSA Status	Non-exempt

- Participates in meetings and conferences on engineering problems with sub-dividers, engineers, contractors, owners, and public officials.
- Reviews plan specifications, permits, special conditions, and agreements.
- Evaluates performance of street, sidewalk, gutter, underground lines, drainage, parks, and other municipal design projects.
- Conducts research, prepares progress reports, and compiles data. Prepares final reports and estimates.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has minimal fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division – or program/promotional-level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree with major course work in Civil Engineering or an engineering discipline related to the area of assignment
- One (1) to three (3) years of experience providing engineering services to the public, including managing locally-funded programs and traffic-related requests

Classification Specification

Classification Title	Junior Engineer
Job Code	
FLSA Status	Non-exempt

- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Principles and practices of civil engineering in a municipal setting
- Principles, practices, procedures, and standards related to City infrastructure development, construction, and maintenance and traffic engineering and transportation planning
- Computer-aided drafting concepts and applications
- Applicable laws, codes, and regulations
- Principles and practices of capital improvement cost estimation and contract administration
- Practices related to surveying, including reviewing and preparing maps and legal descriptions

Skill in:

- Organization and time management
- Operating a variety of drafting and office equipment, including plotters/scanners, computers, calculators, and survey equipment

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Represent the department and the City in meetings with governmental agencies, community groups, various businesses, regulatory organizations, and individuals
- Develop and review plans for municipal engineering projects
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials
- Maintain accurate records and files

Classification Specification

Classification Title	Junior Engineer
Job Code	
FLSA Status	Non-exempt

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site		X	
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances, or waste		X	
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.

Classification Specification

Classification Title	Junior Engineer
Job Code	
FLSA Status	Non-exempt

- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

DRAFT

CITY OF RICHMOND, CA

Job Class Code: (I) 1168; (II) 1169
EEO Class Code: (I) PR-343; (II) PR-343A
Established: 7/23/09
Bargaining Unit: General Employees
SEIU Local 1021
FLSA: Non-exempt
(formerly Junior Engineer and Assistant Engineer)

ENGINEER I/II

DEFINITION

Under supervision, performs professional-level engineering work related to the preparation of construction documents for capital improvement projects; prepares reports for traffic engineering and transportation planning and design of the City's transportation system; reviews engineering documents associated with land development; administers professional services and construction contracts; confers with the public, developers, contractors, and representatives of other agencies regarding facility and infrastructure development; and performs other related work as required.

CLASS CHARACTERISTICS

Engineer I: is the entry level classification in this engineer series. Under close supervision from the project manager, incumbents act as the project engineer on minor engineering projects and assists Engineer II on major engineering projects. The work is normally prescreened and reviewed by a supervisor, or a more experienced engineer, for work in progress and upon completion. Projects and procedures are standard and well defined. Responsibilities require limited exercise of judgment and alternatives for independent action are restricted. The supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work.

Engineer II: is the journey level in this engineering series. Under some supervision from the project manager, incumbents act as the project engineer on major projects. Incumbents are not as closely supervised and receive assignments of greater difficulty. Under professional review, the Engineer II incumbent evaluates, selects, and applies standard engineering techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments involve investigations with a limited number of variables. Incumbents receive instructions on specific assignments objectives, complex features, and possible solutions. Assistance is furnished regarding unusual problems and work is reviewed in detail upon completion of assignments.

This class is distinguished from an Associate Civil Engineer in that the Associate Civil Engineer has project management responsibilities.

EXAMPLES OF DUTIES - (Illustrative Only)

Essential duties may include, but are not limited to, the following:

1. Uses clearly defined methods and procedures, performs specific and limited

**CITY OF RICHMOND
ENGINEER I/II
PAGE 2**

portions of a large project.

2. Applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results and follows operations through a series of related detailed steps or processes.
3. Operates a variety of drafting and office equipment including plotting and lettering machines, computers, calculators, a theodolite, and level. Proficient in software including but not limited to computer aided design systems, engineering, word processing, spreadsheets, databases, and scheduling.
4. Conducts field investigations and surveys, produces accurate field notes, and translates information into electronic base maps and topographic maps for design.
5. Calculates grades and slopes; horizontal and vertical curves; pipe, drainage, and runoff hydraulics; pavement structural sections; and quantities and cost estimates.
6. Designs or reviews engineering calculations, grading, erosion control, horizontal control, legal descriptions, easements and right-of-ways, signing and striping, traffic signals, street lighting, typical sections, utilities, construction details, cross sections, plan layout, alignments, and profiles of capital improvement and development projects.
7. Collects and evaluates data related to traffic flow, traffic speeds, circulations patterns, roadway capacity, sight visibility, and traffic accidents. Prepares and implements traffic signal timing plans. Maintains traffic forecasting databases. Forecasts traffic using computer modeling. Evaluates traffic impacts on development projects.
8. Prepares specifications, project reports, plan check reports, and traffic reports.
9. Assists the public with questions involving engineering problems. Researches property ownership and boundaries necessary in securing easements, right-of-ways, and titles.
10. Prepares reports and research of standard scope requiring knowledge of standard principles and techniques.
11. Prepares activity and progress reports, assembles and compiles data for work program and budget purposes.
12. Reviews plan specifications, special conditions and agreements.
13. Coordinates and directs the work of professional service and construction contractors, other public agencies and utilities.
14. Participates in meetings and conferences on engineering problems with sub-dividers, engineers, contractors, owners and public officials.

15. Prepares final reports and estimates.
16. Evaluates performance of street, sidewalk, gutter, underground lines, drainage, parks, and other municipal design projects.

MINIMUM QUALIFICATIONS

Thorough Knowledge of: principles and practices of civil engineering in a municipal setting; principles, practices, procedures and standards related to City infrastructure development, construction, and maintenance and traffic engineering and transportation planning; engineering economics; hydrology, hydraulics, surveying, and structural design principles; computer applications related to the work, including computer-aided drafting concepts and applications; technical communication practices to convey written and verbal information to non-technical audiences; and techniques for effectively representing the City in contacts with governmental agencies, community groups, various businesses, professional and regulatory organizations and with property owners, developers, contractors and the public; applicable laws, codes and regulations; principles and practices of capital improvement cost estimation and contract administration; practices related to surveying, including reviewing and preparing maps and legal descriptions; methods and techniques of material testing, soil types and characteristics; standard specifications and construction details (both City and State); practices of preparing and presenting effective staff reports.

Ability to: develop and review plans for municipal engineering projects; interpret, apply, and explain laws, codes, regulations and ordinances; effectively represent the department and the City in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations and individuals; prepare clear and concise reports, correspondence, policies, procedures and other written materials; maintain accurate records and files; communicate effectively with individuals from a variety of cultural and socio-economic backgrounds both orally and in writing; resolve inter-personal conflicts; work in a standard office setting with extensive use of written documents, computers, and the telephone; travel throughout the City on improved and unimproved terrain to inspect project sites; attend community and professional meetings both as a participant and a meeting leader; conduct civil engineering research projects, evaluate sound recommendations, and prepare effective technical staff reports; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

EDUCATION/EXPERIENCE

Engineer I:

Graduation from a four (4) year college or university with major course work in civil

**CITY OF RICHMOND
ENGINEER I/II
PAGE 4**

engineering or an engineering discipline related to the area of assignment.

Engineer II:

Graduation from a four (4) year college or university with major course work in civil engineering or an engineering discipline related to the area of assignment. Two (2) years of progressively responsible civil engineering experience. Possession of an appropriate master's degree may substitute for one (1) year of experience.

LICENSE/CERTIFICATION

Engineer I:

Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement.

Engineer II:

Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement and possession of an Engineer-In-Training Certificate issued by the State of California.

PHYSICAL DEMANDS

Office and inspection site environment. Exposure to extreme hot or cold temperatures (in field); works around moving machinery; exposure to marked changes in temperature/humidity (in field); exposure dust, fumes, smoke, gases, odors, mists, or other irritating particles; exposure to toxic or caustic chemicals; exposure to excessive noise (in field); exposure to radiation or electrical energy; exposure to solvents, greases, or oils (in field); exposure to slippery or uneven walking surfaces (in field); uses computer monitors; works around others; works alone; and works with others.



Classification Specification

Classification Title	Library Information System Support Technician
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Ensures all staff and public-access computers and related electronic equipment are working properly. Assists library staff and library patrons with computer-related issues, and assists with library assistant tasks.

DISTINGUISHING CHARACTERISTICS

This is single support staff position; incumbents assigned to this classification are responsible for providing technical support for the operation and maintenance of personal computer (PC) systems for users within the Department and for providing service to the public.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Performs computer hardware and software installations, and troubleshoots and repairs computers, printers, or other technology equipment.
- Collaborates with the IT Department to resolve complex and complicated issues outside position's area of expertise, and communicates any operational impact to library staff and management.
- Staffs the circulation desk as needed, and assists with related tasks.
- Coordinates with outside software vendors to resolve any problems occurring with the use of their products.
- Participates in developing recommendations for additional library software and equipment.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

Classification Specification

Classification Title	Library Information System Support Technician
Job Code	
FLSA Status	Non-exempt

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division – or program/promotional-level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- One (1) to three (3) years of experience with computer hardware, software, information systems, and networking
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- None

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Relevant hardware and software systems
- Computer networking
- Customer service
- Library policies and procedures

Classification Specification

Classification Title	Library Information System Support Technician
Job Code	
FLSA Status	Non-exempt

Skill in:

- Organization and time management
- Prioritizing work assignments

Ability to:

- Articulate technology-related information clearly and concisely
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Demonstrate a calm temperament during stressful situations
- Pay close attention to detail
- Maintain complete and accurate records
- Follow oral and written directions

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space		X	
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases		X	

Classification Specification

Classification Title	Library Information System Support Technician
Job Code	
FLSA Status	Non-exempt

Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is in an office environment and is relatively free from unpleasant environmental conditions or hazards.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

City of Richmond, CA

Class Code: TE-343
Established: 9/26/02
Group: Local 790
FLSA: Non-Exempt

LIBRARY INFORMATION SYSTEMS SUPPORT TECHNICIAN

DEFINITION:

Under general supervision, performs a variety of library and technical information system tasks involving public service, installation, maintenance and trouble shooting of personal computer hardware, software and associated systems; and performs related work as assigned.

CLASS CHARACTERISTICS:

This is a single support staff position; incumbents assigned to this classification are responsible for providing service to the public. Also, incumbents in this position are responsible for providing technical support for the operation and maintenance of personal computer (PC) systems for users within the Department of Library/Museum Services.

EXAMPLES OF DUTIES:

1. Installs and tests PC hardware and related equipment such as printers and software applications.
2. Provides basic user technical support and answers questions, and provides information to Library/Museum staff.
3. Troubleshoots hardware and equipment problems, and corrects or calls appropriate service agencies; may perform minor repairs.
4. Checks library materials in and out using a computerized on-line system.
5. Explains library circulation policies and procedures.
6. Issues library cards.
7. Assists professional and paraprofessional staff, and refers difficult or unusual problems to supervisory staff.

8. Responds to patron requests for information and materials, and refers questions of a more technical nature to appropriate professional staff.
9. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of: Library specific computer systems, applications and programs (Microsoft Word, etc.); technical diagnostic programs; peripheral equipment operations; and various library procedures and policies.

Skill in: Providing service to the library's community; installing new PC hardware, and loading new and upgraded software; troubleshooting PC hardware and software problems, and making minor modifications and repairs; operating current models of computer hardware and peripherals throughout the Department; making sound independent judgments within guidelines; and establishing and maintaining effective courteous working relationships with those encountered in the course of work.

Education and Experience: Equivalent to graduation from high school and one (1) year of library experience that has included technical support of personal computers. Coursework in computer science, PC applications or networks is highly desirable.



Classification Specification

Classification Title	Maintenance Mechanic I
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs a wide variety of unskilled, semi-skilled, and skilled tasks in the maintenance and repair of public housing residential units and related facilities, equipment, and grounds; may perform heavy manual labor tasks.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Maintenance Mechanic series and is flexibly staffed with Maintenance Mechanic II. Positions in this class perform a variety of unskilled and semi-skilled repair and maintenance work under the direction and technical advice of a higher-level maintenance mechanic. May work as part of a crew performing a wide variety of maintenance or custodial tasks. May operate light power tools and equipment on a training basis or for repetitive tasks after adequate training.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Performs electrical, electronic, and plumbing maintenance, and installations and repairs of gas, electrical, and mechanical appliances, as well as central heating systems.
- Performs maintenance, repairs, and construction work in both occupied and vacant buildings and apartments, including carpentry involving limited new construction, maintenance, installation, and repair of the structures and infrastructure of buildings, apartments, and facilities.
- Performs painting of new work, and maintenance painting of interiors and exteriors.
- Performs miscellaneous activities such as laying floor ties and linoleum; patching and repair of roofs; preparation of cabinetry; lock replacement and repairs; and performs a variety of cleaning tasks requiring knowledge of special cleaning compounds and chemicals.
- Performs grounds maintenance and landscaping activities such as installing standard irrigation and drip systems; performs pest control activities both in residences and landscaped areas.

Classification Specification

Classification Title	Maintenance Mechanic I
Job Code	
FLSA Status	Non-exempt

- Performs work order assignments received from supervisor or Maintenance Mechanic II.
- Makes repairs based on assigned work orders resulting from manager, tenant requests, and/or supervisory direction. Reports, recommends, or coordinates solutions to problems with supervisor.
- Operates a variety of power tools and equipment used in the maintenance, repair, and construction of buildings, facilities, and grounds, such as saws, mixers, trenching equipment, hoists, etc.
- Maintains a cooperative working relationship with managers and tenants.
- Assists in the education of tenants on normal operation of systems in buildings and apartments.
- Maintains and completes records of time, equipment, and supplies for assigned projects.
- May be required to work evenings, weekends, and be available for on-call duty.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent

Classification Specification

Classification Title	Maintenance Mechanic I
Job Code	
FLSA Status	Non-exempt

- Six (6) months of experience in construction and/or maintenance work involving buildings, facilities, and grounds
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Use and operation of a variety of hand tools in repair, maintenance, and construction; familiarity with related power tools
- Construction and maintenance methods and related terms
- Safe work practices

Skill in:

- The proper and safe operation of hand and power tools

Ability to:

- Perform unskilled and semi-skilled tasks in a variety of repairs and maintenance activities dealing with structures, facilities, and grounds
- Operate and maintain a variety of tools and equipment
- Perform heavy manual labor
- Follow oral and written instructions
- Perform basic arithmetic
- Properly use Personal Protective Equipment (PPE)
- Observe and adhere to all safety protocols
- Establish and maintain effective working relationships

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment	X		
Outdoor environment			X

Classification Specification

Classification Title	Maintenance Mechanic I
Job Code	
FLSA Status	Non-exempt

Street environment (near moving traffic)		X	
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances, or waste			X
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:



Classification Specification

Classification Title	Maintenance Mechanic II
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs a wide variety of unskilled, semi-skilled, and skilled tasks in the maintenance and repair of public housing residential units and related facilities, equipment, and grounds; may perform heavy manual labor tasks.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Maintenance Mechanic series and is flexibly staffed with Maintenance Mechanic I. Positions in this class perform a wide variety of skilled maintenance, repair, and light construction tasks under general direction. The Maintenance Mechanic II performs at the journey level in three (3) or more craft areas and is expected to work independently or as part of a larger crew. The Maintenance Mechanic II shall be expected to operate all equipment necessary to fulfill assignments and provide technical advice to lower-level maintenance personnel. Work in this class is distinguished from the Maintenance Mechanic I by the greater complexity of work assigned, the independence with which the incumbent operates, and the judgment and initiative required in the day-to-day assignments.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Performs electrical, electronic, and plumbing maintenance, and installations and repairs to gas, electrical, and mechanical appliances, as well as central heating systems.
- Performs maintenance, repairs, and construction work in both occupied and vacant buildings and apartments, including carpentry involving limited new construction, maintenance, installation, and repair of the structures and infrastructure of buildings, apartments, and facilities.
- Performs painting of new work, and maintenance painting of interiors and exteriors.
- Performs miscellaneous activities such as laying floor ties and linoleum; patching and repair of roofs; preparation of cabinetry; lock replacement and repairs; and

Classification Specification

Classification Title	Maintenance Mechanic II
Job Code	
FLSA Status	Non-exempt

performs a variety of cleaning tasks requiring knowledge of special cleaning compounds and chemicals.

- Performs grounds maintenance and landscaping activities such as installing standard irrigation and drip systems; performs pest control activities both in residences and landscaped areas.
- Performs work order assignments received from supervisor.
- Makes repairs based on assigned work orders resulting from manager, tenant requests, and/or supervisory direction. Reports, recommends, or coordinates solutions to problems with supervisor.
- Operates a variety of power tools and equipment used in the maintenance, repair, and construction of buildings, facilities, and grounds, such as saws, mixers, trenching equipment, hoists, etc.
- Maintains a cooperative working relationship with managers and tenants.
- Assists in the education of tenants on normal operation of systems in buildings and apartments.
- Maintains and completes records of time, equipment, and supplies for assigned projects.
- May be required to work evenings, weekends, and be available for on-call duty.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

Classification Specification

Classification Title	Maintenance Mechanic II
Job Code	
FLSA Status	Non-exempt

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- Three (3) years of experience in construction and/or maintenance work involving building facilities and grounds, OR at least two (2) years of experience performing duties comparable to a Maintenance Mechanic I, OR certified by management as in possession of journey-level skills in at least three (3) craft areas
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Methods, techniques, tools, and terms used in repairs, maintenance, and construction
- Journey-level demonstration in at least three (3) craft areas
- Operation of power equipment, including trucks and related equipment
- Safe work practices

Skill in:

- The proper and safe operation of hand and power tools

Ability to:

- Perform a variety of semi-skilled and skilled maintenance, repair, and construction work with journey-level demonstration in at least three (3) craft areas
- Operate a variety of vehicular and stationary mechanic equipment
- Read, interpret, and follow plans and working drawings
- Work independently
- Communicate effectively and work cooperatively with managers, employers, and tenants
- Perform basic arithmetic
- Properly use Personal Protective Equipment (PPE)
- Observe and adhere to all safety protocols

Classification Specification

Classification Title	Maintenance Mechanic II
Job Code	
FLSA Status	Non-exempt

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment	X		
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances, or waste			X
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.

Classification Specification

Classification Title	Maintenance Mechanic II
Job Code	
FLSA Status	Non-exempt

- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

DRAFT

MAINTENANCE MECHANIC I/II

DEFINITION

Under direction, performs a wide variety of unskilled, semi-skilled and skilled tasks in the maintenance and repair of public housing residential units and related facilities, equipment and grounds; may perform heavy manual laboring tasks; and does related work as required.

CLASS CHARACTERISTICS

Maintenance Mechanic I - This is the entry level class in the Maintenance Mechanic series. Positions in this class perform a variety of unskilled and semi-skilled repair and maintenance work under the direction and technical advise of a higher level maintenance mechanic. May work as part of a crew performing a wide variety of maintenance or custodial tasks. May operate light power tools and equipment on a training basis or for repetitive tasks after adequate training. Upon the development of adequate skills in three (3) or more craft areas, as certified by management, the incumbent will be eligible to fill vacant or available Maintenance Mechanic II positions.

Maintenance Mechanic II - This is the full journey level of the Maintenance Mechanic series. Positions in this class perform a wide variety of skilled maintenance, repair and light construction tasks under general direction. The Maintenance Mechanic II performs at the journey level in three (3) or more craft areas and is expected to work independently or as part of a larger crew, and shall be expected to operate all equipment necessary to fulfill assignments and provide technical advise to lower level maintenance personnel. Work in this class is distinguished from the Maintenance Mechanic I by the greater complexity of work assigned, the independence with which the incumbent operates, and the judgment and initiative required in the day to day assignments.

EXAMPLES OF DUTIES

Duties may include, but are not limited to:

1. Performs electrical, electronic and plumbing maintenance, installation and repair, such as repair gas, electrical and mechanical appliances, as well as central heating systems.
2. Performs maintenance, repair and construction work in both occupied and vacant buildings and apartments including carpentry involving limited new construction, maintenance, installation and repair of the structures and infrastructure of buildings, apartments and facilities.
3. Performs painting of new work and maintenance painting of interiors and exteriors.
4. Performs miscellaneous activities such as laying of floor tiles and linoleum; patching and repair of roofs; preparation of cabinetry; lock replacement and repair; and performs a variety of cleaning tasks requiring knowledge of special cleaning compounds and chemicals.

**MAINTENANCE MECHANIC I/II
PAGE 2**

EXAMPLES OF DUTIES (CONTINUED)

5. Performs grounds maintenance and landscaping activities such as installing standard irrigation and drip systems; and performs pest control activities both in residences and landscaped areas.
6. Performs work order assignments received from supervisor or Maintenance Mechanic III.
7. Makes repairs based on assigned work orders resulting from manager, tenant requests and/or supervisory direction. Reports, recommends or coordinates solutions to problems with supervisor or Maintenance Mechanic III.
8. Operates a variety power tools and equipment used in the maintenance, repair and construction of buildings, facilities and grounds, such as saws, mixers, trenching equipment, hoists, etc.
9. Maintains a cooperative working relationship with managers and tenants.
10. Assists in the education of tenants on normal operation of systems in buildings and apartments.
11. Maintains and completes records of time, equipment and supplies usage for assigned projects.
12. May be required to work evenings, weekends and be available for on-call duty.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT

Maintenance Mechanic I

Knowledge of:

Use and operation of a variety of hand tools in repair, maintenance and construction and a familiarity with related power tools; construction and maintenance methods and related terms; and safe work practices.

Ability to:

Perform unskilled and semi-skilled tasks in a variety of repair and maintenance activities dealing with structures, facilities and grounds; operate and maintain a variety of tools and equipment; perform heavy manual labor; understand and carry out oral and written instructions; read, write and understand oral and written English; and be functional in basic arithmetic.

License:

Valid California Driver's License and a satisfactory, insurable driving record (on-going).

Education and Experience:

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

MAINTENANCE MECHANIC I/II

PAGE 3

Experience:

Six (6) months of experience in construction and/or maintenance work involving building, facilities and grounds.

Education:

Completion of the 12th grade or the equivalent.

Maintenance Mechanic II

Knowledge of:

Methods, techniques, tools and terms used in repair, maintenance and construction; journey level demonstration in at least three (3) craft areas; operation of power equipment, including trucks and related equipment.

Ability to:

Perform a variety of semi-skilled and skilled maintenance, repair and construction work with journey level skills in at least three (3) craft areas; operate a variety of vehicular and stationary mechanic equipment; read, interpret and follow plans and working drawings; work independently; communicate effectively and work cooperatively with managers, employees and tenants.

License:

Valid California Driver's License and a satisfactory, insurable driving record (on-going).

Education and Experience:

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

Experience:

Three (3) years of experience in construction and/or maintenance work involving building, facilities and grounds, OR at least two (2) years of experience performing duties comparable to a Maintenance Mechanic I or certified by management as possessing journey level skills in at least three (3) craft areas..

Education:

Completion of the 12th grade or the equivalent, PLUS completion of a construction technology curriculum at a community college or vocational technology school or experience equivalent.



Classification Specification

Classification Title	Maintenance Mechanic, Senior
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs a wide variety of semi-skilled and skilled maintenance, installation, repairs, and construction work, including the most difficult and complex, in a wide variety of the construction trades, involving public housing residential units and related facilities and grounds; directs the work of Maintenance Mechanics I/II and crews as required; and makes day-to-day assignments of individuals and crews to fill work orders. May perform heavy manual labor tasks. Manages small project budgets and supervises and inspects the work of others.

DISTINGUISHING CHARACTERISTICS

This position is differentiated from the Maintenance Mechanic II by the responsibility to provide lead worker direction and technical supervision to project work, as needed, and check out and solve the most difficult problems encountered by individuals and crews in the field. This class differs from the next supervisory level in that the Maintenance Mechanic, Senior lacks direct disciplinary and other supervisory/managerial responsibilities.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Implements day-to-day assignments of individuals and crews to complete work orders.
- Establishes work schedules, and assigns staff.
- Performs electrical, electronic, and plumbing maintenance, and installations, and repairs to gas, electrical, and mechanical appliances, as well as central heating systems.
- Performs maintenance, repairs, and construction work in both occupied and vacant buildings and apartments, including carpentry involving limited new construction, maintenance, installation and repair of the structures and infrastructure of buildings, apartments, and facilities; and supervises projects as assigned.
- Performs painting of new work, and maintenance painting of interiors and exteriors.

Classification Specification

Classification Title	Maintenance Mechanic, Senior
Job Code	
FLSA Status	Non-exempt

- Performs miscellaneous activities such as laying floor ties and linoleum; patching and repair of roofs; preparation of cabinetry; lock replacement and repairs; and performs a variety of cleaning tasks requiring knowledge of special cleaning compounds and chemicals.
- Performs grounds maintenance and landscaping activities such as installing standard irrigation and drip systems; performs pest control activities both in residences and landscaped areas.
- Troubleshoots a variety of work orders, including the most difficult and complex concerning operational problems with the living environment; determines solutions that are, to the degree possible, quick, long lasting, economical, and practical; and reports the more-involved requirements, and coordinates solutions with the supervisor.
- Operates a variety of power tools and equipment used in the maintenance, repair, and construction of buildings, facilities, and grounds such as saws, mixers, trenching equipment, hoists, etc.
- Maintains a cooperative working relationship with managers and tenants.
- Assists in the education of tenants on normal operation of systems in buildings and apartments.
- Estimates materials, and requisitions supplies, materials, etc. for each project/task.
- Maintains and completes records of time, equipment, and supplies for assigned projects.
- Reviews and approves time records of crew directed.
- Checks maintenance and repair work performed by outside contractors, and reports results to supervisor.
- Provides direction to Maintenance Mechanic I/II personnel concerning a variety of craft and work safe practice skills, as directed; informs employees of known hazardous materials used in their work; and enforces state and authority safety requirements.
- Works limited on-call evenings and weekends, and refers after-hours/weekend emergency calls to appropriate parties or personnel to take care of the problem.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires providing guidance and the potential to oversee another employee. This position may oversee work quality, training, instruction, and work assignments.

Classification Specification

Classification Title	Maintenance Mechanic, Senior
Job Code	
FLSA Status	Non-exempt

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- Five (5) years of experience in construction and/or maintenance work involving building facilities and grounds, OR at least three (3) years of experience performing duties comparable to a Maintenance Mechanic II, or certified by management as possessing journey-level skills in at least three (3) craft areas
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Methods, techniques, tools, and terms used in repairs, maintenance, and construction
- Journey-level demonstration in at least three (3) craft areas
- Operation of power equipment, including trucks and related equipment
- Principles of supervision, and effective communication and motivation
- Basic mathematics used in the maintenance and construction trades

Classification Specification

Classification Title	Maintenance Mechanic, Senior
Job Code	
FLSA Status	Non-exempt

- Applicable local and state codes
- Safe work practices; state and authority safety hazardous material requirements

Skill in:

- Leadership
- The proper and safe operation of hand and power tools

Ability to:

- Perform a variety of semi-skilled and skilled maintenance, repair, and construction work with journey-level demonstration in at least three (3) craft areas
- Operate a variety of vehicular and stationary mechanical equipment
- Read, interpret, and follow plans and working drawings
- Work independently, and exercise sound judgment
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with managers, employers, and tenants
- Lead and direct the work of individuals and crews, and motivate to achieve efficient work
- Read, interpret, and prepare blueprints and working drawings
- Follow written and oral instructions
- Prepare written records relating to material usage and work project
- Perform heavy manual labor tasks requiring the strength and stamina to work while standing for long periods of time

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment	X		
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Confined space		X	
Vehicle		X	

Classification Specification

Classification Title	Maintenance Mechanic, Senior
Job Code	
FLSA Status	Non-exempt

Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances, or waste			X
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

MAINTENANCE MECHANIC III

DEFINITION

Under general supervision, performs a wide variety of semi-skilled and skilled maintenance, installation, repair and construction work, including the most difficult and complex, in a wide variety of the construction trades, involving public housing residential units and related facilities and grounds; directs the work of Maintenance Mechanics I/II and crews as required; makes day to day assignments of individuals and crews to fill work orders; may perform heavy manual laboring tasks; and does other related tasks. Manages small project budgets, and supervises and inspects the work of others.

DISTINGUISHING FEATURES

Positions in this class are expected to lay out or perform the most difficult of the work assigned to the Maintenance Mechanic II classification. Work in this class is distinguished from the Maintenance Mechanic II by the responsibility to provide lead worker direction and technical supervision to project work, as needed, and check out and solve the most difficult problems encountered by individuals and crews in the field. This class differs from the next supervisory level in that the Maintenance Mechanic III lacks direct disciplinary authority, and other supervisory and managerial responsibilities.

EXAMPLES OF DUTIES

Duties may include, but are not limited to:

1. Implements day to day assignments of individuals and crews to complete work order.
2. Establishes work schedules and assigns staff.
3. Performs electrical, electronic and plumbing maintenance, installation and repair, such as repair gas, electrical and mechanical appliances, as well as central heating systems.
4. Performs maintenance, repair and construction work in both occupied and vacant buildings and apartments including carpentry involving limited new construction, maintenance, installation and repair of the structures and infrastructure of building, apartments and facilities. Supervise projects as assigned.
5. Performs painting of new work and maintenance painting of interiors and exteriors.
6. Performs miscellaneous activities such as laying of floor tiles and linoleum; patching and repair of roofs; preparation of cabinetry; lock replacement and repair; and perform a variety of cleaning tasks requiring knowledge of special cleaning compounds and chemicals.

MAINTENANCE MECHANIC III

PAGE 2

EXAMPLES OF DUTIES (CONTINUED)

7. Performs grounds maintenance and landscaping activities such as installing standard irrigation and drip systems; and perform pest control activities both in residences and landscaped areas.
8. Trouble shoots a variety of work orders, including the most difficult and complex concerning operational problems with the living environment; determine solutions that are, to the degree possible, quick, long lasting, economical and practical; and report the more involved requirements to and coordinate solutions with the supervisor.
9. Operates a variety of power tools and equipment used in the maintenance, repair and construction of buildings, facilities and grounds, such as saws, mixers, trenching equipment, hoists, etc.
10. Maintains a cooperative working relationship with managers and tenants.
11. Assists in the education of tenants on normal operation of systems in buildings and apartments.
12. Estimates materials and requisitions supplies, materials, etc. for each project/task.
13. Maintains and completes records of time, equipment and supplies usage for assigned projects.
14. Reviews and approves time records of crews directed.
15. Checks maintenance and repair work performed by outside contractors, and reports results to supervisor.
16. Provides instruction to Maintenance Mechanic I/II personnel concerning a variety of craft and work safe practice skills, as directed; informs employees of known hazardous materials used in their work; and enforces State and Authority safety requirements.
17. Works limited on-call evenings and weekends, and refers after hours/weekend emergency calls to appropriate parties or personally takes care of the problem.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

Methods, techniques, tools and terms used in repair, maintenance and construction; journey level knowledge in at least three (3) craft areas sufficient to allow training of others and accomplishment of the most difficult assignments; operation of power equipment, including trucks and related equipment; principles of supervision and effective communication and motivation; basic mathematics used in the maintenance and construction trades; applicable local and State codes; safe work practices; and State and Authority safety and hazardous material requirements.

MAINTENANCE MECHANIC III
PAGE 3

Ability to:

Perform a variety of semi-skilled maintenance, repair and construction work with journey level skills in at least three (3) craft areas; operate a variety of vehicular and stationary mechanical equipment; work independently; communicate effectively and work with managers, employees and tenants; lead and direct the work of individuals and crews, and motivate efficient and effective work; read, interpret and prepare blueprints and working drawings; follow written and oral instructions; prepare written records relating to material usage and work project reports; and perform heavy manual laboring tasks requiring the strength and the stamina to work standing up for long periods of time.

License:

Valid California Driver's License and a satisfactory, insurable driving record (on-going).

Education and Experience:

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

Experience:

Five (5) years of experience in construction and/or maintenance work involving building, facilities and grounds, OR at least three (3) years of experience performing duties comparable to a Maintenance Mechanic II. Possession of journey level skills in at least three (3) craft areas, supported by documentation.

Education:

Completion of the 12th grade or the equivalent, PLUS completion of a construction technology curriculum at a community college or vocational technology school.



Classification Specification

Classification Title	ONS Field Coordinator
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Facilitates and coordinates Office of Neighborhood Safety (ONS) Street Outreach efforts and assigned staff.

DISTINGUISHING CHARACTERISTICS

The incumbent assists management with the development of violence intervention and prevention strategies, coordinates, and implements violence intervention and prevention programs and activities. Assigns work and provides lead direction to the Neighborhood Change Agents. The incumbent exercises considerable judgment and discretion in establishing work plans and priorities with guidelines established by laws, regulations, codes, departmental and City policy.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Performs targeted daily street outreach to individuals with a history of exposure to or involvement in gun violence to provide direction, mentorship, and assistance with navigating City, County and other services and resources.
- Facilitates meetings with the Street Outreach team to review any firearm occurrences, and develop strategies for conflict intervention.
- Identifies areas with potential for conflicts, and assigns Neighborhood Change Agents to discourage retaliatory action, and prevent escalation resulting in gun violence.
- Assists in the planning and delivery of services to the population ONS serves.
- Coordinates with Life Skills class facilitators to review class topics for relevancy and relatability to the population served.
- Collaborates with the ONS Program Manager to review challenges, achievements, and develop program goals.

Classification Specification

Classification Title	ONS Field Coordinator
Job Code	
FLSA Status	Non-exempt

- Maintains regular communication with Neighborhood Change Agents and City Peacekeepers to monitor and assess program participants' achievements and/or challenges, and provides additional support as needed.
- Reviews program data, City incidents of gun violence, and current outreach strategies to assist the Program Manager in future program planning.
- Participates with department leadership to review, evaluate, and plan grant funding to maximize impact to ONS program goals.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent. An Associate's degree from an accredited college or university with major coursework in social or criminal justice, sociology, violence intervention, or a related field is highly desirable
- Five (5) years of violence intervention and prevention program training experience. Education from an accredited college or university with major coursework in social or criminal justice, sociology, violence intervention, or a related field may substitute for the required experience on a year-for-year basis
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Classification Specification

Classification Title	ONS Field Coordinator
Job Code	
FLSA Status	Non-exempt

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Office of Neighborhood Safety model and practices
- Community history, culture, and dynamics as they pertain to gun violence
- Local community entities that work with at-risk populations
- City services and available resources
- Trauma informed practices
- Legislation and funding sources through state and federal grant programs
- Fiscal management

Skill in:

- Team leadership
- Decision making
- Problem solving and conflict resolution

Ability to:

- Coordinate and delegate staff assignments to work toward a common goal
- Navigate and build relationships in all areas of the community
- Demonstrate good judgment and decision making
- Establish and maintain effective working relationships
- Maintain accurate records
- Communicate effectively, both orally and in writing

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site	X		

Classification Specification

Classification Title	ONS Field Coordinator
Job Code	
FLSA Status	Non-exempt

Confined space	X		
Vehicle			X
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate			X
Individuals with known violent backgrounds			X
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Date approved by the Personnel Board:

Date(s) Revised:

OFFICE OF NEIGHBORHOOD SAFETY FIELD COORDINATOR

DEFINITION

Under direction, plans, organizes and administers programs and projects in the Office of Neighborhood Safety. The incumbent provides lead direction to the Neighborhood Change Agents and does related work as required.

CLASS CHARACTERISTICS

The incumbent assists management with the development of violence intervention and prevention strategies, coordinates, and implements violence intervention and prevention programs and activities, assigns work, and provides lead direction to the Neighborhood Change Agents. The incumbent exercises considerable judgment and discretion in establishing work plans and priorities with guidelines established by laws, regulations, codes, departmental and City policy.

EXAMPLES OF DUTIES

The following duties are illustrative:

1. Coordinates activities; plans, develops, and implements Office of Neighborhood Safety programs.
2. Assigns work and provides lead direction to the Neighborhood Change Agents; gives orientation of departmental policy, procedures, and rules; trains, assists, and occasionally substitutes for staff in conducting program activities.
3. Conducts weekly meetings with the Neighborhood Change Agents to develop and reinforce and violence prevention and intervention strategies.
4. Ensures that Neighborhood Change Agents are adequately trained and receive coaching and support.
5. Supports management with grant-related activities (i.e. grant writing, budgeting, management, reporting, etc.).
6. Coordinates program data collection, ensuring that the data is submitted timely and accurately.
7. Prepares and assists in the preparation of periodic progress and special reports related to programs and activities.
8. Prepares and maintains records regarding staff attendance, accident and incident reports, and similar program-related documents.

CITY OF RICHMOND, CA
OFFICE OF NEIGHBORHOOD SAFETY FIELD COORDINATOR
PAGE 2

9. Prepares various written material, including letters, memos, publicity flyers, news releases, narrative reports, and program brochures for internal and external dissemination.
10. Assists management in the development and implementation of comprehensive strategies and industry best practices in violence prevention.
11. Participates in collaboration with various community stakeholders, including governmental agencies, community-based service providers and non-profit organizations, faith-based organizations, business and professional community, educational institutions, diversity of ethnicity, specific community organizations, and other stakeholders committed to youth outreach to expand the program reach and to provide social service references to program participants.
12. May perform the work of a Neighborhood Change Agent.
13. As needed, serves as spokesperson for the Office of Neighborhood Safety and may make verbal presentations to stakeholders.
14. Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: methods, techniques, and procedures in the delivery of the violence intervention and prevention programs; principles and procedures for implementing and directing violence intervention and prevention services and activities; complex situations within the Richmond community; principles and practices of program budget monitoring; principles and practices of assigning and reviewing the work of others.

Skilled in: crisis response and conflict mediation; gathering complex and sensitive information for the purpose of mitigating potentially volatile situations; using appropriate judgment, discretion, and decision making in accordance with level of responsibility and within guidelines established by laws, regulations, codes, departmental and City policy.

Ability to: assist in developing and coordinating a violence intervention and prevention program suited to the needs of the community; plan, organize, coordinate and implement a violence intervention and prevention program; establish and maintain effective working relationships with stakeholders; analyze, interpret and explain section policies and procedures; communicate effectively orally and in writing; train and participate in the evaluation of personnel; prepare detailed reports and other written material.

MINIMUM QUALIFICATIONS

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

Equivalent to a Bachelor's degree from an accredited college or university with major work in criminal justice, sociology, human development, or related subject **and** one (1) year of full-time violence intervention and prevention program experience in a public or private social or community services agency.

or

Possession of an Associates of Arts degree, with coursework in criminal justice, sociology, human development or related subject **and** three years of full-time violence intervention and prevention program experience in a public or private social or community services agency.

or

Any combination of violence intervention and prevention program training and experience equivalent to five (5) years of public or private social or community services agency.

LICENSE/CERTIFICATION

Possession of or ability to obtain a valid California Driver's License at date of appointment

PHYSICAL DEMANDS

In addition to requiring sufficient mobility to work in a typical office setting, vision sufficient to read printed materials, and hearing and speech sufficient to exchange information in person and over the telephone, duties also require sufficient mobility to attend meetings. Incumbent may be required to work in the field. Accommodation may be made for some of the above qualifications for individuals requiring and requesting such accommodation.



Classification Specification

Classification Title	Planning Technician I
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs technical research, drafting, and administrative support work in support of advance and current planning, General Plan review, economic development, and redevelopment. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class is the entry-level classification in the Planning Technician series and is flexibly staffed with Planning Technician II. Initially, under close supervision, incumbents perform the more routine technical planning duties while learning City policies and procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Assists the public, other divisions, and City departments on matters related to planning and zoning, including providing information related to addresses, subdivisions, census tract numbers, street locations, ownership, city/county jurisdiction, and related matters; answers questions related to City codes and zoning ordinances.
- Prepares staff reports consisting of an outline of proposed planning projects for review and approval by Planning staff.
- Updates official City maps to reflect street, parcel, zoning, and land use changes; assigns census tract numbers, geo codes, and addresses to approved parcel and subdivision maps; and prepares computations of lot area and frontages.
- Updates and edits land use data; interprets data utilizing official field surveys, building permits, assessor and approved parcel and subdivision maps, and other authorized source documents.
- Prepares, revises, and interprets legal property descriptions for zoning cases, annexations, and ordinances.

Classification Specification

Classification Title	Planning Technician I
Job Code	
FLSA Status	Non-exempt

- Notifies property owners and occupants within radius of subject site regarding use, variance, zoning, home occupation, historic landmark designation, street name change, and related permits.
- Maintains current City maps, records, and land use documents.
- Performs duties related to zoning and use permit applications, and conducts field checks to ensure accuracy of coded information.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent. At least two (2) years of relevant college-level course work, or an Associate's degree from an accredited college or university is desirable
- One (1) year of practical field or office experience in a technical planning, engineering, or related field
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

Classification Specification

Classification Title	Planning Technician I
Job Code	
FLSA Status	Non-exempt

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Basic research methods utilized in the collection, tabulation, analysis, and application of planning data
- Principles and methods of preparing graphics, exhibits, visual aids, maps, and charts
- Basic computer-user applications, including the interpretation of input/output data
- Basic arithmetic concepts, including calculations of square footage
- Terminology, symbols, methods, techniques, and instruments used in planning and map drafting, including reviewing and interpreting mapping information
- Modern office practices and equipment, including computers and applicable software

Skill in:

- Organization and time management

Ability to:

- Prepare clear and accurate drawings or maps
- Interpret maps, drawings, and field survey notes
- Perform accurate arithmetic and statistical calculations
- Prepare maps and other illustrations for presentation by Planners
- Maintain organized and accurate records of maps, charts, and other planning documentation
- Demonstrate sound judgment and decision making
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site		X	
Confined space	X		

Classification Specification

Classification Title	Planning Technician I
Job Code	
FLSA Status	Non-exempt

Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is in an office environment and is relatively free from unpleasant environmental conditions or hazards. Occasional outside work may be required. Incumbent may be required to walk on rough unpaved areas such as fields or construction zones.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Date approved by the Personnel Board:

Date(s) Revised:



Classification Specification

Classification Title	Planning Technician II
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Performs technical research, drafting, and administrative support work in support of advance and current planning, General Plan review, economic development, and redevelopment. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This class is the journey-level classification in the Planning Technician series, fully competent to perform the responsible and difficult planning technical work. It is flexibly staffed with Planning Technician I. Assigned responsibilities include the preparation of land use and zoning exhibits for use in reports and public hearings, processing of approved subdivision maps, and notifications of property owners and occupants or permits and changes in land use.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Assists the public, other divisions, and City departments on matters related to planning and zoning, including providing information related to addresses, subdivisions, census tract numbers, street locations, ownership, city/county jurisdiction, and related matters; answers questions related to City codes and zoning ordinances.
- Prepares staff reports consisting of an outline of proposed planning projects for review and approval by Planning staff.
- Updates official City maps to reflect street, parcel, zoning, and land use changes; assigns census tract numbers, geo codes, and addresses to approved parcel and subdivision maps; and prepares computations of lot area and frontages.
- Updates and edits land use data; interprets data utilizing official field surveys, building permits, assessor and approved parcel and subdivision maps, and other authorized source documents.
- Prepares, revises, and interprets legal property descriptions for zoning cases, annexations, and ordinances.

Classification Specification

Classification Title	Planning Technician II
Job Code	
FLSA Status	Non-exempt

- Notifies property owners and occupants within radius of subject site regarding use, variance, zoning, home occupation, historic landmark designation, street name change, and related permits.
- Maintains current City maps, records, and land use documents.
- Performs duties related to zoning and use permit applications, and conducts field checks to ensure accuracy of coded information.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent. At least two (2) years of relevant college-level course work, or an Associate's degree from an accredited college or university is desirable
- One (1) year of practical field or office experience in a technical planning, engineering, or related field, and two (2) years of technical planning experience equivalent to the City's Planning Technician I class

Classification Specification

Classification Title	Planning Technician II
Job Code	
FLSA Status	Non-exempt

- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Basic research methods utilized in the collection, tabulation, analysis, and application of planning data
- Principles and methods of preparing graphics, exhibits, visual aids, maps and charts
- Basic computer-user applications, including the interpretation of input/output data
- Basic arithmetic concepts, including calculations of square footage
- Terminology, symbols, methods, techniques, and instruments used in planning and map drafting, including reviewing and interpreting mapping information
- Modern office practices and equipment, including computers and applicable software

Skill in:

- Organization and time management

Ability to:

- Prepare clear and accurate drawings or maps
- Interpret maps, drawings, and field survey notes
- Perform accurate arithmetic and statistical calculations
- Prepare maps and other illustrations for presentation by Planners
- Maintain organized and accurate records of maps, charts, and other planning documentation
- Demonstrate sound judgment and decision making
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Classification Specification

Classification Title	Planning Technician II
Job Code	
FLSA Status	Non-exempt

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site		X	
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is in an office environment relatively free from unpleasant environmental conditions or hazards. Occasional outside work may be required. Incumbent may be required to walk on rough unpaved areas such as fields or construction zones.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking

Classification Specification

Classification Title	Planning Technician II
Job Code	
FLSA Status	Non-exempt

and standing are required only occasionally, and all other sedentary criteria are met.

Date approved by the Personnel Board:

Date(s) Revised:

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PLANNING TECHNICIAN I/II

DEFINITION

Under general supervision, performs technical research, drafting and administrative support work in support of advance and current planning, General Plan review, economic development and redevelopment; performs related work as assigned.

CLASS CHARACTERISTICS

Planning Technician I is the entry level class in this planning technical series. Initially, under close supervision, incumbents perform the more routine technical planning duties while learning City policies and procedures. This class is alternatively staffed with Planning Technician II, and incumbents may advance to the higher level after successfully completing a one year instructional/orientation period and gaining one additional year of experience that demonstrates proficiency which meets the requirements of the Planning Technician II class.

Planning Technician II is the journey level class in the series, fully competent to perform the responsible and difficult planning technical work. Assigned responsibilities include the preparation of land use and zoning exhibits for use in reports and public hearings, processing of approved subdivision maps and notifications of property owners and occupants of permits and changes in land use. This class is distinguished from Assistant Planner in that the latter is a professional position, performing the more complex professional planning assignments.

EXAMPLES OF DUTIES

1. Assists the public, other divisions and City departments on matters related to planning and zoning, including providing information related to addresses, subdivisions, census tract numbers, street locations, ownership, city/county jurisdiction and related matters; answers questions related to City codes and zoning ordinances.
2. Prepares staff reports consisting of an outline of proposed planning projects for review and approval by Planning staff.
3. Updates official City maps to reflect street, parcel, zoning and land use changes; assigns census tract numbers, geo codes and addresses to approved parcel and subdivision maps; prepares computations of lot area and frontages.
4. Updates and edits land use data; interprets data utilizing official field surveys, building permits, assessor and approved parcel and subdivision maps, and other authorized source documents.
5. Prepares, revises and interprets legal property descriptions for zoning cases, annexations and ordinances.

**PLANNING TECHNICIAN I/II
PAGE 2**

6. **Notifies property owners and occupants within radius of subject site regarding use, variance, zoning, home occupation, historic landmark designation, street name change and related permits.**
7. **Maintains current City maps, records and land use documents.**
8. **Makes statistical surveys and calculations from land use inventory file.**
9. **Performs duties related to zoning and use permit applications and conducts field checks to ensure accuracy of coded information.**
10. **May be required to walk on rough unpaved areas such as fields or construction zones.**

QUALIFICATIONS

Note: The level and scope of the knowledges and skills listed below are related to the job duties as defined under Class Characteristics.

Knowledge of:

- * **Basic research methods utilized in the collection, tabulation, analysis and application of planning data.**
- * **Principles and methods of preparing graphics, exhibits, visual aids, maps and charts.**
- * **Basic computer user applications including the interpretation of input/output data.**
- * **Basic arithmetic concepts, including calculations of square footage.**
- * **Terminology, symbols, methods, techniques and instruments used in planning and map drafting, including reviewing and interpreting mapping information.**

Skill in:

- * **Preparing clear and accurate drawings or maps.**
- * **Making accurate arithmetic and statistical calculations.**
- * **Interpreting maps, drawings and field survey notes.**
- * **Preparing maps and other illustrations for presentation by Planners.**
- * **Maintaining organized and accurate records of maps, charts and other planning documentation.**
- * **Organizing work, setting priorities, meeting deadlines and making sound independent decisions within established guidelines.**
- * **Using tact and diplomacy in dealing with difficult people.**
- * **Establishing and maintaining effective working relationships with those contacted in the course of the work.**

PLANNING TECHNICIAN I/II
PAGE 3

OTHER REQUIREMENTS: May require a valid driver's license or access to another reliable form of personal transportation.

A typical way of gaining the knowledge and skill outlined above is.

Planning Technician I: One year of practical field or office experience in a technical planning, engineering or related field.

Planning Technician II: In addition to the above, two years of technical planning or technical planning experience equivalent to the City's Planning Technician I class.



Classification Specification

Classification Title	Police Property Technician
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Under general direction, is responsible for the receipt, security, control, and maintenance of all incoming property and other items of evidence; to protect the integrity of evidence throughout the judicial process; to provide lead supervision to staff assigned to the property room; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a non-sworn classification in the Police Department. Duties performed within the confines of the Property Room under the general supervision of a Police Sergeant. This classification is distinguished from Police Sergeant in that the latter may assume full supervision over both sworn and non-sworn personnel assigned both in the Property Room and elsewhere in the Police Department. The supervision delegated to the Police Property Technician by comparison is limited to lead supervision over non-sworn department staff assigned to the Property Room.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Provides lead direction, training, and work review to assigned staff.
- Receives property and other items of evidence; logs and stores property and evidence.
- Operates the Police Department computer system for data entry, retrieval, and control of property/evidence.
- Releases property/evidence to law enforcement and/or to the courts for investigative purposes or lab analysis; releases property to their prospective owners.
- Determines which items are to be destroyed, which are to be retained for charitable contributions, and which are to be auctioned by the City.
- Disposes of firearms, illegal contraband, narcotics, and other obsolete evidence.
- Maintains latent fingerprint cards; logs, stores, and develops crime scene photographs.

Classification Specification

Classification Title	Police Property Technician
Job Code	
FLSA Status	Non-exempt

- Provides court testimony as necessary.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires providing guidance and the potential to oversee another employee. This position may oversee work quality, training, instruction, and work assignments.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division – or program/promotional-level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- Experience storing and maintaining an inventory of materials is desirable
- Experience in storing and maintaining materials in a highly-controlled environment similar to the property and evidence materials maintained in a police department or other law enforcement environment is highly desirable
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

Classification Specification

Classification Title	Police Property Technician
Job Code	
FLSA Status	Non-exempt

Additional Requirements

- Must pass a polygraph and an extensive background examination. As a condition of employment, psychological, medical, and drug testing are also required

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Laws and procedures pertaining to the receipt, storage, security, and disposal of property and other items of evidence according to state and federal laws, and departmental operating procedures
- Indexing, filing, logging, and maintaining records.
- Modern office practices and equipment, including computers and applicable software

Skill in:

- Organization

Ability to:

- Plan, assign, and review the work of others
- Perform data entry
- Maintain a clean and orderly property storage area
- Establish and maintain effective working relationships
- Communicate effectively, both orally and in writing

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		

Classification Specification

Classification Title	Police Property Technician
Job Code	
FLSA Status	Non-exempt

Exposures	Seldom or Never	Sometimes	Frequently or Often
Other			
Individuals who are hostile or irate			X
Individuals with known violent backgrounds			X
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

POLICE PROPERTY TECHNICIAN

DEFINITION

Under general direction, is responsible for the receipt, security, control and maintenance of all incoming property and other items of evidence; to protect the integrity of evidence throughout the judicial process; to provide lead supervision to staff assigned to the property room; and to perform related duties as required.

CLASS CHARACTERISTICS

This is a non-sworn classification in the Police Department. Duties are performed within the confines of the Property Room under the general supervision of a Police Sergeant. This classification is distinguished from Police Sergeant in that the latter may assume full supervision over both sworn and non-sworn personnel assigned both in the Property Room and elsewhere in the Police Department. The supervision delegated to the Police Property Technician by comparison is limited to lead supervision over non-sworn department staff assigned to the Property Room.

EXAMPLES OF DUTIES

1. Provides lead direction, training and work review to assigned staff.
2. Receives property and other items of evidence; logs and stores property and evidence.
3. Operates the Police Department computer system for data entry, retrieval and control of property/evidence.
4. Releases property/evidence to law enforcement and/or to the courts for investigative purposes or lab analysis. Releases property to their prospective owners.
5. Determines which items are to be destroyed; which are to be retained for charitable contributions; and which are to be auctioned by the City.
6. Disposes of firearms, illegal contraband, narcotics, and other obsolete evidence.
7. Maintains latent fingerprint cards, logs, stores and develops crime scene photographs.
8. Provides court testimony as necessary.
9. Performs related duties as required.

**POLICE PROPERTY TECHNICIAN
PAGE 2**

QUALIFICATIONS

Knowledge of:

Laws and procedures pertaining to the receipt, storage, security and disposal of property and other items of evidence according to state and federal laws and departmental operating procedures; and of indexing, filing, logging and maintaining records.

Ability to:

Plan, assign and review the work of others; operate computers for the purpose of data entry and retrieval; establish and maintain good working relationships with fellow employees and representatives of other Law Enforcement agencies; deal with people of different racial, ethnic, and economic groups in a tactful and effective manner; and maintain a clean and orderly property storage area.

Education and Experience:

Equivalent to graduation from high school or possession of a G.E.D. certificate. Experience storing and maintaining an inventory of materials is desirable. Experience in storing and maintaining materials in a highly controlled environment similar to the property and evidence materials maintained in a police department or other law enforcement environment is highly desirable.



Classification Specification

Classification Title	Recreation Program Coordinator
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Coordinates and leads recreation and cultural programs and activities in assigned area; supervises and directs personnel participating in recreational and cultural programs.

DISTINGUISHING CHARACTERISTICS

This is the entry level class to the professional recreation class series. Incumbents plan, coordinate, and implement recreation and cultural programs in several areas including social, physical, cultural, educational, and auxiliary services. Program Coordinators normally are assigned to community centers or within a defined program area such as aquatics, senior citizens, youth activities, sports, and special projects.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Plans, manages, and oversees daily operations of assigned community center building and recreation programming held at that site.
- Oversees the work of part-time and seasonal staff members and volunteers.
- Develops and implements recreation program activities and special events.
- Creates and distributes marketing materials and flyers to inform community of programs and events.
- Manages staff scheduling, timesheets, and performance evaluations.
- Participates in budget development and allocation of available resources.
- Tracks expenditures, and works within budget constraints.
- Orders supplies and equipment, coordinates deliveries, and schedules use of facilities.
- Assists in the general upkeep of community center facilities, submits work orders and incident reports as needed, and communicates maintenance issues to department leadership.
- Attends and participates in meetings, trainings, and conferences as needed.

Classification Specification

Classification Title	Recreation Program Coordinator
Job Code	
FLSA Status	Non-exempt

- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division – or program/promotional-level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent. A Bachelor's or Associate's degree from an accredited college or university with major coursework in recreation administration, physical education, social services, or a related field is highly desirable
- Five (5) to seven (7) years of recreation experience in a public, municipal, or private recreation or community services agency. Education from an accredited college or university with major coursework in recreation administration, physical education, social services, or a related field may substitute for the required experience on a year-for-year basis
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

Additional Requirements

- Ability to work evenings and weekends as assigned

Classification Specification

Classification Title	Recreation Program Coordinator
Job Code	
FLSA Status	Non-exempt

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Recreational needs and interests of the community served
- Budgeting for a community center, and familiarity with community programs
- Event planning
- Modern office practices and equipment, including applicable software
- City personnel rules and policies

Skill in:

- Organization and time management
- Customer service
- Leadership
- Problem solving and conflict resolution

Ability to:

- Work as part of a team
- Motivate and empower staff members in a team environment
- Delegate the work of others
- Handle cash transactions, and perform basic math computations
- Document and maintain accurate records
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Manage multiple tasks, and prioritize assignments
- Think creatively

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)		X	
Construction site	X		

Classification Specification

Classification Title	Recreation Program Coordinator
Job Code	
FLSA Status	Non-exempt

Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other: Indoor Pool			X
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases		X	
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is in an office environment and is relatively free from unpleasant environmental conditions or hazards.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

CITY OF RICHMOND

Class Code: PR-257
Revised: 3-23-95
Established: 12-27-66
Group: Local 790
FLSA: NON-EXEMPT

RECREATION PROGRAM COORDINATOR

DEFINITION

Under general supervision, coordinates and leads recreation and cultural programs and activities; supervises and directs personnel participating in such programs; and does other work as required.

CLASS CHARACTERISTICS

This is the entry level class to the professional recreation class series. Incumbents plan, coordinate and implement recreation and cultural programs in several major areas - social, physical, cultural, educational and auxiliary services. Program Coordinators normally are assigned to community centers or within a defined program area, such as aquatics, senior citizens, youth activities, sports and special projects.

EXAMPLES OF DUTIES

1. Coordinates activities; plans, develops and implements community service programs; supervises, leads, and directs programs, such as arts and crafts, sports activities, dance and music.
2. Plans programs by analyzing the need for the program and anticipated number of participants; prepares justification for recommended programs; outlines procedures and schedules.
3. Supervises and directs part-time and voluntary personnel assigned to programs; gives orientation of departmental policy, procedures and rules; trains, assists and occasionally substitutes for staff in conducting program activities.
4. Orders supplies and equipment, and coordinates delivery; schedules facilities; and promotes good intergroup relations.
5. Coordinates facility maintenance and security: inspects for cleanliness, vandalism and maintenance problems; opens and secures facilities.
6. Reviews and approves applications, schedules rooms, collects fees, issues receipts and maintains records on facility usage.
7. Serves as advisor to organized clubs and youth groups; explains City policies and procedures; assists in coordinating activities by arranging for and scheduling facilities, finding resources and providing guidance.
8. Prepares and maintains records regarding staff attendance, facility usage, rentals, requisitions for supplies and equipment, accident and incident reports, and similar program related documents.

9. Prepares a variety of written material including letters, memorandums, publicity flyers, news releases, narrative reports and program brochures for internal and external dissemination.
10. Meets with various individuals and groups from the community, parents, school officials, and supervisory and subordinate staff regarding program activities.
11. Explains and assures compliance with rules and regulations governing facility usage.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, techniques and procedures in the delivery of the community services program.

Common recreational and social needs of various age groups.

Principles and procedures for implementing and directing community services or recreation activities.

Principles and practices of program budget monitoring.

Principles and practices of assigning and reviewing the work of others.

Ability to:

Develop and coordinate a community service or recreation program suited to the needs of the community.

Plan, organize, coordinate and implement a community services program.

Establish and maintain effective working relationships with those contacted in the course of work.

Analyze, interpret and explain section policies and procedures.

Communicate effectively, orally and in writing.

Train and evaluate contract and temporary personnel.

Prepare detailed reports and other written material.

Experience and Training:

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

1. Equivalent to a Bachelor's Degree from an accredited college or university with a major work in recreation administration, physical education, social services or related subject **and** one (1) year of full time recreation experience.

or

2. Two (2) years of college **and** three (3) years of full time recreation experience in a public or private recreation or community services agency.

or

3. Any combination of training and experience equivalent to five (5) years of municipal recreation and community services employment.

License or Certificate:

Possession of, or ability to obtain, a valid California Driver's License at date of appointment or access to another form of personal transportation.

Physical Demands:

In addition to requiring sufficient mobility to work in a typical office setting, vision sufficient to read printed materials, and hearing and speech sufficient to exchange information in person and over the telephone, duties also require sufficient mobility to attend night and/or weekend meetings. Accommodation may be made available for individuals requiring and requesting such accommodation.



Classification Specification

Classification Title	Registration Specialist
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Ensures the rental and registration processes are in accordance to set rules and policy, and in compliance with the City's master fee schedule. Completes updates and changes in the Community Services Department's Recreation Division's database system. Assists in the implementation of policies, operating procedures, and priorities related to rental and program administrations, accounting procedures, facility rental processes, activity registrations, billings, and reports.

DISTINGUISHING CHARACTERISTICS

Incumbents are responsible for ensuring that all participants are properly registered and accounted for before, during, and after an event takes place. Performing administrative tasks such as processing payments, maintaining accounts receivable records, and ensuring that accounting records are up to date.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Prepares and submits program information in the Division's database to facilitate program enrollment and registration.
- Assists patrons in the completion of registration forms, accepts payments, and troubleshoots user's issues with the online registration process.
- Maintains accurate records by filing and scanning registration forms and supporting documents.
- Provides information to the public regarding rental spaces and application procedures, and coordinates with City departments to gain approval for large events.
- Prepares rental estimates and contracts, collects required documentation and payments, and provides customers with official permits.
- Collaborates with program coordinators and managers to develop seasonal activity guides and/or newsletters, and manages the subsequent printing, posting, and distribution.

Classification Specification

Classification Title	Registration Specialist
Job Code	
FLSA Status	Non-exempt

- Performs periodic updates, as needed, to the Division's registration and application forms and other supporting documents.
- Generates reports, and manages client outreach regarding outstanding account balances and payment collection.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- One (1) to three (3) years of clerical experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

Additional Requirements

- Ability to work evenings and weekends as assigned

Classification Specification

Classification Title	Registration Specialist
Job Code	
FLSA Status	Non-exempt

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Department database
- City facility rentals and associated protocols
- Basic math
- Social media platforms
- Modern office practices and equipment, including computers and applicable software

Skill in:

- Organization and time management
- Analytical thinking
- Customer service

Ability to:

- Multi-task to meet deadlines while maintaining other responsibilities
- Pay close attention to detail
- Perform cash transactions
- Maintain complete and accurate records
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		

Classification Specification

Classification Title	Registration Specialist
Job Code	
FLSA Status	Non-exempt

Exposures	Seldom or Never	Sometimes	Frequently or Often
Other			
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is in an office environment and is relatively free from unpleasant environmental conditions or hazards.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Date approved by the Personnel Board:

Date(s) Revised:



Classification Specification

Classification Title	Resident Housing Manager
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Under supervision of the Building Maintenance Supervisor or Senior Property Manager, performs daily custodial and housekeeping duties for assigned public housing units; assists residents in resolving housing-related problems.

DISTINGUISHING CHARACTERISTICS

Position requires residence at assigned complex. Incumbents are responsible for providing continuous, on-call service for community residents. Resident Housing Managers are responsible for maintaining clean and safe housing unit exteriors and adjacent areas. Additional responsibilities include providing household repairs to plumbing fixtures, doors and windows, appliances, furniture, and other routine household maintenance.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Inspects and maintains hallways, lobbies, fire exits, laundry rooms, restrooms, recreation areas, parking lots, sidewalks, grounds, and other common spaces for cleanliness, trip or slip hazards, and general safety.
- Cleans, sweeps, mops, vacuums, and polishes floors, carpets, sidewalks, and other surfaces; picks up litter, debris, and rubbish, and disposes it in appropriate containers; empties and cleans waste receptacles; removes dust, scuff marks, or fingerprints from furniture, and cleans desks and chairs in offices and recreational rooms.
- Removes any hazards to resident safety; removes graffiti; completes monthly inspection of fire extinguishers for broken glass, missing equipment, or expired tags; and performs other custodial tasks as required.
- Responds to the emergency needs of community residents, and performs a variety of common household repairs, including shutting off leaking faucets, plunging clogged drains and toilets, shutting off malfunctioning appliances, opening jammed

Classification Specification

Classification Title	Resident Housing Manager
Job Code	
FLSA Status	Non-exempt

doors and windows, and similar routine household maintenance problems days, nights, weekends, and on-call.

- Removes and replaces switch plates, plug plates, light fixtures, and draperies prior to and following completion of painting services rendered by painter.
- Replaces all burned out and broken light bulbs in community common areas.
- Assists residents in emergencies; opens units when tenants accidentally get locked out; and calls police, fire, ambulance, or other emergency vehicles when needed.
- Receives tenants' complaints and requests; informs the Maintenance Division of all serious maintenance problems, and when authorized, calls outside repair services.
- Instructs new tenants on the operation of ranges, refrigerators, emergency signals, intercoms, heaters, and proper disposal of garbage.
- Maintains and securely stores inventory of cleaning, maintenance, and restroom supplies, and requisitions supplies as needed.
- Reports lease violations within 24 hours to the Resident Housing Property Manager.
- Maintains building security at all times; reports loitering or suspicious activity, cars parked in fire lane or red zone, and unregistered or inoperable vehicles to the police.
- Checks signage, bulletin boards, mailboxes, and marquis for appearance.
- Attends Resident Council meetings, and when requested, provides assistance.
- Maintains on-site tenant files, prepares various reports and logs, and performs general office functions.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires supervising and monitoring performance for a regular group of employees (one (1) or more full-time employees), including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Classification Specification

Classification Title	Resident Housing Manager
Job Code	
FLSA Status	Non-exempt

- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- One (1) to three (3) years of experience that demonstrates applicant's knowledge and abilities regarding the care and maintenance of multi-unit housing structures
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Tools and methods used in repairing a variety of routine, reoccurring housing maintenance problems
- Methods, materials, and equipment used in cleaning and caring for floors, walls, fixtures, and furniture
- Modern office practices and equipment, including computers and applicable software

Skill in:

- Active listening
- Problem solving
- Customer service

Ability to:

- Shut off leaking faucets and malfunctioning appliances; plunge clogged drains and toilets; open jammed doors and windows; and attend to other routine, reoccurring household maintenance problems
- Operate hand and power tools used in general household maintenance properly and safely

Classification Specification

Classification Title	Resident Housing Manager
Job Code	
FLSA Status	Non-exempt

- Provide continuous, on-call service for community residents
- Prepare and maintain written records relating to tenant services, material and equipment inventory, and equipment maintenance
- Multi-task and prioritize work
- Maintain accurate and complete records
- Understand and follow written directions and oral instructions
- Work nights, weekends, and on-call
- Communicate effectively

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases		X	
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		

Classification Specification

Classification Title	Resident Housing Manager
Job Code	
FLSA Status	Non-exempt

Loud noises (85+ decibels such as heavy trucks, construction)	X		
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WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

RESIDENT HOUSING MANAGER

DEFINITION

Under the supervision of a Resident Property Manager, performs daily custodial and housekeeping duties for assigned public housing units; assists residents in resolving housing related problems; and performs related administrative office duties.

CLASS CHARACTERISTICS

Position requires residence at assigned complex. Incumbents are responsible for providing continuous, on-call service for community residents. Resident Housing Managers are responsible for maintaining clean and safe housing unit exteriors and adjacent areas. Additional responsibilities include providing household repairs to plumbing fixtures, doors and windows, appliances, furniture and other routine household maintenance.

EXAMPLES OF DUTIES

1. Inspects and maintains hallways, lobbies, fire exits, laundry rooms, restrooms, recreation areas, parking lots, sidewalks, grounds and other common spaces for cleanliness, trip or slip hazards, and general safety; cleans sweeps, mops, vacuums, and polishes floors, carpets, sidewalks and other surfaces; picks up litter and rubbish and disposes it in appropriate containers; empties and cleans waste receptacles; removes dust, scuff marks or fingerprints from furniture and cleans desks and chairs in offices and recreational rooms; removes or has removed any hazards to resident safety; removes or has removed graffiti, completes monthly inspection of fire extinguishers for broken glass, missing equipment or expired tags; and does other custodial tasks as required.
2. Responds to the emergency needs of community residents, makes a variety of common household repairs, including shutting off leaking faucets, plunging clogged drains and toilets, shutting off malfunctioning appliances, opening jammed doors and windows, and similar routing household maintenance problems.
3. Removes and replaces switch plates, plug plates, light fixtures, and draperies prior to and following completion of painting services rendered by painter.
4. Replaces all burned out and broken light bulbs in community common areas.
5. Assists residents in emergencies; opens units when tenants accidentally get locked out; and calls police, fire, ambulance or other emergency vehicles when needed.

**CITY OF RICHMOND, CA
RESIDENT HOUSING MANAGER
PAGE 2**

6. Receives tenants complaints and requests; informs the maintenance division of all serious maintenance problems; and when authorized, calls outside repair services.
7. Instructs new tenants on the operation of ranges, refrigerator, emergency signals, intercoms, heaters and proper disposal of garbage.
8. Maintains and securely stores inventory of cleaning, maintenance and restroom supplies, and requisitions supplies as needed.
9. Reports lease violations within 24 hours to the Resident Housing Property Manager.
10. Maintains building security at all times; reports loitering or suspicious activity, cars parked in fire lane or red zone, unregistered or inoperable vehicles to the police.
11. Checks signage, bulletin boards, mailboxes and marquis for appearance.
12. Attends Resident Council meetings and, when requested and provides assistance.
13. Maintains on-site tenant files, prepares various reports and logs; performs general office functions which involve lifting and bending.
14. At all times, maintains courteous, cooperative and professional manner towards residents.

MINIMUM QUALIFICATIONS

Knowledge of: tools and methods used in repairing a variety of routine, reoccurring housing maintenance problems; methods, materials and equipment used in cleaning and caring for floors, walls, fixtures and furniture.

Ability to: shut off leaking faucets and malfunctioning appliances; plunge clogged drains and toilets; open jammed doors and windows; attend to other routine, reoccurring household maintenance problems; tactfully and courteously listen to, evaluate information, and assist tenants in resolving their housing problems; be self-directed and use own initiative to resolve routine maintenance problems; understand and follow written directions and oral instructions; prepare and maintain written records relating to tenant services, material and equipment inventory, and equipment maintenance.

EDUCATION/EXPERIENCE

Two (2) years successful experience that would demonstrate applicant's knowledge and abilities in regard to the care and maintenance of multi-unit housing structures.

LICENSE/CERTIFICATION

Possession of a current California Driver's License.



Classification Specification

Classification Title	R-Transit Assistant
Job Code	
FLSA Status	Non-Exempt

GENERAL SUMMARY

Performs routine clerical work in the Transportation Division.

DISTINGUISHING CHARACTERISTICS

This is a single class position. Incumbents in this class are fully competent to independently perform a variety of office support duties. The position is characterized by the presence of clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Manages taxi scrip transactions; collects monies, and makes deposits of collections.
- Maintains program records, including daily trip logs and other required records.
- Responds to inquiries, and provides information to the public regarding R-TRANSIT program services.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

Classification Specification

Classification Title	R-Transit Assistant
Job Code	
FLSA Status	Non-Exempt

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division – or program/promotional-level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including computers and applicable software
- Proper phone etiquette

Skill in:

- Organization and time management
- The operation of a van or similar large passenger vehicle
- Customer service

Ability to:

- Communicate effectively, both orally and in writing
- Perform basic cash handling and transactions
- Follow oral and written directions
- Perform basic data entry and keyboarding
- Maintain accurate and complete records

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Classification Specification

Classification Title	R-Transit Assistant
Job Code	
FLSA Status	Non-Exempt

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases		X	
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is in an office environment and is relatively free from unpleasant environmental conditions or hazards.
- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Classification Specification

Classification Title	R-Transit Assistant
Job Code	
FLSA Status	Non-Exempt

Date approved by the Personnel Board:

Date(s) Revised:

DRAFT

City of Richmond, CA

Class Code: OC-657

Established: 3/28/02

Group: Local 790

FLSA: Non-Exempt

PARATRANSIT ASSISTANT

DEFINITION:

Under general supervision, provides a variety of routine to difficult clerical support to the Paratransit Office that may include receptionist duties, typing, word processing, recordkeeping and filing; and performs related work as assigned.

CLASS CHARACTERISTICS:

This is a single class position. Incumbents in this class are fully competent to independently perform a variety of office support duties. The position is characterized by the presence of clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances.

EXAMPLES OF DUTIES:

1. Types correspondence, reports, forms and specialized documents related to the functions of the organizational unit to which assigned from drafts, notes, dictated tapes or brief instructions, using a typewriter or word processor.
2. Proofreads and checks typed and other materials for accuracy, completeness, compliance with departmental policies and correct English usage, including grammar, punctuation and spelling.
3. Enters and retrieves data and prepares reports from an on-line or personal computer system, following established formats.
4. Prepares and updates a variety of reports that may require the use of arithmetic calculations; and reviews computer-produced reports for accuracy and makes corrections as required.
5. Maintains records and processes forms such as payroll records, purchase requisitions and orders, and others specific to the organizational unit.
6. Establishes and maintains office files, and researches and compiles information from such files.

7. Acts as a receptionist; receives and screens visitors, telephone calls and takes messages; and provides factual information regarding City or unit activities and functions.
8. Operates standard office equipment.
9. Performs such office support activities as opening and distributing mail, processing outgoing mail, and ordering office supplies.

MINIMUM QUALIFICATIONS:

Education and Experience: Equivalent to graduation from high school and two (2) years of general clerical or office assistant experience. One (1) year experience dealing with disabled and/or elderly clients.

Knowledge of: Office practices and procedures, including filing and the operation of standard office equipment; correct English usage, including spelling, grammar and punctuation; business letter writing and the standard format for typed materials; policies and procedures related to the department to which assigned; basic business data processing principles; and the use of word processing or personal computing equipment.

Skill in: Performing detailed clerical work accurately; organizing and maintaining office files; composing routine correspondence from brief instructions; maintaining accurate records and files; making accurate arithmetic calculations; using initiative and sound independent judgment within established guidelines; operating standard office equipment, including a word processor, personal or on-line computer and centralized telephone equipment; prioritizing work and coordinating several activities; establishing and maintaining effective working relationships with those contacted during the course of work; understanding and carrying out oral and written directions; and typing accurately at a rate of 40 net words per minute from printed copy.

License Required: Must possess a valid Class "C" California Driver's License upon appointment to the position, and it is an on-going requirement of the position.



Classification Specification

Classification Title	R-Transit Driver
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Drives a City van/vehicle to designated locations in the West Contra Costa County and other approved areas; provides passenger assistance and delivery service; maintains program records; and does related work as required.

DISTINGUISHING CHARACTERISTICS

The work of an incumbent combines clerical, manual and driving skills. Positions in this class are responsible for safe operation of a motor vehicle and delivery of passengers to destinations. Loading and unloading of wheelchairs requires manual strength. Clerical skill is required in keeping mileage and other related records.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Drives a Paratransit van to scheduled destinations in a safe and efficient manner.
- Assists passengers as they enter and exit the vehicle; ensures that seat belts are fastened, and passengers are seated safely and comfortably. Assists disabled and elderly passengers in getting from door-to-door.
- Loads and unloads wheelchairs; pushes wheelchairs up and down ramps, or a maximum of one stair.
- Maintains a daily trip log and other required records.
- Inspects the general vehicle condition, and reports maintenance needs. Keeps the interior of the vehicle orderly and clean.
- May be required to administer basic first aid.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

Classification Specification

Classification Title	R-Transit Driver
Job Code	
FLSA Status	Non-exempt

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- A minimum of six (6) months of driving experience involving the transport of passengers and public contact. Experience with disabled and/or elderly clients is preferred
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Possession of a valid California Class B driver's license and a satisfactory driving record are ongoing requirements for this position
- Achievement of CPR Certification within six (6) months of date of hire

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- California Motor Vehicle Code
- West Contra Costa County geography
- Customer service

Skill in:

- The operation of a van or similar large passenger vehicle

Classification Specification

Classification Title	R-Transit Driver
Job Code	
FLSA Status	Non-exempt

Ability to:

- Maintain accurate and complete records
- Deal effectively with the public, including special groups such as the elderly and disabled
- Establish and maintain effective working relationships
- Follow oral and written directions
- Work independently
- Utilize navigation applications, read a map, and locate addresses
- Perform manual work required to push wheelchairs and load and unload passengers
- Administer first aid or resuscitation procedures

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment		X	
Street environment (near moving traffic)			X
Construction site	X		
Confined space	X		
Vehicle			X
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases		X	
Moving mechanical parts	X		
Fumes or airborne particles	X		

Classification Specification

Classification Title	R-Transit Driver
Job Code	
FLSA Status	Non-exempt

Toxic or caustic chemicals, substances, or waste	X		
Loud noises (85+ decibels such as heavy trucks, construction)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is relatively free from unpleasant environmental conditions or hazards.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

R-TRANSIT DRIVER

DEFINITION

Under general supervision, drives a City vehicle to designated locations; provides passenger assistance and delivery services; maintains program records; performs duties in support of the Transportation and Transit Unit and performs related work as required.

CLASS CHARACTERISTICS

The work of the incumbent requires clerical, customer service and manual and driving skills. Positions in this class are responsible for safe operation of a motor vehicle and delivery of passengers to destinations. Loading and unloading of wheelchairs requires manual strength. Clerical skills are required for keeping mileage and other related records.

EXAMPLES OF DUTIES (Illustrative Only)

Essential duties may include, but are not limited to, the following:

1. Drives a city vehicle to scheduled destinations in a safe, timely and efficient manner.
2. Assists passengers as they enter and exit vehicle; ensures that seat belts are fastened and passengers are seated safely and comfortably.
3. Assists disabled and elderly passengers in getting from door-to-door.
4. Loads and unloads wheelchairs; pushes wheelchairs up and down ramps, or a maximum of one stair.
5. Prepares and maintains a daily trip log and other required records. Provides documentation of changes or updates to driver's license and records, and First Aid/CPR/AED certification.
6. Conducts routine pre-trip and post-trip inspections and submits required documentation to the appropriate personnel; and keeps the interior of vehicle orderly and clean
7. May be required to perform community outreach regarding City services, schedule rides, and perform basic clerical duties such as filing and answering phones.

**CITY OF RICHMOND
R-TRANSIT DRIVER
PAGE 2**

8. Provides professional and courteous service to passengers at all times; promotes good public relations.
9. May be required to provide transportation and delivery services for other City departments and assists staff and provides customer service when necessary.
10. Administers basic first aid, when required

MINIMUM QUALIFICATIONS

Knowledge of: The California Motor Vehicle Code; West Contra Costa County and local geography; and basic automobile maintenance procedures.

Skill in: The operation of automotive vehicles in a safe manner, observing safe driving rules and regulations, establishing and maintaining, effective and courteous relationships with individuals from diverse backgrounds. .

Ability to: Prepare accurate records; deal effectively with the public, including special groups, such as the elderly and disabled; understand and follow oral and written directions; work alone with minimum supervision; read a map or navigation system, locate addresses; learn routes; arrive and depart trips on time to maintain time schedules; do manual work required to push wheelchairs and load and unload passengers; obey safe driving procedures; make sound judgments within established guidelines; perform first aid or resuscitation procedures, and communicate effectively using a two-way radio.

EDUCATION/EXPERIENCE

Equivalent to graduation from high school AND a minimum of six (6) months of driving experience involving the transport of passengers and public contact.

Experience with disabled and/or elderly clients is preferred.

LICENSE/CERTIFICATION

Possession of a valid California Driver License in the class that is appropriate for the assignment AND a satisfactory driving record are ongoing requirements for this position.

Achievement of C.P.R. Certification within six (6) months of date of hire.

ADDITIONAL REQUIREMENTS

Must successfully pass a background investigation.



Classification Specification

Classification Title	R-Transit Driver Leadworker
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Plans, organizes, leads, supervises, and trains new drivers in the safe operation of transit vehicles and equipment. Administers the operations safety program, and all modes of Fixed Route and Demand Response service. This includes the implementation of daily routes and employee schedules; vehicle assignments and maintenance; complaint resolution; and van operators and van washing.

DISTINGUISHING CHARACTERISTICS

This is a single class position that supervises assigned van operators, dispatchers, and bus washers to ensure safe and efficient transit service operations. Assists with the supervision of all transit service operations, including field supervision of van operators to assure schedule and service compliance. Plans and schedules operators' daily work assignments to assure efficient utilization of personnel, facilities, and transit vehicles; some of this may be delegated to Dispatchers but remains the responsibility of this position. Develops and implements training programs, including safety training and remedial or refresher training. Assists with the assessment of transit routes and service levels and recommends changes to improve passenger service.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Directs the day-to-day operation of the fixed-route and demand response system, and coordinates with the R-Transit support personnel on the day-to-day operation of the R-Transit system to ensure safe and efficient transit service.
- Schedules and assigns drivers, dispatchers, and R-Transit support personnel to ensure service levels are properly maintained.
- Oversees the design and production of annual R-Transit transit schedules and maintains and updates the system's website.
- Schedules maintenance and repair on R-Transit vans as required, and facilitates the replacement of vans and/or operators as needed.

Classification Specification

Classification Title	R-Transit Driver Leadworker
Job Code	
FLSA Status	Non-exempt

- Monitors field operations to ensure compliance with performance standards and service schedules, and approves rerouting of service when necessary.
- Oversees the development, implementation, and execution of operational and safety training programs, and conducts evaluations to assess their overall effectiveness.
- Prepares and maintains legible and concise activity logs, training records, accident reports, and other documents relevant to transit operations.
- Investigates public complaints concerning customer services, vehicle safety, and route design, and manages on-site investigation procedures in the event of an accident to determine cause and any appropriate remedial actions.
- Assists management with various departmental administration responsibilities, including employee hiring and compulsory testing.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires supervising and monitoring performance for a regular group of employees (one (1) or more full-time employees), including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent, and two (2) years of experience in the operation of transit vehicles, equipment, and the functioning of a transit and/or paratransit system

Classification Specification

Classification Title	R-Transit Driver Leadworker
Job Code	
FLSA Status	Non-exempt

- Previous experience with the elderly and physically challenged. Experience in developing and conducting employee and safety training programs. Experience in interpreting and applying federal/state DOT and OSHA regulations affecting transit operations
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Possession of a valid California Class “B” driver’s license and a satisfactory driving record are ongoing requirements for this position
- An In-Transit Instructor Certification by the US Department of Transportation
- Achievement of a CPR and First Aid Certification within six (6) months of date of hire

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Safety standards and precautions pertaining to proper paratransit van and passenger assistance operations
- Municipal R-Transit system operation
- Federal and state laws and regulations pertaining to the operation of a public transit system
- Employee scheduling
- Modern office practices and equipment, including computers and applicable software

Skill in:

- Organization and time management
- The operation of a van or similar large passenger vehicle
- The operation of wheelchair lifts
- Customer service

Ability to:

- Effectively schedule, assign, direct, and evaluate the work of van drivers and office personnel
- Multi-task and prioritize work
- Develop, implement, and evaluate employee training programs
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Maintain accurate and complete records

Classification Specification

Classification Title	R-Transit Driver Leadworker
Job Code	
FLSA Status	Non-exempt

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle			X
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases		X	
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	X		

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position is in an office environment and is relatively free from unpleasant environmental conditions or hazards.

Classification Specification

Classification Title	R-Transit Driver Leadworker
Job Code	
FLSA Status	Non-exempt

- **Sedentary Work** - Incumbents may be required to exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

Date approved by the Personnel Board:

Date(s) Revised:

DRAFT

City of Richmond, CA

Class Code: SM-851

Established: 10/28/04

Group: Local 790

FLSA: Non-Exempt

PARATRANSIT DRIVER LEADWORKER

DEFINITION:

Under general supervision of the Paratransit Manager, plans, organizes, leads, supervises and trains new drivers in the safe operation of transit vehicles and equipment; and administers the operations safety program, all modes of Fixed Route and Demand Response service. This includes the implementation of daily routes and employee schedules; vehicle assignments and maintenance; complaint resolution; van operators and van washing. As appropriate, assumes the responsibilities of the Paratransit Manager in his or her absence.

CLASS CHARACTERISTICS:

This is a single class position that reports to the Paratransit Manager and supervises assigned van operators, dispatchers and bus washers to ensure safe and efficient transit service operations. Assists with the supervision of all transit service operations, including field supervision of van operators to assure schedule and service compliance. Plans and schedules operators' daily work assignments to assure efficient utilization of personnel, facilities and transit vehicles; some of this may be delegated to Dispatchers, but remains the responsibility of this position. Develops and implements training programs, including safety training and remedial or refresher training. Assists with the assessment of transit routes and service levels, and recommends changes to improve passenger service.

EXAMPLES OF DUTIES:

1. Directs the day-to-day operation of the fixed-route and demand response system, and coordinates with the Paratransit support personnel on the day-to-day operation of the Paratransit system.
2. Schedules and assigns drivers, dispatchers and Paratransit support personnel to assure service levels are maintained.
3. Oversees the design and production of annual Paratransit transit schedules; and maintains and updates system's web site.
4. Schedules maintenance and repair on Paratransit vans as required; facilitates the replacement of vans and/or operators due to accidents, equipment failure, illness or other unforeseen circumstances.
5. Monitors field operations to assure compliance with performance standards and service schedules. Approves re-routing of service due to inclement weather or road construction.

PARATRANSIT DRIVER LEADWORKER

6. Assesses training needs, develops schedules, contracts or conducts operational and safety training, and evaluates the effectiveness of each training program through post-training testing or on-the-job observation.
7. Prepares and maintains legible and concise activity logs, training records, accident reports and other documents relevant to transit operations.
8. Investigates public complaints concerning customer services, vehicle safety and route design. Provides on-site investigation of accidents and interviews operators, witnesses, maintenance personnel and safety officials to determine cause and appropriate remedial actions to prevent future accidents.
9. Assists the Paratransit Manager in ensuring compliance with Federal Transportation Administration (FTA) drug and alcohol testing requirements; determines fitness for duty including reasonable suspicion or post-accident testing.
10. Assists the Paratransit Manager in the recommendation and selection process of hiring new employees, and provides training for new operators.
11. Serves as Paratransit Manager in his or her absence.
12. Answers the phone, schedules Demand Response rides, provides information to customers, answers two-way radio, dispatches drivers and staff, and assigns shifts to drivers in the absence of Paratransit support personnel.
13. Assists the Paratransit Manager in collecting cash receipts from fare boxes and sales outlets, and approves requests for refunds; oversees the distribution of taxi scrip and van tickets, and approves requests for refunds.
14. Provides first aid training; designs and administers community involvement programs. May perform dispatching duties or operate a van in an emergency.
15. Interacts in a professional and respectful manner with City staff and the public, and performs other tasks as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience: Equivalent to graduation from high school or possession of a G.E.D. and two (2) years of experience in the operation of transit vehicles, equipment, and the functioning of a transit and/or paratransit system. Previous experience with the elderly and physically challenged is required. Experience in developing and conducting employee and safety training programs. Experience in interpreting and applying federal/state DOT and OSHA regulations affecting transit operations is required.

Thorough Knowledge of: Safety standards and precautions pertaining to proper paratransit van and passenger assistance operations.

Knowledge of: Principles and practices as it relates to work planning; employee scheduling; Municipal Paratransit system operation; Federal and State laws and regulations pertaining to the operation of a public transit system.

Skill in: The use of a personal computer; the operation of a Paratransit van or car; the operation of wheelchair lifts; the use and operation of a coin counting and sorting machine; the use of a cellular telephone; the use of a land-line telephone, copy machine, fax machine and two-way radio.

Ability to: Provide quality services in a cost-effective manner and to recommend improved methods of performing the work; effectively schedule, assign, direct and evaluate the work of van drivers and office personnel; develop, implement and evaluate employee training programs; comprehend, read and analyze a variety of administrative and technical data; prepare reports and operating procedures; establish and maintain effective working relationships with supervisors, division employees, general public and city staff; learn and use in-house software programs; and physically perform the essential functions of the job.

Licenses and Certifications: A valid California Commercial B-P Driver's License with passenger endorsement and a satisfactory driving record is an on-going requirement for this position. An In-Transit Instructor Certification by the US Department of Transportation is also required. Achievement of a C.P.R. and First Aid Certification within six (6) months of date of hire is also a requirement.

Work Environment: Work is performed both in an office environment while sitting at a desk or computer terminal or in outside weather conditions. The employee must occasionally lift and/or move up to ten (10) pounds. The noise level in the work environment is usually quiet while in the office or moderately loud when in the field. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.



Classification Specification

Classification Title	Senior Cable TV Production Assistant
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Leads production work (editing, videography, and photography) of City public and private meetings and productions.

DISTINGUISHING CHARACTERISTICS

This class leads in all technical aspects of television production. Incumbents assist and help organize entry-level production assistants with various station projects. Assignments may include on-site work at City Hall as well as on-location work.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Produces, directs, films, and edits government-related media for public consumption.
- Oversees the broadcasting of City Council and other public meetings.
- Processes and uploads public community meetings and various commission meetings to online public vault.
- Produces text, graphics, and animations for the station's website.
- Creates Public Service Announcements for departments.
- Sets up and operates photography cameras, lights, and photography sets/backgrounds.
- Serves as lead workers in the station's studio and field productions.
- Researches and recommends new equipment for purchase.
- Organizes equipment maintenance, and troubleshoots problems.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Job has no responsibility for the direction or supervision of others.

Classification Specification

Classification Title	Senior Cable TV Production Assistant
Job Code	
FLSA Status	Non-exempt

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- One (1) to three (3) years of TV production experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Television production principles
- Computer graphics generation
- Online media vaults and operations
- Non-linear audio and video editing techniques
- Multiple media formats
- Photography cameras and photo file formats
- Current trends in media technology

Classification Specification

Classification Title	Senior Cable TV Production Assistant
Job Code	
FLSA Status	Non-exempt

Skill in:

- The use of camera equipment
- Organization and time management

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Set up and operate video cameras and audio recording devices
- Set production schedules, and meet deadlines
- Evaluate and assess current departmental needs
- Lift and operate a 35-pound camera

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)		X	
Construction site		X	
Confined space		X	
Vehicle		X	
Warehouse environment		X	
Shop environment		X	
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		

Classification Specification

Classification Title	Senior Cable TV Production Assistant
Job Code	
FLSA Status	Non-exempt

Fumes or airborne particles	X		
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

City of Richmond, CA

Revised: 9/20/00
Class Code: PP-545A
Established: 6/24/99
Group: General
FLSA: NON-EXEMPT

SENIOR CABLE TELEVISION PRODUCTION SUPPORT ASSISTANT

DEFINITION

Under the general supervision of the Programming Coordinator and/or the Engineer, the Senior Cable Television Support Assistant will assist and coordinate with the regular staff of KCRT in various technical areas of the station's operations.

CLASS CHARACTERISTICS

This is a part-time lead position offering opportunities to lead in all technical aspects of television production. The Senior Cable Television Production Support Assistant will be on call to assist and help organize entry level production assistants in the station's various projects. Assignments may include on-site work at City Hall as well as on location work as a program is being taped. Other general duties may be assigned as needed.

EXAMPLES OF DUTIES

1. Participates and may help organize and coordinate video production, including operation of television cameras, editing systems, audio equipment and set up of lighting. Assists and may lead and organize set construction, logging tapes, electronic news gathering and electronic field production.
2. Helps organize non-linear, linear, A-B and cuts only edits, organizes tape duplications
3. Assists in the organization of the programming schedule
4. Produces text, graphics and animations for the station's web site.
5. Organizes equipment maintenance and helps troubleshoot problems.
6. Serve as lead worker in the station's studio and field productions
7. As directed by management, helps trains entry level production assistants

MINIMUM QUALIFICATIONS

Advanced knowledge of audio, graphics, linear and non linear editing and television production techniques.

Senior Cable Television Production Support Assistant

Page 2

Ability to organize and produce web pages, and some knowledge of html

Advanced knowledge of television cameras, linear and non-linear editing equipment, and computer graphics experience

Must be able to lift and operate a 35 pound camera.

Other duties as assigned by management.

EDUCATION AND EXPERIENCE

Must have at least two years hands-on television production and web site development experience. Equivalent experience may be substituted as a currently enrolled junior or senior in an accredited Communications program or as a graduate of a Communications program

LICENSE

Requires possession of a valid Driver's Licence.



Classification Specification

Classification Title	Senior Electrician
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Under general supervision, performs a wide variety of electrical installation and repair tasks, including the most challenging and complex, in a wide variety of situations, requiring journey-level skills in the electrical trades; directs the work of Electrician I/II and crews as required; makes day-to-day assignments of individuals and crews to fill work orders; and does other related work as required. In addition, manages small project budgets, supervises and inspects the work of others, and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to lead the work assigned to the Electrician I/II classifications. Work in this class is distinguished from the Electrician II by the responsibility to provide lead worker direction and technical supervision to project work as needed. In addition, this class is expected to examine and solve the most difficult problems encountered by the individuals and crews in the field. This class differs from the Electrical Supervisor, as it does not have direct disciplinary authority or the full scope of supervisory and managerial responsibilities.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Implements day-to-day assignments of individuals and crews to complete work orders, establishes work schedules, and assigns staff. Supervises projects as assigned.
- Performs electrical and electronic maintenance, installation, and repair on a wide variety of electrical and electronic equipment used in street lighting, traffic signal control, inside and field wiring, irrigation pumps and motors, HVAC, telephone systems, and related electrical systems and equipment.
- Troubleshoots a variety of work orders, including the most difficult and complex concerning operational problems with the environment; determines solutions that are, to the degree possible, quick, long-lasting, economical, and practical; and

Classification Specification

Classification Title	Senior Electrician
Job Code	
FLSA Status	Non-exempt

reports the more involved requirements to and coordinates solutions with the supervisor.

- Operates a variety of power tools and equipment used in the electrical and electronic maintenance, installation, and repair trade.
- Maintains a cooperative working relationship with the managers and staff.
- Estimates materials, and requisitions supplies, materials, etc. for each project/task.
- Maintains and completes records of time, equipment, and supplies usage for assigned projects, worksheets, accident reports, maintenance requests, etc.
- Reviews and approves time records of crews directed.
- Checks maintenance and repair work performed by staff and outside contractors, and reports results to supervisor.
- Provides instruction and training to Electrician I/II personnel concerning proper work methods, use of tools and equipment, and relevant safety precautions; ensures that safety standards are being utilized, and enforces state and authority safety requirements.
- Provides direction and instruction for duties associated with underground service alerts (USA), including but not limited to, locating, identifying, and marking requests in compliance with USA priority guidelines and procedures.
- Conducts safety meetings; coordinates activities with other affected divisions; drives trucks and may perform work as an on-site supervisor on major or complex jobs.
- Participates in meetings as required; responds to emergencies as necessary.
- Works limited on-call evenings and weekends, refers after-hours/weekend emergency calls to outside contractors as needed or addresses the issue.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- This position provides guidance to and may oversee work quality, training, instruction, and work assignments of another employee.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.

Classification Specification

Classification Title	Senior Electrician
Job Code	
FLSA Status	Non-exempt

- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

- High School diploma or GED equivalent
- Completion of an accredited electrical apprenticeship program and at least two (2) years of experience in the repair, maintenance, and installation of electrical equipment, electrical control devices, or solid-state electronic equipment; or six (6) years of journey-level experience in the repair, maintenance, and installation of electrical equipment, electrical control devices, or solid-state electronic equipment
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Possession of a valid California Driver's License is required. A Class B California Driver's License is required within twelve (12) months of appointment and must be maintained throughout employment, along with a satisfactory driving record

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Modern office practices and equipment, including applicable software
- Journey-level knowledge in the electrician field sufficient to allow training of others and accomplishment of the most difficult assignments
- Methods and procedures in the use of common specialty hand and power equipment and tools, including trucks and related equipment associated with the electrician trade
- Principles, methods, materials, machines, tools, and equipment used in the installation, maintenance, and repair of electrical or electronic equipment
- Principles of supervision, and effective communication and motivation
- Applicable local and state codes
- Safe work practices, and state and authority safety and hazardous material requirements

Classification Specification

Classification Title	Senior Electrician
Job Code	
FLSA Status	Non-exempt

Skill in:

- Organization and time management
- Planning, estimating, coordinating, and scheduling the work of crews
- Preparing and maintaining a variety of accurate written records and reports
- Operating and maintaining equipment and tools used in the field
- Establishing and maintaining effective working relationships with those encountered in the course of the work
- Identifying and implementing effective courses of action to complete assigned work

Ability to:

- Plan, organize, and monitor the work of the Electricians
- Understand, interpret, and explain regulations and policies governing operations in City facilities and buildings
- Make decisions and independent judgments
- Communicate effectively, both orally and in writing, and work with managers and employees
- Direct the work of individuals and crews, by applying management principles
- Read, interpret, and prepare blueprints and working drawings
- Follow written and oral instructions
- Prepare written records relating to material usage and work project reports

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site		X	
Confined space		X	
Vehicle			X
Warehouse environment	X		
Shop environment			X

Classification Specification

Classification Title	Senior Electrician
Job Code	
FLSA Status	Non-exempt

Exposures	Seldom or Never	Sometimes	Frequently or Often
Other			
Individuals who are hostile or irate			X
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances, or waste	X		
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.
- Standby duty is a requirement of this position.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- Incumbents in this classification will be required to crawl into confined spaces, climb ladders, bend, stoop, and stand for long periods of time.

Date approved by the Personnel Board:

Date(s) Revised:

SENIOR ELECTRICIAN

DEFINITION

Under general supervision, performs a wide variety of electrical installation and repair tasks, including the most challenging and complex, in a wide variety of situations, requiring journey-level skills in the electrical trades; directs the work of Electrician I/II and crews as required; makes day-to-day assignments of individuals and crews to fill work orders, and does other related work as required. In addition, manages small project budgets and supervises and inspects the work of others, and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to lead the work assigned to the Electrician I/II classifications. Work in this class is distinguished from the Electrician II by the responsibility to provide lead worker direction and technical supervision to project work as needed and check out and solve the most difficult problems encountered by the individuals and crews in the field. This class differs from the Electrical Supervisor as it does not have direct disciplinary authority or the full scope of supervisory and managerial responsibilities.

EXAMPLES OF DUTIES (Illustrative Only)

1. Implements day-to-day assignments of individuals and crews to complete work orders, establishes work schedules and assigns staff. Supervise projects as assigned.
2. Performs electrical and electronic maintenance, installation, and repair on a wide variety of electrical and electronic equipment used in street lighting, traffic signal control, inside and field wiring, irrigation pumps and motors, HVAC, telephone systems, and related electrical systems and equipment;
3. Troubleshoots a variety of work orders, including the most difficult and complex concerning operational problems with the environment; determine solutions that are, to the degree possible, quick, long-lasting, economical, and practical; and reports the more involved requirements to and coordinates solutions with the supervisor.
4. Operates a variety of power tools and equipment used in the electrical and electronic maintenance, installation, and repair trade.
5. Maintains a cooperative working relationship with the managers and staff.
6. Estimates materials and requisitions supplies, materials, etc. for each project/task.

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SENIOR ELECTRICIAN
PAGE 2**

7. Maintains and completes records of time, equipment, and supplies usage for assigned projects, worksheets, accident reports, maintenance requests, etc.
8. Reviews and approves time records of crews directed.
9. Checks maintenance and repair work performed by staff and outside contractors and reports results to supervisor.
10. Provides instruction and training to Electrician I/II personnel concerning proper work methods, use of tools and equipment, and relevant safety precautions, ensures that safety standards are being utilized, and enforces State and Authority safety requirements.
11. Provides direction and instruction for duties associated with underground service alerts (USA), including but not limited to locating, identifying, and marking requests in compliance with USA priority guidelines and procedures
12. Conducts safety meetings; coordinates activities with other affected divisions; drives trucks and may perform work as an on-site supervisor on major or complex jobs.
13. Participates in meetings as required; responds to emergencies as necessary.
14. Works limited on-call evenings and weekends refers after-hours/weekend emergency calls to appropriate parties and personally takes care of the problem.
15. Performs related work as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: the methods, materials, machines, equipment, and tools used in the electrical trades and their use; journey-level knowledge in the electrician field sufficient to allow training of others and accomplishment of the most difficult assignments; methods and procedures in the use of common specialty hand and power equipment and tools, including trucks and related equipment associated with the electrician trade; principles of supervision and effective communication and motivation; applicable local and State codes; safe work practices and State and Authority safety and hazardous material requirements.

Skill in: planning, estimating, coordinating, and scheduling the work of crews; preparing and maintaining a variety of accurate written records and reports; operating and maintaining equipment and tools used in the field; establishing and maintaining effective working relationships with those encountered in the course of the work; and identifying and implementing effective courses of action to complete assigned work.

Ability to: plan, organize and monitor the work of the Electricians; understand, interpret and explain regulations and policies governing operations in City facilities and buildings; make decisions and independent judgments; communicate effectively and work with managers and employees; direct the work individuals and crews, and motivate efficient and effective work; read, interpret and prepare blueprints and working drawings; follow

written and oral instructions; prepare written records relating to material usage and work project reports.

MINIMUM QUALIFICATIONS

Completion of an accredited electrical apprenticeship program and at least two years of experience in the repair, maintenance, and installation of electrical equipment, electrical control devices, or solid-state electronic equipment or six (6) years of journey-level experience in the repair, maintenance, and installation of electrical equipment, electrical control devices, or solid-state electronic equipment.

License

Must obtain a valid Class B California Driver License within twelve months of appointment and maintain it throughout employment and have a satisfactory driving record.

PHYSICAL DEMANDS

Incumbents in this classification will be required to crawl into confined spaces, climb ladders, bend, stoop, and stand for long periods of time.

Other Requirements

Standby duty is a requirement of this position.



Classification Specification

Classification Title	Senior Environmental Compliance Inspector
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Under direction of the Environmental Services Manager, functions as a lead environmental compliance inspector; inspects, investigates, plans, organizes, and administers regulatory compliance work associated with the City's Wastewater Pretreatment and Municipal Stormwater Programs; monitors the work of inspectors and other staff; ensures the City's environmental compliance with applicable federal, state, and local codes and regulations; performs special projects; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Environmental Compliance Inspector is a lead classification. Incumbents in this classification perform the more difficult and complex work involving wastewater and stormwater enforcement and provide day-to-day guidance to inspectors and other professional and technical staff. This classification is distinguished from the lower-level Environmental Compliance Inspector by the complexity of enforcement work performed, and by the lead role assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Inspects sanitary and storm sewer discharges at industrial and commercial construction, and municipal activity sources, including but not limited to: fats, oils, and grease (FOG); significant industrial users (SIUs), pump stations, corporation yards, illicit discharge-screening sites, low-impact development treatment and hydrograph modification systems, City and storm sewers, interceptor systems, and from receiving waters.
- Performs routine and complex physical, chemical, biological, and bacteriological tests on samples collected, including field and site tests.
- Oversees the work of inspectors and other staff; provides training; and assists in the development of work schedules.

Classification Specification

Classification Title	Senior Environmental Compliance Inspector
Job Code	
FLSA Status	Non-exempt

- Provides field expertise in the inspection of stormwater and wastewater discharges; sampling of industrial wastewater, and field measurements of wastewater flows.
- Investigates or oversees the investigation of reports of illegal discharges and/or dumping of toxic substances into sewers and storm drains; traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems.
- Investigates and traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems; prepares notices of requirements and violations of City regulations.
- Assists and coordinates with other City departments in the implementation and ongoing compliance of the Municipal Stormwater Program.
- Serves as the City's representative at meetings or task force committees for subjects related to the enforcement of pretreatment and stormwater policies.
- Initiates referrals to the City Attorney's Office or enforcement agencies to ensure compliance with established codes; assists in the preparation of legal actions against non-compliant industries, businesses, or individuals.
- Responds to complaints and requests from the public; resolves problems between the City and industries.
- Reviews, develops, and updates standard operating procedures for programs related to areas of assignment.
- Communicates with facility representatives about violations, enforcement, discharge problems, and waste minimization; plans and directs the issuance of violation notices, if necessary.
- Handles and preserves samples by following standard methods and Environmental Protection Agency regulations and State Ambient Water Monitoring Program protocols to prevent sample degradation.
- Establishes chemical and biological sampling schedules for the purpose of identifying the sources of code violations.
- Establishes minimum standards for industrial, commercial, and construction sampling, monitoring, and pretreatment equipment.
- Maintains inspection records and associated documents; confirms that database records are current for tracking and reporting purposes.
- Enforces the Richmond Municipal Code, source control sections of the National Pollutant Discharge Elimination System for wastewater and stormwater permits, and other applicable regulations.

Classification Specification

Classification Title	Senior Environmental Compliance Inspector
Job Code	
FLSA Status	Non-exempt

- Obtains data for the purpose of calculating sanitary and stormwater sewer fees for industrial and commercial businesses within Richmond's City limit.
- Coordinates and attends public meetings and outreach events consistent with pollution-prevention requirements of wastewater and stormwater permits.
- Receives and interprets laboratory data from wastewater, stormwater, and environmental samples; applies results to regulatory requirements.
- Assists in the review and development of industrial waste discharge limits.
- Prepares special correspondence, reports, and memoranda for submission to regulatory agencies or City management.
- Assists in preparing billings to industries and businesses for discharges of industrial waste to the Wastewater Treatment Plant.
- Provides depositions, attends settlement hearings, or acts as a witness in court appearances, when necessary.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires providing guidance and the potential to oversee another employee. This position may oversee work quality, training, instruction, and work assignments.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Interactions may result in decisions regarding implementation of policies. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

Classification Specification

Classification Title	Senior Environmental Compliance Inspector
Job Code	
FLSA Status	Non-exempt

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree from an accredited college or university in Chemistry, Biology, Environmental Sciences, or a related field
- Three (3) years of increasingly responsible experience in an environmental compliance program
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement
- Possession of a California Water Environment Association - Environmental Compliance Inspector Grade II certificate is required
- Ability to acquire an Environmental Compliance Inspector Grade III certificate within the first twelve (12) months from the date of hire is required. Maintaining a valid Environmental Compliance Inspector Grade III certificate is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Principles, practices, and techniques related to regulatory inspections, wastewater pretreatment, treatment, and analysis
- Wastewater and stormwater regulations
- Sampling and inspection techniques
- Basic principles of chemistry and bacteriology
- Safety practices involved in sampling wastewater and stormwater
- Water quality control and/or water resources management
- Relevant federal, state, and local laws
- Municipal stormwater and laboratory practices; computer applications related to the work
- Modern office practices and equipment, including computers and applicable software

Skill in:

- Analytical thinking
- Problem solving
- Organization and time management
- Interpersonal communication

Classification Specification

Classification Title	Senior Environmental Compliance Inspector
Job Code	
FLSA Status	Non-exempt

Ability to:

- Perform laboratory tests, and analyze and interpret data
- Read and understand relevant ordinances, legislation, contracts, and legal documents
- Read and interpret a variety of maps, blueprints, schematics, flow diagrams, meters, dials, and gauges
- Present undesirable information to others under difficult circumstances where relations may be strained
- Diagnose and make minor repairs on a variety of equipment and instruments using common hand and power tools
- Determine volume, content, temperature, and conductivity of industrial waste, stormwater, and illicit discharges
- Accurately perform mathematical calculations
- Plan and coordinate a variety of functional specialties with overlapping work areas
- Train and review the work of lower-level inspectors
- Analyze complex operational problems, evaluate alternatives, and implement goals, objectives, policies, procedures, and work standards
- Prepare clear and concise records, reports, correspondence, and other written materials
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with those encountered in the course of the work, including co-workers, the public, representatives of the industrial community, businesses, regulatory agencies, or other municipalities

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site		X	
Confined space		X	
Vehicle		X	

Classification Specification

Classification Title	Senior Environmental Compliance Inspector
Job Code	
FLSA Status	Non-exempt

Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles			X
Toxic or caustic chemicals, substances, or waste			X
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR

DEFINITION

Under direction of the Environmental Services Manager, functions as a lead environmental compliance inspector; inspects, investigates, plans, organizes and administers regulatory compliance work associated with the City's Wastewater Pretreatment and Municipal Stormwater Programs; monitors the work of inspectors and other staff; ensures the City's environmental compliance with applicable federal, state and local codes and regulations; performs special projects, and performs related work as assigned.

CLASS CHARACTERISTICS

The Senior Environmental Compliance Inspector is a lead classification. Incumbents in this classification perform the more difficult and complex work involving wastewater and stormwater enforcement and provide day-to-day guidance to inspectors and other professional and technical staff. This classification is distinguished from the lower-level Environmental Compliance Inspector by the complexity of enforcement work performed and by the lead role assigned.

EXAMPLES OF DUTIES- (Illustrative Only)

Essential duties may include, but are not limited to, the following:

1. Inspects sanitary and storm sewer discharges at industrial and commercial, construction; and municipal activity sources, including but not limited to; fats, oils and grease (FOG); significant industrial users (SIUs), pump stations, corporation yards, illicit discharge screening sites, low-impact development treatment and hydrograph modification systems, City and storm sewers, interceptor systems, and from receiving waters.
2. Performs routine and complex physical, chemical, biological, and bacteriological tests on samples collected, including field and site tests.
3. Oversees the work of inspectors and other staff; provides training; and assists in the development of work schedules.

CITY OF RICHMOND
SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR
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4. Provides field expertise in inspection of stormwater and wastewater discharges; sampling of industrial wastewater, and field measurements of wastewater flows.
5. Investigates or oversees the investigation of reports of illegal discharges and/or dumping of toxic substances into sewers and storm drains; traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems.
6. Investigates and traces the sources of illegal waste discharges entering the City's wastewater and/or stormwater collection systems; prepares notices of requirements and violations of City regulations.
7. Assists and coordinates with other City departments in the implementation and on-going compliance of the Stormwater Program.
8. Serves as the City's representative at meetings or task force committees for subjects related to the enforcement of pretreatment and stormwater policies.
9. Initiates referrals to the City Attorney's Office or enforcement agencies to ensure compliance with established codes; assists in the preparation of legal actions against non-compliant industries, businesses, or individuals.
10. Responds to complaints and requests from the public; resolves problems between the City and industries.
11. Reviews, develops, and updates standard operating procedures for programs related to areas of assignment.
12. Communicates with facility representatives about violations, enforcement, discharge problems, and waste minimization; plans and directs the issuance of violation notices, if necessary.
13. Handles and preserves samples by following standard methods and Environmental Protection Agency regulations and State Ambient Water Monitoring Program protocols to prevent sample degradation
14. Establishes chemical and biological sampling schedules for the purpose of identifying the sources of code violations.
15. Establishes minimum standards for industrial, commercial and construction sampling, monitoring, and pretreatment equipment.

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SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR
PAGE 3

16. Maintains inspection records and associated documents; confirms that database records are current for tracking and reporting purposes.
17. Enforces the Richmond Municipal Code, source control sections of the National Pollutant Discharge Elimination System for wastewater and stormwater permits, and other applicable regulations;
18. Obtains data for the purpose of calculating sanitary and stormwater sewer fees for industrial and commercial businesses within Richmond's city limit.
19. Coordinates and attends public meetings and outreach events consistent with pollution prevention requirements of wastewater and stormwater permits.
20. Receives and interprets laboratory data from wastewater, stormwater and environmental samples; applies results to regulatory requirements.
21. Assists in the review and development of industrial waste discharge limits.
22. Prepares special correspondence, reports, and memoranda for submission to regulatory agencies or City management.
23. Assists in preparing billings to industries and businesses for discharges of industrial waste to the Wastewater Treatment Plant.
24. Provides depositions, attends settlement hearings, or acts as a witness in court appearances, when necessary.
25. Performs additional duties as required.

MINIMUM QUALIFICATIONS

Thorough Knowledge of: principles, practices, and techniques related to regulatory inspections, wastewater pretreatment, treatment, and analysis; wastewater and stormwater regulations; sampling and inspection techniques; basic principles of chemistry and bacteriology; safety practices involved in sampling wastewater and stormwater; water quality control and/or water resources management; relevant federal, state, and local laws; municipal stormwater and laboratory practices; and computer applications related to the work.

Ability to: perform laboratory tests and analyze and interpret data; read and understand relevant ordinances, legislation, contracts, and legal documents; read and interpret a variety of maps, blueprints, schematics, flow diagrams, meters,

CITY OF RICHMOND
SENIOR ENVIRONMENTAL COMPLIANCE INSPECTOR
PAGE 4

dials, and gauges; present undesirable information to others under difficult circumstances where relations may be strained; diagnose and make minor repairs on a variety of equipment and instruments using common hand and power tools; determine volume, content, temperature, and conductivity of industrial waste, stormwater and illicit discharges; accurately perform mathematical calculations; plan and coordinate a variety of functional specialties with overlapping work areas; train and review the work of lower-level inspectors; analyze complex operational problems, evaluate alternatives, and implement goals, objectives, policies, procedures, and work standards; prepare clear and concise records, reports, correspondence, and other written materials; communicate effectively, both orally and in writing; and establish and maintain effective working relationships with those encountered in the course of the work, including co-workers, the public, and representatives of the industrial community; businesses, regulatory agencies, or other municipalities.

EDUCATION AND EXPERIENCE:

Bachelor's degree in chemistry, biology, environmental sciences, or a closely related field; AND three (3) years of increasingly responsible experience in an environmental compliance program.

License/Certification: Possession of a valid California Driver's License and a satisfactory driving record is an on-going requirement. Possession of a California Water Environment Association - Environmental Compliance Inspector Grade II certificate is required, and the ability to acquire an Environmental Compliance Inspector Grade III certificate within the first twelve (12) months from the date of hire is required. Maintaining a valid Environmental Compliance Inspector Grade III certificate is an on-going requirement.

PHYSICAL REQUIREMENTS

Must be able to work in an office or outdoor setting and have a range of hearing and vision equal to performing the essential functions of the job. Incumbent will be subject to a variety of weather conditions and noise, dust, vibrations, various chemicals, and odors associated with job responsibilities. Incumbent must have a range of motion to permit climbing stairs, walking, standing, stooping, and crouching for extended periods of time. The position requires physical agility to climb ladders, stairs, embankments, and walk over rough terrain, and physical strength and stamina to safely lift and maneuver objects such as manhole covers and samplers weighing up to 85 pounds.



Classification Specification

Classification Title	Senior Resident Housing Manager
Job Code	
FLSA Status	Non-exempt

GENERAL SUMMARY

Under the supervision of a Building Maintenance Supervisor or Senior Property Manager, performs a variety of semi-skilled maintenance tasks for assigned public housing units; rehabilitates units for leasing; responds to calls for maintenance service; assists residents in resolving housing maintenance related problems; performs related administrative office duties; and performs additional duties as assigned.

DISTINGUISHING CHARACTERISTICS

The class of Senior Resident Housing Manager is distinguished from Resident Housing Manager in that the Senior Resident Housing Manager serves as a lead worker and may assist the Resident Property Manager with scheduling assignments and may provide technical guidance to others. Incumbents are responsible for providing continuous, on-call service for community residents. Although the work will require the use of journey-level tools and the ability to perform tasks in several of the crafts, the skill in any one field is less than would be required of a journeyman.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Rehabilitates vacant units, employing semi-skilled tasks such as light carpentry and light electrical, household appliance repair and restoration, basic plumbing, furniture/cabinet repair and restoration, and painting of units.
- Serves as the lead for rehabilitating units, coordinating the assistance of the Resident Housing Manager, contractors, and other City staff to ensure the efficient and timely rehabilitation of housing units.
- Responds to the emergency needs of community residents, makes a variety of common household repairs, including shutting off leaking faucets, plunging clogged drains and toilets, shutting off malfunctioning appliances, opening jammed doors and windows, and solving similar routine household maintenance problems days, nights, weekends, and on-call.

Classification Specification

Classification Title	Senior Resident Housing Manager
Job Code	
FLSA Status	Non-exempt

- Assists in a variety of general semi-skilled building maintenance tasks for City-owned housing units.
- Receives tenants' complaints and requests; informs the Resident Housing Manager of all serious maintenance problems; and when authorized, calls and coordinates outside repair services.
- Instructs new tenants on the operation of ranges, refrigerators, emergency equipment, heaters, and the proper disposal of garbage.
- Reports lease violations within 24 hours to the Resident Housing Manager.
- Attends Housing Advisory Commission and Resident Council meetings when requested, and provides information regarding building and facilities assistance.
- Maintains on-site tenant maintenance files; prepares various reports and logs; and performs general office functions which involve lifting and bending.
- Demonstrates a courteous, cooperative, and professional manner towards residents.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires providing guidance and the potential to oversee another employee. This position may oversee work quality, training, instruction, and work assignments.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has no fiscal responsibility.

MINIMUM QUALIFICATIONS

Required Education and Experience

Classification Specification

Classification Title	Senior Resident Housing Manager
Job Code	
FLSA Status	Non-exempt

- High School diploma or GED equivalent
- Three (3) years of successful building maintenance and construction work experience involving a range of skills, activities, and the use of equipment that would demonstrate knowledge and abilities in regard to the care, maintenance, and rehabilitation of multi-unit housing structures
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Tools and methods used in repairing a variety of routine, recurring housing maintenance problems
- Methods, materials, and equipment used in rehabilitation of housing units and general building maintenance
- Safety principles and practices used in building maintenance work
- Use and maintenance of power and hand tools

Skill in:

- Active listening
- Customer service
- Problem solving
- The proper and safe operation of hand and power tools used in general household maintenance

Ability to:

- Perform semi-skilled building maintenance and repair work
- Use and care for tools, supplies, and materials required in the work of unit rehabilitation and building maintenance
- Use computerized and electronic equipment as required
- Tactfully and courteously listen to residents, evaluate information, and assist residents in resolving their housing problems
- Demonstrate initiative to resolve routine maintenance problems
- Establish and maintain effective working relationships

Classification Specification

Classification Title	Senior Resident Housing Manager
Job Code	
FLSA Status	Non-exempt

- Follow written and oral instructions
- Prepare and maintain written records relating to tenant services, material, and equipment inventory, and equipment maintenance
- Serve as a lead to the Resident Housing Manager and other maintenance staff
- Observe and adhere to all safety protocols
- Work nights, weekends, and on-call.
- Communicate effectively, both orally and in writing

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment		X	
Outdoor environment			X
Street environment (near moving traffic)	X		
Construction site	X		
Confined space		X	
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds		X	
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts			X
Fumes or airborne particles			X
Toxic or caustic chemicals, substances, or waste			X
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)			X

Classification Specification

Classification Title	Senior Resident Housing Manager
Job Code	
FLSA Status	Non-exempt

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Heavy Work** – Incumbents may be required to exert up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

SENIOR RESIDENT HOUSING MANAGER

DEFINITION

Under the supervision of a Resident Property Manager, performs a variety of semi-skilled maintenance tasks for assigned public housing units; rehabilitates units for leasing, responds to calls for maintenance service, assists residents in resolving housing maintenance related problems; performs related administrative office duties; and performs additional duties as assigned.

CLASS CHARACTERISTICS

This position requires residence at assigned complex. Senior Resident Housing Managers are primarily responsible for providing semi-skilled maintenance duties to ensure clean and safe housing unit interiors and exteriors. This position will be assigned a variety of tasks associated with rehabilitating units. Additional responsibilities include providing household repairs to plumbing fixtures, doors, windows, appliances, furniture and performing other routine household maintenance. The class of Senior Resident Housing Manager is distinguished from Resident Housing Manager in that the Senior Resident Housing Manager serves as a lead worker and may assist the Resident Property Manager with scheduling assignments, and may provide technical guidance to others. Incumbents are responsible for providing continuous, on-call service for community residents. Although the work will require the use of journey-level tools and the ability to perform tasks in several of the crafts, the skill in any one field is less than would be required of a journeyman.

EXAMPLES OF DUTIES

1. Rehabilitates vacant units, employing semi-skilled tasks such as light carpentry and light electrical, household appliance repair and restoration, basic plumbing, furniture/cabinet repair and restoration, and painting of units.
2. Serves as the lead for rehabilitating units, coordinating the assistance of the Resident Housing Manager, contractors and other City staff to ensure the efficient and timely rehabilitation of housing units.
3. Responds to the emergency needs of community residents, makes a variety of common household repairs, including shutting off leaking faucets, plunging clogged drains and toilets, shutting off malfunctioning appliances, opening jammed doors and windows, and solving similar routine household maintenance problems.
4. Assists in a variety of general semi-skilled building maintenance tasks for City-owned housing units.

CITY OF RICHMOND, CA
SENIOR RESIDENT HOUSING MANAGER
PAGE 2

5. Receives tenants' complaints and requests; informs the Resident Housing Manager of all serious maintenance problems; and when authorized, call and coordinate outside repair services.
6. Instructs new tenants on the operation of ranges, refrigerator, emergency equipment, heaters and proper disposal of garbage.
7. Reports lease violations within 24 hours to the Resident Housing Manager.
8. Attends Housing Advisory Commission and Resident Council meetings; when requested and provides information regarding building and facilities assistance.
9. Maintains on-site tenant maintenance files, prepares various reports and logs; performs general office functions which involve lifting and bending.
10. At all times, maintains courteous, cooperative and professional manner towards residents.

MINIMUM QUALIFICATIONS

Knowledge of: tools and methods used in repairing a variety of routine, recurring housing maintenance problems; methods, materials and equipment used in rehabilitation of housing units and general building maintenance; safety principles and practices used in building maintenance work, and the use and maintenance of power and hand tools.

Ability to: Perform semi-skilled building maintenance and repair work; use and care for tools, supplies and materials required in the work of unit rehabilitation and building maintenance; ability to use computerized and electronic equipment as required; tactfully and courteously listen to residents, evaluate information, and assist residents in resolving their housing problems; be self-directed and use own initiative to resolve routine maintenance problems; understand and follow written directions and oral instructions; prepare and maintain written records relating to tenant services, material and equipment inventory, and equipment maintenance; act as a lead to the Resident Housing Manager and other maintenance staff; and communicate clearly and concisely both orally and in writing.

EDUCATION/EXPERIENCE

Three (3) years of successful building maintenance and construction work experience involving a range of skills, activities and the use of equipment that would demonstrate knowledge and abilities in regard to the care, maintenance, and rehabilitation of multi-unit housing structures.

LICENSE/CERTIFICATION

Possession of a current California Driver's License.

SPECIAL REQUIREMENTS

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb and lift heavy objects; exposure to noise, outdoors, confining work space, electrical hazards, and mechanical hazards.

IFPTE LOCAL 21

Job Descriptions



Classification Specification

Classification Title	Equipment Services Superintendent
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Plans, organizes, and directs, through subordinate supervisors, the activities of the Equipment Services Division. Responsible for administration of the City-wide vehicle and equipment maintenance and procurement program within general policy guidelines. Formulates policy, develops goals and objectives, supervises staff, administers the division budget, and directs day-to-day activities.

DISTINGUISHING CHARACTERISTICS

This class has division level responsibility for the administration of the City-wide vehicle and equipment maintenance program within general policy guidelines. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering the division budget, and directing day-to-day activities. It is distinguished from Equipment Supervisor in that it has program planning and administration responsibilities for the entire division. It is further distinguished from Deputy Director of Public Works, which is responsible for the administration of several assigned divisions or programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Plans, organizes, coordinates, administers, and directs the work of the Equipment Services Division. Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Division.
- Directs maintenance and repair activities, including planning, estimation, scheduling, inspection, and monitoring work.
- Directs the preparation and administration of the division budget. Prepares and maintains a wide variety of written records and correspondence.
- Directs the selection, supervision, work evaluation, and discipline of division staff and provides training and development.
- Coordinates the work of the division with other City divisions and departments, outside agencies or concerned groups.

Classification Specification

Classification Title	Equipment Services Superintendent
Job Code	
FLSA Status	Exempt

- Assesses vehicle needs and reviews equipment availability.
- Administers the acquisition of vehicles and equipment and recommends standards for equipment and parts.
- Prepares written reports and correspondence related to the Equipment Services Division for City Council, senior management, neighborhood groups, vendors, and other internal and external entities.
- Manages or directs the management of grant-related processes including grant writing and reporting, implementation of grant-funded projects, and submission of timely reimbursement requests.
- Ensures compliance of division activities to pertinent codes, regulations, and guidelines. Monitors developments related to equipment maintenance and evaluated impact. Implements policy and procedure improvements.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires managing and monitoring work performance by directing multiple groups of employees across more than one business function within an organization unit, including making recommendations on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continuously improve customer satisfaction.
- The impact the job has on the City of Richmond is significant in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has major fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.

Classification Specification

Classification Title	Equipment Services Superintendent
Job Code	
FLSA Status	Exempt

MINIMUM QUALIFICATIONS

Required Education and Experience

- Associate's degree in business or closely related field. Sixty (60) hours of City approved training in Human Resources principles and practices may be substituted for the required education. This training must be completed within one year of appointment in order to successfully complete probation.
- Five (5) years of experience in equipment maintenance and repair, at least two (2) years of which were at the supervisory level
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Required Licenses or Certifications

- California driver's license is an ongoing requirement
- 60 hours of supervisory training

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Principles and practices of vehicle and equipment maintenance and repair
- Processes and techniques of vehicle and equipment maintenance and repair
- Principles and policies of personnel administration management, direction, evaluation, and supervision of subordinates
- Modern office practices and equipment, including applicable software
- Budget development, implementation, and administration
- Safety regulations, safe work practices and safety equipment related to the work
- Planning, scheduling, and supervision techniques and practices
- Recordkeeping and inventory management

Skill in:

- Leadership
- Organization and time management
- Problem solving
- Customer service

Ability to:

- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships

Classification Specification

Classification Title	Equipment Services Superintendent
Job Code	
FLSA Status	Exempt

- Manage and direct a significant fleet and equipment services program
- Analyze complex operational and administrative problems, evaluate alternatives, and recommend or implement effective courses of action
- Develop and implement goals, objectives, policies, procedures, work standards and management controls
- Prepare clear and concise records, reports, correspondence, and other written materials

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment			X
Shop environment			X
Other	X		
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances or waste		X	
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

Classification Specification

Classification Title	Equipment Services Superintendent
Job Code	
FLSA Status	Exempt

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires frequent exposure to unpleasant environmental conditions and/or hazards. Frequent outside/shop work.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

CITY OF RICHMOND, CA

CLASS CODE: OA-200
ESTABLISHED: 09/27/07
GROUP: MGMNT
FLSA: EXEMPT

EQUIPMENT SERVICES SUPERINTENDENT

DEFINITION

Under the administrative direction, plans, organizes, and directs, through subordinate supervisors, the activities of the Equipment Maintenance Division; performs related work as assigned.

CLASS CHARACTERISTICS

This class has division level responsibility for the administration of the City-wide vehicle and equipment maintenance program within general policy guidelines. The incumbent is responsible for formulating policy, developing goals and objectives, supervising staff, administering the division budget, and directing day-to-day activities. It is distinguished from Senior Equipment Supervisor in that it has program planning and administration responsibilities for the entire division. It is further distinguished from Deputy Director of Public Works, which is responsible for the administration of several assigned divisions or programs.

EXAMPLES OF DUTIES – (Illustrative Only)

1. Plans, organizes, coordinates, administers and directs the work of the Equipment Maintenance Division; develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Division;
2. Directs maintenance and repair activities, including planning, estimation, scheduling, inspection and monitoring work being performed;
3. Directs the preparation and administration of the division budget; prepares and maintains a wide variety of written records and correspondence;
4. Directs the selection, supervision, work evaluation and discipline of division staff and provides for their training and development; interprets City personnel and MOU provisions; provides technical assistance to staff;
5. Coordinates the work of the division with other City divisions and departments, outside agencies or concerned groups;

CITY OF RICHMOND, CA
EQUIPMENT SERVICES SUPERINTENDENT
Page 2 of 3

6. Assesses vehicle needs and reviews equipment availability;
7. Administers the acquisition of vehicles and equipment and recommends standards for equipment and parts;
8. Prepares written reports and correspondence related to the Equipment Services Division and for senior management and vendors;
9. Ensures compliance of division activities to pertinent codes, regulations and guidelines, monitors developments related to equipment maintenance, and evaluates their impact and implements policy and procedure improvements; and
10. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Thorough Knowledge of:

1. Principles and practices of vehicle and equipment maintenance and repair;
2. Budget development, implementation, and administration;
3. Processes and techniques of vehicle and equipment maintenance and repair;
4. Safety regulations, safe work practices and safety equipment related to the work;
5. Planning, scheduling, and supervision techniques and practices; and
6. Recordkeeping and inventory management.

Skill in:

1. Planning, assigning, directing and coordinating a variety of functional specialties with overlapping work areas;
2. Managing and directing a large vehicle and equipment program;

CITY OF RICHMOND, CA
EQUIPMENT SERVICES SUPERINTENDENT
Page 3 of 3

3. Selecting, motivating, and evaluating staff and providing for their training and development;
4. Preparing, administering and monitoring a division budget;
5. Analyzing complex operational and administrative problems, evaluating alternatives and recommending or implementing effective courses of action;
6. Developing and implementing goals, objectives, policies, procedures, work standards and management controls;
7. Preparing clear and concise records, reports, correspondence and other written materials;
8. Exercising independent judgment within general policy guidelines; and
9. Establishing and maintaining effective working relationships with those encountered in the course of the work.

EDUCATION AND EXPERIENCE

Requires an A.A. degree in Engineering Technology, Facilities Management, Public or Business Administration or closely related field. Sixty hours (60) of City-approved training in Human Resources principals and practices may be substituted for the required education. This training must be completed within one (1) year of appointment in order to successfully complete probation. In addition, requires five (5) years of experience in equipment maintenance and repair, at least two (2) years of which were at the supervisory level.

LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS

Incumbent must possess a valid California Driver's License upon employment. License status must be maintained during the course of employment.

PHYSICAL REQUIREMENTS

Must be able to work in an office or outdoor setting and have a range of hearing and vision equal to performing the essential functions of the job. Will be subject to a variety of weather conditions and noise, dust, vibrations, various chemicals, and odors associated with job responsibilities. Must have a range of motion to permit climbing stairs, walking, standing, stooping, and crouching for extended periods of time.



Classification Specification

Classification Title	Senior Civil Engineer
Job Code	
FLSA Status	Exempt

GENERAL SUMMARY

Supervises and participates in both the field and office work of engineers, inspectors, and technical personnel in connection with the design and construction of streets, sewers, and other public and private works. Assignment may include the review and approval of development projects.

DISTINGUISHING CHARACTERISTICS

This is a management position that requires supervision, training, and evaluation of subordinates. It requires considerable latitude for independent judgment and action. The Senior Civil Engineer will also assist in the development and implementation of City departmental or division goals, policies, procedures and priorities. Senior Civil Engineers will be assigned to one of the following functional sections but may assist in other areas as well:

Land Development Section: This Senior Civil Engineer position will manage all aspects of private land development and street encroachments in conformance with engineering standards, City regulations, and California Subdivision Map Act requirements. Reviews or supervises review of subdivision maps, improvement plans, excavation permits and building plans for conformance with flood plan ordinance. A Senior Civil Engineer who is eligible to sign subdivision maps or is a licensed surveyor in this position will receive a 15% salary supplement. This Engineer will attend Planning Commission meetings as required.

Design Section and Construction Section of the City Capital Improvement Program: These two Senior Civil Engineer positions will be responsible for the design and/or construction of the City's Capital Improvement Program (CIP) for all city departments, including collecting the capital projects from each city department, cost estimating, planning, design, contract administration and the construction of all capital projects. Construction management and inspection of projects, as well as scheduling contract payments, will also be required.

Coordination with the Finance Department will be required to develop the financial structure and budget to finance capital projects. This position will also have custody of and responsibility for preservation and filing of all maps and drawings.

Classification Specification

Classification Title	Senior Civil Engineer
Job Code	
FLSA Status	Exempt

These two positions would report directly to the Capital Project's Manager.

Water Pollution Control Plant including the Collection System: This Senior Civil Engineer position will be responsible for the Water Pollution Control Plant (WPCP), and Collection System when the City is operating and staffing the WPCP or administration and management of the WPCP and collection system contract if operation is performed by others under contract. Must also attend Joint City/West County Waste Water District meetings and coordinate relations with that agency. Requires knowledge of and responsibility for compliance with the NPDES Permits and Clean Water Act laws and regulations as well as annual preparation and presentation of the Director's report which sets the annual sewer rates. A certification as an Environmental Compliance Inspector and/or a license as a Waste Water Treatment Plant Operator is desirable.

Traffic Section: This Senior Civil Engineer position will be responsible for this function in addition to the coordinating, making assignments to and oversight of the services of a Traffic Engineer Consultant if contracted. Includes evaluation of EIR Traffic elements as well as on private development, coordination of traffic signals, signs, lines, traffic counts, traffic calming requests, accident evaluation, railroad issues, evaluation of new applications related to traffic circulation, and other associated activities as required. Arranges for speed surveys and preserves resulting records as well as other traffic records required to be retained and retrieves information as requested from various sources. Requires coordination and review of transportation and traffic issues with the Community Development Department, Police Department, and other departments as needed. Will attend City Council Public Safety Committee meetings and all other local and Regional Transportation planning groups as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job specification is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees perform job-related tasks other than those specifically presented in this description.

- Supervises the preparation of plans and specifications for a wide variety of public works' projects, such as streets, curbs, gutters, sidewalks, sewers, and drainage structures and systems.
- Reviews work in progress, decides on design procedures, and gives advice and instruction to subordinates in connection with standards and design problems.
- Checks completed work for accuracy and conformance with standards.

Classification Specification

Classification Title	Senior Civil Engineer
Job Code	
FLSA Status	Exempt

- Consults with sub-dividers, contractors, engineers, and utility company representatives on problems relating to right-of-way improvements and public works design and construction.
- Prepares and reviews drafts of the technical provisions of ordinances, resolutions, and policy statements.
- Maintains responsibility for field inspections of construction work in progress.
- Confers with and advises personnel of other departments on engineering problems.
- Prepares analyses, reports, and studies regarding public works' projects, and investigates complaints and other related work or assignments, usually through subordinates.
- Assists in the development and implementation of City departmental or division goals, policies, procedures, and priorities.
- Develops Requests for Qualifications (RFQs) and Requests for Proposals (RFPs), and participates with other department staff in the selection of consulting engineers.
- Reviews Environmental Impact Reports (EIRs) and related documents.
- Analyzes, administers and manages contracts and projects; may initiate grants.
- Meets with state, federal, local districts, agencies, consultants, and engineers to discuss project guidelines, design parameters, policies, and procedures.
- Develops long-term work plans, and develops and monitors the annual budget in their function.
- Represents the Engineering Division in staff, neighborhood, City Council, and other public meetings.
- Prepares written reports and correspondence for City Council, senior management, neighborhood groups, vendors, and other internal and external entities.
- Manages or directs the management of grant-related processes, including grant writing and reporting, implementation of grant-funded projects, and submission of timely reimbursement requests.
- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

- Work requires supervising and monitoring performance for a regular group of employees (one (1) or more full-time employees), including providing input on hiring/disciplinary actions and work objectives/effectiveness, issue performance evaluations, and realigning work as needed.

Classification Specification

Classification Title	Senior Civil Engineer
Job Code	
FLSA Status	Exempt

HUMAN COLLABORATION & JOB IMPACT

This area describes the personal interaction with others outside direct reporting relationships, as well as the impact the job has on the City of Richmond, the department or unit objectives, the output of services, or employee or public satisfaction.

- Work requires regular interaction involving exchange and receipt of information.
- Interactions and communications may result in recommendations regarding policy development and implementation. May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continually improve customer satisfaction.
- The impact the job has on the City of Richmond is limited in terms of time, money, or public/employee relations.

FISCAL RESPONSIBILITY

This section describes the accountability and participation, if any, as it relates to the fiscal accountability within department or assigned area(s) of responsibility.

- Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division – or program/promotional-level budget and expenditures.

MINIMUM QUALIFICATIONS

Required Education and Experience

- Bachelor's degree in Civil Engineering or a related field
- Four (4) to seven (7) years of increasingly responsible professional civil engineering experience, including supervision
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities

Required Licenses or Certifications

- Valid registration as a Professional Engineer in the State of California
- A Professional Engineer license eligible to sign California subdivision maps, or a land surveyor's license is desirable
- California driver's license is an ongoing requirement

REQUIRED KSA FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

Classification Specification

Classification Title	Senior Civil Engineer
Job Code	
FLSA Status	Exempt

- Principles of civil engineering as applied to the design and construction of municipal public works
- Applicable federal, state, and local laws relating to design and construction of municipal public works
- Safety laws, regulations, and practices
- Office and records administration
- Surveying methods and practices
- Rules, regulations, laws, and procedures related to municipal public works
- Public administration, including personnel management and supervision
- Modern office practices and equipment, including computers and applicable software

Skill in:

- Analytical thinking
- Problem solving
- Organization and time management
- Leadership

Ability to:

- Prepare computer-generated written reports, spreadsheets, and presentations
- Prepare designs and specifications for all types of public works
- Direct and coordinate the work of other engineering and technical personnel
- Review and analyze relevant legislation
- Prepare successful grant applications
- Represent the City effectively with various public and private agencies
- Establish and maintain effective working relationships with administrative personnel, other staff, private engineers and consultants, and members of the public.
- Communicate effectively, both orally and in writing

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	

Classification Specification

Classification Title	Senior Civil Engineer
Job Code	
FLSA Status	Exempt

Street environment (near moving traffic)		X	
Construction site		X	
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Other			
Exposures	Seldom or Never	Sometimes	Frequently or Often
Individuals who are hostile or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals, substances, or waste		X	
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)		X	

WORKING CONDITIONS & PHYSICAL DEMANDS

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

- This position requires occasional outside work and exposure to unpleasant environmental conditions and/or hazards.
- **Medium Work** – Incumbents may be required to exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date approved by the Personnel Board:

Date(s) Revised:

CITY OF RICHMOND, CA

CLASS CODE: PR-263
ESTABLISHED: 02/01/65
REVISED: 07/26/07
GROUP: LOCAL 21
FLSA: EXEMPT

SENIOR CIVIL ENGINEER

DEFINITION

Under administrative direction of the City Engineer, supervises and participates in both the field and office work of engineers, inspectors, and technical personnel in connection with the design and construction of streets, sewers, and other public and private works as required.

CLASS CHARACTERISTICS

This is a management position that requires supervision, training, and evaluation of subordinates. It requires considerable latitude for independent judgment and action. The Senior Civil Engineer will also assist in the development and implementation of City departmental or division goals, policies, procedures and priorities. Senior Civil Engineers will be assigned to one of the following functional sections but may assist in other areas as well:

Land Development Section: This Senior Civil Engineer position will manage all aspects of private land development and street encroachments in conformance with engineering standards, City regulations, and California Subdivision Map Act requirements. Reviews or supervises review of subdivision maps, improvement plans, excavation permits and building plans for conformance with flood plan ordinance. A Senior Civil Engineer who is eligible to sign subdivision maps or is a licensed surveyor in this position will receive a 15% salary supplement. This Engineer will attend Planning Commission meetings as required.

Design Section and Construction Section of the City Capital Improvement Program: These two Senior Civil Engineer positions will be responsible for the design and/or construction of the City's Capital Improvement Program (CIP) for all city departments, including collecting the capital projects from each city department, cost estimating, planning, design, contract administration and the construction of all capital projects. Construction management and inspection of projects, as well as scheduling contract payments, will also be required.

Coordination with the Finance Department will be required to develop the financial structure and budget to finance capital projects. This position will also have custody of and responsibility for preservation and filing of all maps and

drawings. These two positions would report directly to the Capital Project's Manager.

Water Pollution Control Plant including the Collection System: This Senior Civil Engineer position will be responsible for the Water Pollution Control Plant (WPCP), and Collection System when the City is operating and staffing the WPCP or administration and management of the WPCP and collection system contract if operation is performed by others under contract. Must also attend Joint City/West County Waste Water District meetings and coordinate relations with that agency. Requires knowledge of and responsibility for compliance with the NPDES Permits and Clean Water Act laws and regulations as well as annual preparation and presentation of the Director's report which sets the annual sewer rates. A certification as an Environmental Compliance Inspector and/or a license as a Waste Water Treatment Plant Operator is desirable.

Traffic Section: This Senior Civil Engineer position will be responsible for this function in addition to the coordinating, making assignments to and oversight of the services of a Traffic Engineer Consultant if contracted. Includes evaluation of EIR Traffic elements as well as on private development, coordination of traffic signals, signs, lines, traffic counts, traffic calming requests, accident evaluation, railroad issues, evaluation of new applications related to traffic circulation, and other associated activities as required. Arranges for speed surveys and preserves resulting records as well as other traffic records required to be retained and retrieves information as requested from various sources. Requires coordination and review of transportation and traffic issues with the Planning Department, Redevelopment Agency, Police Department and other departments as needed. Will attend City Council Public Safety Committee meetings and all other local and Regional Transportation planning groups as needed.

EXAMPLES OF DUTIES

1. Supervises the preparation of plans and specifications for a wide variety of public works projects, such as streets, curbs, gutters, sidewalks, sewers and drainage structures.
2. Reviews work in progress, decides on design procedures, and gives advice and instruction to subordinates in connection with standards, and design problems.
3. Checks completed work for accuracy and conformance with standards.

4. Consults with sub-dividers, contractors, engineers and utility company representatives on problems relating to right-of-way improvements and public works design and construction.
5. Prepares and reviews drafts of the technical provisions of ordinances, resolutions and policy statements.
6. Is responsible for field inspections of construction work in progress.
7. Confers with and advises personnel of other departments on engineering problems.
8. Prepares analyses, reports and studies regarding Public Works projects, investigates complaints and other related work or assignments, usually through subordinates.
9. Assists in the development and implementation of City departmental or division goals, policies, procedures and priorities.
10. Develops Requests for Qualifications (RFQs) and Request for Proposals (RFPs) and participates with other department staff in the selection of consulting engineers.
11. Reviews EIRs and related documents.
12. Analyzes, administers and manages contracts and projects. May initiate grants.
13. Meets with State, Federal, Local Districts, Agencies, consultants, and engineers to discuss project guidelines, design parameters, policies and procedures.
14. Expected to develop long-term work plans and develop and monitor the annual budget in their function.
15. Represent the Engineering Department in staff, neighborhood, City Council and other public meetings.

MINIMUM QUALIFICATIONS

A combination of experience, education and/or training which substantially demonstrates the following knowledge, skills and abilities:

Thorough Knowledge of:

Principles and practices of civil engineering.

Applicable Federal, State, and local laws relating to design and construction of municipal public works.

Office and records administration including personal computers and software.

Safety law, regulations and practices.

Public Administration including personnel management and supervision.

Ability to:

Prepare computer generated written reports, spreadsheets, and presentations.

Prepare designs and specifications for all types of public works.

Direct and coordinate the work of other engineering and technical personnel.

Review and analyze relevant legislation.

Prepare successful grant applications.

Communicate effectively orally and in writing.

Represent the City effectively with various public and private agencies.

Establish and maintain effective working relationships with administrative personnel, other staff and with private engineers and consultants, and members of the public.

EXPERIENCE/EDUCATION/TRAINING

Education:

Graduation from college with major work in civil engineering.

Experience:

Four (4) years of increasingly responsible professional civil engineering experience including supervision.

LICENCES/CERTIFICATIONS

- Possess and maintain a valid Class C California Driver's license.
- Have a valid registration as a Professional Engineer in the State of California.
- A license, eligible to sign California subdivision maps or a surveyor's license is desirable and will be compensated supplementally or as indicated above.

OTHER REQUIREMENTS

Be willing to work regular and irregular hours as necessary.

PHYSICAL REQUIREMENTS

Meet physical demands that are typical to office settings and compatible with the requirements for attending office meetings during the day or evening.